



## THE CITY OF KEY WEST

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### **EXECUTIVE SUMMARY**

**Date:** December 10, 2021

**To:** Patti McLaughlin, City Manager

**From:** Kelly Crowe, P.E., City Engineer

**Cc:** Todd Stoughton, Assistant City Manager  
Mark Finigan, Finance Director  
Steve McAlearney, Engineering Director

**Subject:** Authorize Finance Director to Issue Purchase Order in the Amount of \$795,354.60 to Monroe County for City of Key West Portion of the 1<sup>st</sup> and Bertha Street Road Improvement Project

### **ACTION STATEMENT**

Authorize the Finance Director to issue a purchase order in the amount of \$795,354.60 to Monroe County for the City of Key West's portion of the 1<sup>st</sup> and Bertha Street Road Improvement Project scope and authorize City Manager to execute any necessary budget transfers/amendments.

### **BACKGROUND**

Monroe County is responsible for the roadway and drainage maintenance from curb face to curb face within right of way along 1<sup>st</sup> and Bertha Streets from South Roosevelt to North Roosevelt; however, the City of Key West is responsible for the maintenance of the sidewalks, curb ramps, traffic control devices and utilities operated by the city within right of way.

Per Resolution 19-009, the City Commission approved an Interlocal Agreement (ILA) with Monroe County for the design and construction of the city's scope of work items related to the 1<sup>st</sup> and Bertha Street Road Improvement Project ("Project"). The design funds were approved per Resolution 19-009; however exact construction costs were not known at the time. Section 2 of Resolution 19-009 stated that, "Funds for permitting and construction services will be determined and requested in a subsequent resolution".

On November 18, 2020, Monroe County opened bids for the project construction and ultimately awarded a contract to Zahlene Enterprises, Inc in the amount of \$4,694,999.99. The city's portion was determined to be \$795,354.60. City staff initially budgeted \$950,000 in FY 20/21 for the city's scope items. The actual bid costs were well within the budgeted amount. The budgeted amount was reduced to \$800,000 in FY 21/22 to reflect the actual bid amount of city scope items.

Monroe County will be invoicing the City for our scope of work periodically and a purchase order will need to be generated by the Finance Department. A purchase request in the amount of \$795,354.60 has been issued to the Finance Department and per Section 2 of Resolution 19-009, a new resolution is required to access the budgeted funds.

### **PURPOSE AND JUSTIFICATION**

The project will include sidewalk on both sides of 1<sup>st</sup> and Bertha as well as a dedicated bike lane along Bertha Street in the northbound direction. The county's scope of work will improve drainage and reconstruct the roadway along the entire length. Per a separate task, city staff is currently in design for pedestrian signalization at the intersection of 1<sup>st</sup> and Flagler. The signalization improvements are expected to be operational prior to the completion of this project.

Monroe County competitively bid the project and awarded a contract to the lowest responsible bidder. The actual bid cost of \$795,354.60 for City of Key West portion of the scope of work was lower than the original budgeted amount of \$950,000 and is within the current FY 21/22 budget of \$800,000.

This project supports the Key West Forward Strategic Plan by meeting Priority #3, Goal #1, "5 Year Pavement Plans" and Priority #6, Goal #1, "Complete Streets: Ensure Safer and More Accessible Bike and Pedestrian Routes in Accordance with the Bicycle and Pedestrian Master Plan".

### **FINANCIAL**

The costs associated with the city's scope of work items in the amount of \$795,354.60 will be funded from Internal Improvements (Gas Tax)/ Streets / Infrastructure account 102-4102-541-6300, Project # II41021905 (*Bertha-First Reconstruction*). Upon approval, a purchase order will be issued to Monroe County in the amount of \$795,354.60.

### **RECOMMENDATION**

Staff recommends authorizing the Finance Director to issue a purchase order in the amount of \$795,354.60 to Monroe County for the City of Key West's scope of work items associated with the 1<sup>st</sup> and Bertha Street Road Improvement Project and authorize City Manager to execute any necessary budget transfers/amendments.