



## THE CITY OF KEY WEST

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

MEMORANDUM

### EXECUTIVE SUMMARY

**TO:** Bob Vitas, City Manager

**CC:** E. David Fernandez, Asst. City Manager – Operations  
Mark Finigan, Assistant City Manager - Administration

**FROM:** Carolyn Sheldon, Grants Administrator

**DATE:** June 14, 2013

**SUBJECT:** **Approving and authorizing the City Manager to execute a Local Agency Program (LAP) Supplemental Agreement for additional Phase 68 construction, engineering & inspection (CEI) funding of \$20,000.00 for the Poinciana Elementary School Safe Routes to School (SRTS) Sidewalk Improvement Project; approving any budget amendments necessary for the additional funding**

#### ACTION STATEMENT:

This resolution will approve and authorize the City Manager to execute a Local Agency Program (LAP) Supplemental Agreement for additional Phase 68 construction, engineering and inspection (CEI) funding of \$20,000.00 for the Poinciana Elementary School Safe Routes to School (SRTS) Sidewalk Improvement Project (EN1101) and approve any budget amendments necessary for the additional funding. The \$20,000.00 will be added to the \$25,659.00 currently funded for a total of \$45,659.00 in CEI funding. No matching funds are required.

#### BACKGROUND:

The LAP Agreement for Poinciana Elementary School Safe Routes to School (FM 425854-1) was approved with Resolution 10-218 on July 20, 2010. Funding for design, construction and construction, engineering and inspection (CEI) was included in the LAP Agreement. This project proposes the construction of sidewalks, curbs, curb ramps, residential and commercial

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

property driveway aprons and property entrances, bicycle and pedestrian crosswalks, paving, stormwater improvements, and traffic calming devices on Duck Avenue, from Glynn Archer Drive (14<sup>th</sup> Street) to 17<sup>th</sup> Street, and 12<sup>th</sup> Street, from Staples Avenue to Seidenberg Avenue, to provide a bicycle safe zone and pedestrian access routes to Poinciana Elementary School addressing Infrastructure Goal #5 of the 2011 Strategic Plan, accessibility to destinations and resources in the City.

LAP Supplemental Agreement #1 was approved with Resolution 12-142 on May 1, 2012. At City Staff's request, FDOT allowed \$40,000.00 in CEI funds to be transferred to construction funds to reduce the amount of the shortfall that was anticipated (based on the Engineer's estimate) when bids for construction were opened. At the time SA#1 was prepared, Staff was confident CEI services could be fully performed with the remaining CEI funding. LAP Supplemental Agreement #2 (Resolution 12-328 approved November 20, 2012), added additional funding in the amount of \$185,268.00 to Phase 58 construction. This was the amount of construction funding the City was short after bid opening.

**PURPOSE & JUSTIFICATION:**

As mentioned above, City Staff was confident CEI services could be fully performed with the remaining funding after SA#1 was approved. However, this was based on construction for the Safe Routes to School Poinciana Elementary School project being concurrent with two other City LAP projects, Glynn Archer Drive and Safe Routes to School Gerald Adams Elementary School. This did not occur. Glynn Archer and Gerald Adams were completed just as construction on the Safe Routes to School Poinciana project was beginning, making it difficult for the City's CEI firm, AMEC, to share resources among the three projects. In order for AMEC to complete CEI services for the Poinciana project, additional CEI funding is needed. City Staff requested Supplemental Agreement #3 to add \$20,000.00 to Phase 68 construction, engineering and inspection (CEI) and FDOT has agreed to provide the additional funding. The City is required to submit LAP Supplemental Agreement #3 to accept the additional \$20,000.00.

Here is a breakdown of the grant funding with Supplemental LAP Agreement #3 funding in place:

<b>Poinciana Elementary SRTS LAP Agreement (FM 425854-1)</b>			
<b>Project Phase</b>	<b>Current LAP Agreement</b>	<b>LAP Supplemental Agreement #3</b>	<b>Total Funding</b>
Design	\$ 65,659.00	\$ 0.00	\$ 65,659.00
Construction	\$ 531,676.00	\$ 0.00	\$ 531,676.00
CEI	\$ 25,659.00	\$ 20,000.00	\$ 45,659.00
<b>Total</b>	<b>\$ 622,994.00</b>	<b>\$ 0.00</b>	<b>\$ 642,994.00</b>

Please note that the funding above is 100% FDOT. There is no local match required.

**OPTIONS:**

1. Approve the LAP Supplemental Agreement and authorize the City Manager to execute LAP Supplemental Agreement #3. This allows for an additional \$20,000.00 in FDOT funding to complete the construction of the Poinciana Elementary School Safe Routes to School (SRTS) Sidewalk Improvement Project. Construction, engineering and inspection funding will be increased to \$45,659.00 and the project would be 100% funded by FDOT.
2. Do not approve the LAP Supplemental Agreement. With this option, the City would need to fund the additional \$20,000.00 needed to complete CEI services.

**FINANCIAL IMPACT:**

The LAP Supplemental Agreement, if approved, will increase grant revenue by \$20,000.00 (FDOT LAP Grant revenue account 102-0000-334-49-01) / Project EN1101.

The project costs associated with the Poinciana Elementary School SRTS Sidewalk Improvement Project are budgeted in expense account 102-4104-541-63-00 / EN1101 and would need to be increased by \$20,000.00.

**RECOMMENDATION:**

Staff recommends the City Commission select option 1, approve the LAP Supplemental Agreement and authorize the City Manager to execute LAP Supplemental Agreement #3 allowing for an additional \$20,000.00 in FDOT funding for CEI services to complete the Poinciana Elementary School SRTS Sidewalk Improvement Project.