



## MEMORANDUM

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Date: June 4, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

From: David Allen, Director of Engineering

Subject: **FILE ID 25-3888 Ratification of the City Manager's Approval of Mallory Square Wharf Inspection Services by Tetra Tech, Inc, in the Amount of \$145,051.00**

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### Introduction

This resolution will ratify the City Manager's approval of a Task Order to perform emergency inspection services at the Mallory Square Wharf to determine the condition of the existing structure and what repairs are needed. This approval was granted under City of Key West Code of Ordinances, Section 2-797(2) - Emergency Procurement.

### Background

Per Ordinance 2-797 (2), Emergency Procurement, "The City Manager may make emergency procurement of commodities or contractual services where the cost exceeds \$50,000 when there exists a clear and present threat to public health, property, welfare, safety, or other substantial loss to the City."

The City of Key West previously tasked Tetra Tech, Inc with the inspection of the seawall at Mallory Square just past the Mallory Square Wharf. Tetra Tech, Inc. finalized the report for this effort in April of 2024. Although not included in the scope of work of the inspection and report, Tetra Tech, Inc. noted deterioration of the wharf structure and subsequently provided an outline of the areas affected which were incidentally captured as part of the seawall inspection efforts.

The conditions noted and scope of the area affected are significant enough to warrant further inspection and evaluation of the overall condition of the wharf structure. The Engineering department has prepared a new scope of work for Tetra Tech, Inc. to conduct this inspection under a new task order under the City's general engineering services agreement. This inspection will inform the City about what, if any, structural load rating may be suitable for the existing structure, what repairs, if any, are required, whether entire replacement of the structure is required, and what the probably cost of those improvements may be.

Tetra Tech, Inc. completed the physical inspection the week of April 28<sup>th</sup>, 2025. As the Mallory Square Wharf is a major pedestrian area and tourist attraction, it was in the best interest of the City to determine the integrity of the structure as soon as possible.

### **Procurement**

Funding for the Mallory Square Wharf Inspection is available in Infrastructure Fund account number 101-4302-543-6300, under the existing Mallory Square Revitalization project, Project IS43022101. We will need to transfer funding in the amount of \$145,051.00, to newly established Project IS43022501 for the Mallory Square Wharf Rehabilitation.

### **Recommendation**

The City Manager's Office recommends the Mayor and Commission ratify the approval of the Emergency Procurement and Task Order of Mallory Square Wharf Inspection Services in the amount of \$145,051.00 to Tetra Tech, Inc. authorizing any necessary budget transfers/amendments.