

EXECUTIVE SUMMARY



To: Jim Scholl, City Manager

cc: James Fitton, Port and Transit Director

From: Myra Wittenberg, Manager / KWDoT

A handwritten signature in black ink, appearing to read "Myra W.", is written over the "From:" line.

Date: November 15, 2010

Subject: Resolution – Approving Extension Of The Master Services Agreement for Engineering & Architectural Services For the New Transit Facility, Resolution No. 06-270, For An Additional Two (2) Year Term, Through June 13, 2011

Action Statement:

The City of Key West Department of Transportation requests approval to extend the term of Agreement for Engineering & Architectural Services With Chen & Associates, Inc., for a period of two (2) years, as provided for in Resolution No. 06-270. Thereafter the agreement shall continue from year to year until terminated by the City.

Project History:

The City of Key West Department of Transportation is in the process of final design and bid work associated with construction of a New Transit Facility to be located at 5701 College Road, which has been delayed due to completion of the City's new Transfer Station, and relocation with those activities, to the Rockland Key site.

The City recently approved renewal to the City's general engineering consultant contracts of four (4) providers, of which Chen & Associates, Inc., (C & A), were one of those general services providers; and at this time Chen committed to keeping all costs associated with that agreement renewal at "status quo" for this contract renewal. Nothing will change except extension of the term of agreement from the original date of three (3) years, adding the two (2) year extension period through June 13, 2011. Thereafter if all required work is not complete as noted in Task Order 107.001 - New Transit Facility – the agreement continues yearly until terminated by the City.

The project design is currently at 65% completion and should be ready to bid by January 2011.

Options / Advantages / Disadvantages:

Option one (1) would be that the City approve this extension of agreement term, and all other issues remain in tact per the Master Services Agreement with Chen & Associates, Inc., as referenced in Resolution No. 06-270.

The advantages to this option is clear in that the work originally tasked to C& A can be completed and the project built as planned without having to go out and start the selection process for an engineering representative all over again.

Executive Summary
Chen & Associates Renewal
November 15, 2010

Another advantage to this option would be that the City's Department of Transportation would no longer have to share facilities with public works and fleet services, we will be able to measure our performances and our expenses more accurately without integration of other city services - and the building at Palm Avenue can be renovated and reassigned to other City departments for future use and housing.

There are no disadvantages noted on option one (1) at this time.

Option two (2) would be that the City NOT approve this extension request for C & A and the project design comes to a stand still or the funding is lost and the project is cancelled.

There are no advantages to Option 2.

The disadvantage to this is that we would remain in a position of shared use which results in limited accountability of the transit expenses (operations, maintenance and administrative support), a lack of secure and safe facilities that are required for transit operations, lack of adequate and proper safety and maintenance equipment on site and inability to train employees properly for public transit duties - all due to limited space in our current work place.

Fiscal Impact / Budget:

The fiscal impact is noted above and is considered by most to be a reduction of annual operating expenses of approximately \$8,000.00, for public transit services due to increased air conditioning equipment and improved energy efficiency, less shared space and use by less city employees who comprise the transit services of the city, basic quality control of a specific industry with regard to safety and operations as a whole that will provide for improved accountability of public transit services.

Recommendation:

City of Key West DoT recommends the City Commission approve extension of the Master Services Agreement with Chen & Associates, Inc., Engineering, through June 13, 2011, thereafter all services will be rendered on an annual basis, or until said arrangements are terminated by the city.

/mhw

Attachments: Resolution 06-270
Master Services Agreement
Task Order 107-001 - New Transit Facility