

# CITY OF KEY WEST

Routing Sheet for ☐ Payment Application ☒ Task Order Approvals ☐ PO Issue

THIS IS NOT AN INVOICE. PLEASE DO NOT PAY.

Date: 10/5/2020

Firm: KCI Technologies, Inc

Project: Services for FDOT Final Mile Grant

Acct#: 1114903-5493100

Fee: \$ 44,470.00

Project No: \_\_\_\_\_

## Project Manager

Signature:  Tim Staub

Date: 10/28/20

Comments: \_\_\_\_\_

## Department Head

☒ Approved ☐ Denied

Signature:  Steve McAleeray

Date: 10/28/2020

Comments: \_\_\_\_\_

## Budget Analyst

☒ Recommend Approval

☐ Recommend Denial

Signature: 

Date: 10.26.2020

Comments: \_\_\_\_\_

## Finance Director Denial

☒ Recommend Approval

☐ Recommend

Signature: 

Date: 10/28/

Comments: \_\_\_\_\_

## City Manager or Assistant City Manager

☒ Approved ☐ Denied

Approval necessary for new or increased PO's (absent commission approval)

Signature: 

Date: 10.29.2020

Comments: \_\_\_\_\_



ISO 9001:2015 CERTIFIED

ENGINEERS • PLANNERS • SCIENTISTS • CONSTRUCTION MANAGERS

6500 N. Andrews Avenue • Fort Lauderdale, FL 33309 • Phone 954-776-1616

Last Mile Amenities – LAP Project Support

SCOPE OF SERVICES

GENERAL OBJECTIVE

The general objective is for the CONSULTANT to provide all design, analysis and engineering support services necessary to assist City Staff in determine the level of effort required to prepare a final set of construction plans and specifications for the installation of all Last Mile amenities.

This includes:

1. Coordinate with the City and FDOT to determine the required information to be provided on the plans for the 87 amenities locations.
2. Coordinate with the City's Environmental Consultant for verification of all NEPA Requirements.
3. Identify sites that need detailed survey to locate R/W lines and/or other features. *(This task will require site visits by KCI personnel)*
4. Coordinate with City on any FDOT requirements
5. Prepare 6 sample location based on City of Key West previous sample submittal
6. Prepare detailed scope of work, cost estimate and schedule for final Construction Bid documents

**Fee for Post Design Services (Time and Expenses) ..... \$44,470.00**

(See attached fee estimate)

Consultant:

C. Bryan Wilson Date: 8-27-20

C. Bryan Wilson, PE

Practice Leader – Transportation

City of Key West:

[Signature] Date: 10/29/2020



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

### EXECUTIVE SUMMARY

**Date:** October 28, 2020

**To:** Gregory W. Veliz, City Manager

**From:** Alison Higgins, Sustainability Coordinator  
Kelly Crowe, City Engineer

**CC:** Patti McLauchlin, Assistant City Manager  
Mark Finigan, Finance Director  
Steve McAlearney, Director of Engineering

**Subject:** Authorization of a Task Order for "Final Mile LAP Grant Support" with KCI Technologies, Inc.

#### **Action Statement:**

Authorize City Manager to approve a task order to KCI Technologies, Inc, in the amount of \$44,470.00 from the Transportation Alternative Fund for the preparation of a pilot set of construction plans and specifications for the installation of FDOT TAP Grant "Final Mile" amenities.

#### **Background:**

The City was awarded \$510,000 from FDOT's Transportation Alternatives Program (TAP) for the purchase and installation of Bike and Pedestrian Amenities at high use bus stops and public areas along the Lower Keys Shuttle bus route.

Each of the 87 sites (60 bus stops, 27 public areas) needs its own set of plans for FDOT to approve. FDOT is allowing the City to create "Smart Surveys" which do not need an official survey as long as the installation is at least 3 feet beyond a known Right of Way, as evidenced by the Monroe County Property Appraisers GIS layers. It is estimated that 75% of the 87 sites will meet this parameter.

#### **Purpose and Justification:**

This Planning & Design work, as well as Cultural Resource work were not considered needed during the early consultations with FDOT. However, their stated parameters have changed, and more sophisticated detail is now required.

The City does not have the in-house capacity to create LAP Grant level construction drawings.

*Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.*



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This first Task Order will help the City determine the contracted assistance needed to complete the entire project:

- The 6 sample drawings are the City's first deliverable, which will finalize the list of details that FDOT Design, Environmental and Cultural staff require for these plans.
- The 30% drawings are the City's second deliverable, which will flag those sites that need an official survey, providing the necessary estimate for the 2<sup>nd</sup> Task Order.

With the unknowns, the consultant cost of Tasks 1 and 2 are expected to be approximately \$150,000, or 29% of the entire project cost.

This is separate from the \$15,000 added to the FY19/20 budget for the Cultural Resources Assessment, which did not get rolled over to FY21 and will still be needed.

Staff is prepared to reduce the scope of the project depending on the results of the first Task Order, in order to keep costs from rising above these estimations.

### **Financial:**

The costs for all Task Orders in preparing for this grant will come from the Transportation Alternative Fund. There are funds available in the TAF Reserves that the Transportation Coordination Team has voted to utilize on this priority project.

This item was not budgeted, as it's need wasn't determined until early September, and the estimate for the Task Order was not in hand until Sept 11<sup>th</sup>. However, TAF revenue for FY20 came in at least \$130,000 higher than the Transportation Coordination Team had budgeted for.

After the First Task is completed and a true cost for all design plans and the Cultural resource assessment are known, the TCT will adjust the scope as needed, and ask the City Commission for both the additional revenue needed to complete and to ratify the original \$44,470.00.

### **Recommendation:**

- Approve the Task Order for KCI Technologies, Inc, at the amount of \$44,470.00
- Move \$44,470.00 from Reserves and create a new line item for Professional Services, Final Mile Grant.