



## THE CITY OF KEY WEST

1300 White Street, Key West, FL 33040 (305) 809-3747

**TO:** Jim Scholl, City Manager

**Cc:** Greg Veliz, Assistant City Manager  
Mark Finigan, Finance Director

**FROM:** Steve McAlearney, Engineering Director

**DATE:** July 19, 2019

**SUBJECT:** **Approve Change Order #1 to Tetra Tech Inc. (Tetra) for Aquarium Basin Seawall Repair**

### Action Statement

Ratify City Manager approval of Change Order # 1 to Tetra for additional services during construction for aquarium seawall repair in an amount not to exceed \$19,278.

### Background

Tetra signed a general Environmental Engineering Services contract with the City after a competitive bidding process and IAW Resolution 14-359 and extended via Resolution 17-229. Tetra was hired to provide services during construction in the amount of \$113,207 per Resolution 18-248. The \$19,278 Change Order exceeds five percent (5%) of the contract value and requires Commission approval per City Code Sec. 2-845 (a).

### Purpose and Justification

Aquarium seawall project contractor (Pac Comm, Inc.) did not complete aquarium construction by amended contract deadline of 3 July 2019. Pac is being charged liquidated damages of \$500/day. New contract completion date is 3 Aug 2019. This change order extends the Tetra contract as services during construction will be required for the additional month, as well as post-completion tasks including permit close-out and stamping of as-built drawings. City Manager authorization to exceed 5% of contract value was received IAW Sec. 2-845 (a) so as to not further delay completion of project.

This project aligns with Key West Strategic Plan: *Infrastructure, Goal #4, Long term sustainability of the City's hard assets.*

### Financial Issues

Project is funded from Account 001 1910 519 6500 / Project # HU1701E01. It is expected that project costs will be eligible for some level of FEMA reimbursement. If approved, a change order will be issued to Tetra increasing Purchase Order 087445 amount by \$19,278.00.

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

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**Recommendation**

Staff recommends ratification of Change Order #1 to Tetra Tech, Inc. contract for services during construction in the amount of \$19,278.