




## MEMORANDUM

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Date: April 11, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress  
City Manager 

From: Gary Volenec, P.E.  
Engineering Director

Subject: **24-5564 ITB 23-022 Clinton Square Pocket Park - Construction Contract Award**

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### Introduction

Approve a construction contract to Charley Toppino & Sons, Inc. for the bid proposal received in response to Invitation to Bid (ITB) 23-022 for the Clinton Square Pocket Park Project in an amount not to exceed \$1,075,410.00. Authorize the City Manager to execute the contract upon successful negotiation, and upon consent of the City Attorney, approve any necessary budget transfers/amendments.

### Background

For many years the City has expressed interest in providing for improvements at the historic Clinton Square Pocket Park, located across from the Custom House at Whitehead Street. A Task Order for design of this work was obtained from Perez Engineering and was approved in August of 2020. An additional Task Order was authorized to Wood Environmental and Infrastructure Solutions, Inc. for structural and electrical design services in April of 2022.

Upon completion of design documents, ITB 23-022 Clinton Square Pocket Park Project was advertised for bid on December 16, 2023, with one bid being received on January 16, 2024, from Charley Toppino & Sons Inc. This project, which was originally started in 2018, will revitalize the Clinton Square Pocket Park and provide enhancements that will benefit both visitors and

residents alike. Patrons will be able to enjoy a renovated historical park located in one of the oldest and most heavily visited areas of downtown Key West.

### **Procurement**

This contract amount will be funded from the Clinton Square Pocket Park Project Number IS72011804. The project has a current available balance of \$862,404. To fully fund the project, we will re-allocate funds from existing projects budgeted in the Infrastructure Surtax Fund account 101-7201-572-6300 in the amount of \$213,006, resulting in a total funded amount of \$1,075,410.00.

### **Recommendation**

The City Manager's Office recommends the Mayor and Commission approve the construction contract to Charlie Toppino & Sons Inc., for the proposal received in response to Invitation to Bid (ITB) 23-022 for the Clinton Square Pocket Park in an amount not to exceed \$1,075,410.00 and authorize the City Manager to execute the contract upon successful negotiation, and upon consent of the City Attorney, approve any necessary budget transfers/amendments.