



THE CITY OF KEY WEST

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TO: Jim Scholl, City Manager
FROM: Janet Muccino, Project Manager
CC: Jim Bouquet, Director of Engineering
DATE: January 20, 2017

SUBJECT: Approving Task Order # 1 for Conceptual Design and Permitting of the 10th Street Pocket Park to Stantec, Inc.

ACTION STATEMENT:

Approving Task Order #1 to Stantec, Inc. in the amount of \$27,942.00 for the conceptual design and permitting of the 10th Street Pocket Park and authorize the City Manager to execute the Task Order.

BACKGROUND:

In the 2016/2017 fiscal year budget, the City Commission approved funds for design and permitting of the 10th Street Pocket Park between Harris Avenue and Lucy Lane. The design will consist of and permit for the construction of a boardwalk, repairs /replacement of an existing boat ramp and new sidewalk. City staff subsequently requested a Task Order proposal from Stantec, Inc. (Stantec) for concept design and permitting of the park. Major tasks and fee breakdown are as follows:

<u>Task</u>	<u>Fee</u>
Conceptual Phase (Lump Sum)	\$ 4,750
Preliminary Design and Permitting Phase (Lump Sum)	\$15,692
Reimbursable and Additional Services (Allowance)	<u>\$ 7,500</u>
Total Not to Exceed Fee	\$27,942

Permitting and conceptual design work will be performed under Stantec's General Engineering Services contract with the City dated October 3, 2012 (Resolution 12-280 and name change from C3TS via Resolution 13-111) and contract extension dated July 2015 (Resolution 15-208). The current fee schedules for the consultant and sub consultants are within allowable increases authorized under the agreement.

PURPOSE & JUSTIFICATION:

This project supports the Key West Strategic Plan including meeting Infrastructure Goals #3 *Parks and recreation areas are accessible to all residents and visitors*

Key to the Caribbean – Average yearly temperature 77° F.

FINANCIAL IMPACT:

Permitting and design of the 10th Street Pocket Park is fully funded under budget account 101-7201-572-6300 (IS72011701). Upon Commission approval, a purchase order in the amount of \$27,942.00 will be issued to Stantec for concept design and permitting. Staff considers the labor category and the proposed number of proposed hours fair and reasonable.

RECOMMENDATION:

Staff recommends approval of Task Order #1 to Stantec, Inc. in the amount not to exceed \$27,942.00 for the conceptual design and permitting of the 10th Street Pocket Park and authorizing the City Manager to execute the Task Order.