



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

To: Jim Scholl, City Manager
From: John Paul Castro, Director of Utilities
Cc: Greg Veliz, Assistant City Manager
Date: November 21, 2018

Subject: Approve General Utility Services Task Order Proposal from Charlie Toppino and Sons, Inc. for the construction of an asphalt driveway and parking lot for OMI Collection crew's new facility at the Richard A. Heyman Environmental Facility (WWTP).

Action Statement

This Resolution would approve the general utility services task order proposal from Charlie Toppino and Sons, Inc. in the amount of \$43,226.40 pursuant to resolution number 18-322 for the construction of a driveway and parking area at the City's WWTP.

Background

OMI's collection crew is moving from their current facility on Palm Avenue to the Quonset hut constructed in 2016 at the WWTP on Fleming Key. A parking area was not constructed when the new facility was built. The new driveway will facilitate deliveries into the building and the parking area will accommodate the work trucks used by the collection crew.

Purpose and Justification

The Utilities Department is requesting that Charlie Toppino and Sons, Inc. provide construction services under the General Utilities Services contract to construct an asphalt driveway to the new OMI Collections building and a parking area to accommodate their work trucks.

MEMORANDUM

The current parking behind the plant is at capacity from plant staff prior to moving the 12 employees from the collections crew to Fleming Key. The gravel drive and area adjacent the building will be heavily used by moving staff permanently to the location. Paving the area will prevent deterioration and erosion.

Financial

This project was not budgeted as the plan to move the collections crew was not final until after the utilities budgets were finalized. Staff requests a budget transfer of \$43,226.40 from operating reserves account Utilities/Sewer/General/Reserves 401-3501-535-9900 to Utilities/Sewer/WWTP/Construction account 401-3504-535-6500, project number SE35041901.

Recommendation

Approve the general utilities services task order proposal from Charlie Toppino and Sons, Inc. for the construction of an asphalt driveway and parking area at the City's WWTP, for OMI Collections in the amount of \$43,226.40.