

RESOLUTION NO. 24-155

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST (CITY) APPROVING CHANGE ORDER NO. 1 IN THE AMOUNT OF \$35,425.63 TO AMEND THE SOUTHERMOST POINT PLAZA PROJECT FROM ONE-WAY TO 2-WAY DESIGN, UNDER THE TASK ORDER AWARDED TO BCC ENGINEERING IN RES #23-346; AUTHORIZING ANY NECESSARY BUDGET TRANSFERS AND AMENDMENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE NECESSARY DOCUMENTS UPON ADVICE AND CONSENT OF THE CITY ATTORNEY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 23-193 the City Commission approved a contract with BCC Engineering, LLC for general engineering services; and

WHEREAS, in Resolution 23-346 the City Commission approved a task order for BCC Engineering for design of the Southernmost Point Plaza incorporating creative design solutions, a one-way raised roadway surface, increased landscaping, drainage and enhanced bicycle and pedestrian accessibility, while accommodating the needs of neighboring residential and commercial properties, and improving the experience of the large crowds that visit daily; and

WHEREAS, the proposed change order cost is greater than five percent of the original task order of \$291,135.94, and per section 2-845(a) of the Code of Ordinances, City Commission approval is required for change orders greater than five percent of the contract price or \$50,000.00; and

WHEREAS, City staff recommends approval of the change order, which will bring the total project cost to \$326,561.57; and

NOW, THEREFORE, BE IT RESOLVED BY CITY COMMISSION OF THE CITY OF KEY WEST, AS FOLLOWS:

Section 1: That the attached Change Order No. 1 in the amount of \$35,425.63 to the Design Task Order Task Order issued to BCC Engineering Inc. in Resolution 23-193, is hereby approved, pursuant to Section 2-845 of the Code of Ordinances.

Section 2: That funds for this change order will be used from account #101-1900-519-6300 (Project IS19002401). Any necessary budget transfers or amendments are hereby authorized.

Section 3: That the City Manager is authorized to

execute documents related to this Change Order, upon the advice and consent of the City Attorney.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 8th day of August, 2024.

Authenticated by the Presiding Officer and Clerk of the Commission on 8th day of August, 2024.

Filed with the Clerk on August 8, 2024.

Mayor Teri Johnston	<u>Absent</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
SAM KAUFMAN, VICE MAYOR

ATTEST:

  
KERI O'BRIEN, CITY CLERK



## MEMORANDUM

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Date: August 8, 2024

To: Honorable Mayor and Commissioners

Via: Todd Stoughton  
Interim City Manager

From: Keith Bring  
Project Manager

Subject: **(File ID: 24-6155) Approving Change Order #1 for Design of the Southernmost Point Plaza Project to BCC Engineering in the amount of \$35,425.63.**

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### **Introduction**

Approve Change Order #1 to BCC Engineering, LLC (BCC) in the amount of \$35,425.63 for engineering design services for the Southernmost Point Plaza Project and authorize the Interim City Manager to execute the contract upon consent of the City Attorney and execute any necessary budget transfers.

### **Background**

The Southernmost Point, an iconic visitor attraction, is located at the western terminus of South Street. In 2022, Hurricane Ian damaged the existing seawall near the Southernmost Point, cracking and undermining a portion of the decking around the buoy monument. During review and damage assessment of the seawall, Engineering staff observed the poor condition of the areas surrounding the buoy, benches, sidewalks, and drainage facilities. It is believed that the current facilities at the Southernmost Point are 20-25 years old. City staff then requested a Task Order from BCC Engineering for the design development and construction documents

preparation of the proposed Southernmost Point Plaza which was approved via resolution 23-346. The scope of the task order includes a creative, welcoming plaza focusing on the Southernmost Point and will incorporate a raised roadway surface, provide increased shade and landscaping, improve the overall area drainage, and enhance bike and pedestrian accessibility, all while accommodating the needs of adjacent residential and commercial properties as well as improving the experience of the large crowds that visit daily. Improvements along the two-block corridor will incorporate a one-way limited traffic flow pattern and include resilience and sustainability strategies that address climate considerations and sea-level rise.

BCC prepared conceptual level design drawings and renderings, which were used to discuss the project direction with local stakeholders. After discussion with community members and stakeholders, the initial one-way design will need to be revised to retain the existing two-way configuration. While some components of the existing work remain and the community input has provided important guidance, some additional funding is needed to address the previous efforts that differ from the changes to the design direction, which will maintain two-way traffic. BCC has provided a change order proposal in the amount of \$35,425.63 to revise roadway plans, drainage design, pavement marking and signage changes, as well as hardscape and landscape design. It is important to note that the focus of the project to revitalize a heavily trafficked pedestrian area featuring a significant attraction to the City still remains and that revisions to the roadway segment will not impede the original goals of the project.

### **Procurement**

The funds for this Change Order are budgeted from Account 101-1900-519-6300 (Infrastructure Surtax), under Project IS19002401.

### **Recommendation**

Staff recommends the approval of a Change Order #1 to BCC Engineering in the amount of \$35,425.63 for additional scope change to include 2-way traffic design, which will provide for the revision to roadway, drainage, pavement marking, and landscaping plans as requested by the residents of the area. Staff recommend authorizing the City Manager, pursuant to legal review, to execute any necessary budget adjustments, transfers, and amendments.

**CHANGE ORDER #01**  
**Southernmost Point Plaza Streetscape Project**  
**City of Key West**  
**RFQ 22-006**

**July 29, 2024**

This Change Order between the City of Key West ("CITY") and BCC Engineering, LLC ("CONSULTANT") is pursuant to the modification of the proposed typical section at the request of the CITY as part of the Southernmost Point Plaza Streetscape Project (RFQ 22-006). The CITY has requested that the proposed typical section of the project be modified from a one-way roadway with a counterflow bike lane and inverted crown to a two-way roadway with no bike lanes and at normal crown. Preliminary design and analysis have currently progressed using the previous concept of a one-way typical section and will require additional work to modify the proposed design to the requested two-way typical section. The additional time and effort required to make these modifications are covered in this Change Order and outlined below.

**SCOPE OF SERVICES**

***Task 1 - Project Management Scope***

- Prepare for and attend project meetings to review and discuss modified typical section.
- Coordination of proposed typical section modifications with other design disciplines.
- Coordination of revised project schedule.

***Task 2 - Public Involvement Scope***

- Update graphics to be used for public meeting boards.
- Update public meeting boards with revised graphics and language depicting new typical section.

***Task 3 - Design Scope***

- **Roadway**
  - Revise typical sections.
  - Revise horizontal geometry.
  - Reanalyze potential MOT.
  - Update MOT typical sections and phasing notes.
  - Update quantities and cost estimate.
  - Attend meeting with CITY to review and discuss updated horizontal geometry.
- **Drainage**
  - Reanalyze drainage layout for normal crown condition.
  - Revise preliminary inlet placement.
  - Update quantities and cost estimate.

- **Signing and Pavement Marking**
  - Review updated two-way typical section and geometric design.
  - Analyze two-way signage instead of one-way.
  - Develop new cost estimate.
- **Landscape/Hardscape**
  - Revise graphics for public meeting boards.
  - Revise all renderings and perspectives.
  - Revise plans.

### ***Fee and Billing***

BCC will perform all services described under Tasks 1 through 3 for a lump sum fee of **\$35,425.63**. See Exhibit A for fee estimate backup.

Billing for services performed under Tasks 1 through 3 will be monthly based on the percentage of services completed.

### ***Attachments***

- Exhibit A: Fee Estimate Backup

We appreciate this opportunity to provide these services to you. Please contact us if you have any questions.

Sincerely,

BCC ENGINEERING, LLC

A handwritten signature in black ink, appearing to read "A. List", written over the printed name of Andrew List.

Andrew List, PE,  
Project Manager

**WORK AUTHORIZATION**

The City of Key West agrees with the above scope. BCC Engineering, LLC is hereby authorized to proceed.

City of Key West

  
\_\_\_\_\_

Print: Todd C. Stovatt

Title: Interim City Manager

Date: 8-12-2024



BCC ENGINEERING, LLC

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Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## **EXHIBIT A**

### **Fee Estimate Backup**

7/29/2024

Task No.	Task Name	BCC Regulated Rates																Average Rate Per Task	Staff Cost By Activity	Staff Hours By Activity	Architect/Drafting	Project Landscape Architect	Project Manager - Landscape Architect	Design Principal	Principal	Utility Coordinator	Senior CAD/Computer Technician	Design Technician	Senior Design Technician	Engineering Intern	Project Engineer	Senior Project Engineer	Project Manager	Senior Project Manager	Initial	Explanation Notes (Assumptions)																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																										

**TASK WORK ORDER #01**  
**Southernmost Point Plaza Streetscape Project**  
**City of Key West**  
**RFQ 22-006**

**November 3, 2023**

At the request of the City of Key West (the Client), BCC Engineering, LLC (the Consultant) has prepared this scope of work for professional engineering service for the design of overall corridor improvements along Whitehead Street from United Street to South Street and along South Street from Whitehead Street to Duval Street.

For these services, BCC Engineering will perform the following:

**SCOPE OF SERVICES**

***Task 1 - Data Gathering/Review***

As part of this task, BCC will perform the following:

- Coordinate with City of Key West and any other relevant entities to gather available existing data to be evaluated as part of the design of the improvements, including as-built plans, right of way maps, drainage maps, etc.
- Prepare for and attend meetings including a project kick-off.

***Task 2 - Project Management Scope***

- Prepare for and attend project meetings as defined in the staff hour estimate.
- Coordination of digital delivery documents.
- Coordination of project schedule.
- Coordination with Structural Engineer designing seawall within project limits.

***Task 3 - Public Involvement Scope***

- Preparation of renderings for two (2) separate public meetings.
- Preparation of a PowerPoint to present design plans at public meetings.
- Coordinate, schedule, and attend two (2) public meetings and prepare necessary materials.

***Task 4 - Design Scope***

- ***Roadway***

The main tasks to be performed as part of the Roadway scope of work are as follows:

- Develop typical sections.
- Horizontal geometry and vertical geometry.
- Cross sections every 50' along roadway alignment.
- Prepare and submit necessary design variation (anticipating one (1) design

variation for clear zone).

- Prepare and submit Master Plan concept.
- Prepare and submit design plans at 60% and 100%.
- Quantities to be provided at 60% and 100% submittals.
- Cost estimates to be provided at 60% and 100% submittals.
- Temporary traffic control analysis includes:
  - TTCP general notes for construction.
  - TTCP typical sections and phasing notes.
  - Vehicular and pedestrian detours.

- **Drainage**

The main tasks to be performed as part of the drainage scope of work are as follows:

- Collect available data on existing drainage system conditions. No topographic information will be collected for the existing drainage system.
- Review survey and utility information collected for the project.
- Evaluate that the Proposed Roadway design is consistent with the current City's Stormwater Masterplan.
- Summarize the applicable drainage design criteria for this project.
- Meet with SFWMD to discuss the required criteria to confirm that no permitting will be required for the proposed improvements. It is assumed that no permits will be required due to the impervious areas being reduced, and no new lanes will be added.
- Prepare drainage design based on the design criteria established.
- Prepare drainage design plans.

- **Signing and Pavement Marking**

The signing and pavement marking will be designed to meet the Florida Greenbook Standards and MUTCD. Proposed scope includes:

- All existing signs and pavement markings within the project limits will be removed.
- New signing and markings will be provided for the new one-way traffic flow pattern on Whitehead Street southbound from United Street and South Street eastbound to Duval Street.
- Replace/remove existing signs and propose new signs for the new one-way traffic flow pattern at all the approaches of the intersection of Whitehead St at United St and the intersection of South St and Duval St.

- **Roadway Lighting**

The roadway lighting will be designed to meet the Florida Green book Chapter 6 Lighting, The MUTCD standards and the National Electric Code (NEC).

- The Existing Keys Energy Services streetlighting will be removed.
- New 20ft or below, decorative dual arm post top LED Acorn type lights will provide street lighting and pedestrian zones lighting. These lights will be operated at 120V.

- Acorn light fixtures will have house side shields to limit light spill into private properties.
- Special cable splicing design will account the full submersion of pull boxes during flooding events.
- One new metered load center will serve the streetlights and landscape decorative lights and outlets. This load center will be detailed in the roadway lighting plans.
- Special reinforced grounding to protect pedestrians touching the light poles. Assumption will be made that each pole underground electrical pull box is flooded.

- ***Decorative Lighting and Electrical Outlets***

The decorative lighting and outlets system will be designed to meet the Florida Green book Chapter 6 Lighting, The MUTCD standards and the National Electric Code (NEC).

- New tree lighting and flood lighting for entrances monument.
- New Planter and Selected trees GFCI 120V outlets for use with special seasonal tree/planter lighting, and kiosks during special road parties or special other events.
- The 120Vac and low voltage DC circuits will be fed from the roadway lighting load center. This load center will be depicted in the roadway lighting plans. Special lighting /electrical schedules remain in the decorative lighting plans set.
- The decorative lights and outlets system will be independently protected from roadway lights.
- Special reinforced grounding to protect pedestrians touching the decorative lights. Coordination for the installation of 120VAC outlets in coordination with the City's concerns about their usage.
- Decorative lighting includes in-ground lights safe for pedestrian's touch and walk over.

- ***Landscape/Hardscape***

The main tasks to be performed as part of the landscape/hardscape scope of work are as follows:

- ***Site Assessment*** – Curtis + Rogers (C+R) will review the survey information provided and an arborist shall assess any trees within the project area for removal or relocation.
- ***Site Modeling*** – Using LIDAR and other remote sensing technologies, C+R will investigate the site's vulnerabilities and natural systems, including wind fetch, topography, hydrology, and vegetation. This will be ground-truthed and adjusted during site visits and community input and will form the basis of an analysis of the potential for interventions within the project area and the immediate surroundings to mitigate environmental, economic and social vulnerabilities. C+R will use this model to identify critical vulnerabilities, including but not limited to: freshwater and flash flooding; wave run-up, sea surge, potential breaches and other sources of saltwater flooding and destruction.

C+R will adopt projections provided by Monroe County Office of Resiliency and/or the Unified Sea Level Rise Projections published by the Southeast Florida Regional Compact on Climate Change. Due to the uncertainty in projections and variation in service life between different park components, various projections will be assessed. Published tidal and recent king tide data will be adopted to provide water levels and extreme tide water levels.

- **Inundation Modeling** – The Consultant will assess potential inundation for various scenarios related to the sea level rise and tidal events (i.e. "king tides") based on available topographic data.
- **Master Plan Concept** – develop a concept for the public space and landscaping which will include the hardscape areas, sidewalks, plaza and general site landscaping. We will present options for seating, lighting and shade structures for the client to review. We will then review with the client to finalize the layout and furnishings selections. C+R will produce a color site plan and three renderings of the proposed improvements. C+R shall attend one public meeting in person to review the plans. The deliverables for this phase are as follows:
  - A layout of proposed hardscape materials, including paving, site furnishings and lighting. A layout of proposed planting areas with a list of species to be used. A plan showing the disposition of existing trees/palms in the project area. A rendered color plan of the project site. Three color renderings (perspectives or sections) to convey the concept to the public.
- **Construction Documents:**
  - A Hardscape Plan showing all paving materials with details and finishes & colors specified (base materials to be detailed by BCC).
  - An Amenity Plan showing all proposed site furnishings and lighting with details and selections of materials and colors.
  - A Planting Plan. The plan will indicate location, species, and specifications of all plant materials. Details of planting installation will be provided.
  - An Irrigation Plan, Notes & Details. A new system shall be specified if needed. A fully developed Irrigation plan, notes and details will be provided showing the locations and specifications of all heads, piping and valves and the estimated water use. The system will be designed with zones according to water use and include a rain sensor for water conservation.
  - Attendance to one (1) Public meeting if needed.
- **Utilities**

The utility coordination scope of work includes:

  - Review Utility Plans and Data.
    - Client will provide a recent Sunshine 811 design ticket identifying all utility owners within and adjacent to the project limits.
    - Client will provide survey information with all existing underground and above-ground utilities. Survey shall include all locations for existing utility valves, manholes, related utility appurtenances, and power poles. Survey of pipe inverts for existing sanitary gravity sewer lines shall also be included in survey.

- Client will provide as-builts and other available records depicting the existing utilities.
  - Make Utility Contacts – one contact will be made to utility owners.
  - Review Utility Markups & Work Schedules.
  - Utility Coordination/Follow-up.
  - Utility Constructability Review.
  - Transmit final construction contract plans to UAOs.
  - Transmit final utility files to the PM/EOR and prepare the Utility Certification Package.
  - Coordinate certification reviews with PM/EORs.
- **Survey**  
(To be provided by The City of Key West and to include existing utilities.)
- **Geotechnical**  
(To be provided by The City of Key West)

**Task 5 - Optional Services (To be negotiated later)**

- Design of custom sign at Southernmost Point Plaza.

**Task 6 – Post Bid Assistance**

- **Clarifications and Interpretations.** When requested by the CLIENT, CONSULTANT shall provide Contractor with necessary clarifications and interpretations of the drawings and specifications as appropriate to the orderly completion of their respective portions of the construction. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the drawings and specifications.
- **Review and Respond to Requests for Information (RFIs).** The CONSULTANT will review and respond to requests for information (RFIs) as provided by the CLIENT, through Substantial Completion. Responses will be provided immediately, when required, or within a maximum of (5) working days from receipt of RFIs.
- **Shop Drawings and Samples.** When requested by the CLIENT, CONSULTANT shall review and approve (or take other appropriate action in respect of) shop drawings and samples which Contractor is required to submit, but only for conformance with the information given in the drawings and specifications and compatibility with the design concept of the completed Project as a functioning whole. Such reviews and approvals or other action will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.
- **Substitutes.** When requested by CLIENT, CONSULTANT shall evaluate and determine the acceptability of a reasonable number of substitute or "or-equal" materials and equipment proposed to Contractor by Subcontractors or Suppliers, and make revisions to drawings and specifications occasioned by the acceptance of substitute or "or-equal" materials and equipment.

### **Assumptions and Exclusions**

- **Assumptions:**
  - Community outreach to be provided by the City of Key West.
  - Parking meters to be coordinated and relocated by others.
  - Permit fees shall be paid directly by the City of Key West.
  - No custom sign panel design anticipated.
  - Parking signs and non-standard MUTCD signs to be provided by the City of Key West.
- **Exclusions:**
  - Surveying, geotechnical investigations, wind studies, vibration studies, site specific seismic analysis or testing, and environmental assessments.
  - Any services required to obtain construction permits that are obtained by a licensed contractor that does not specifically relate to civil engineering.
  - Any services required due to the realization or disclosure that the proposed project site contains an environmental contamination.
  - Any permit coordination services not related to the required civil permits.
  - Any other services not specifically included in the Scope of Services

### **Schedule**

BCC shall submit the Deliverables identified under Tasks 1 through 4 as depicted in the table below.

<b>Deliverable</b>	<b>Task Duration</b>
Master Plan Concept	2.5 Months
60% Design Plans	2.5 Months
100% Design Plans	2 Months

### **Fee and Billing**

BCC will perform all services described under Tasks 1 through 4 for a lump sum fee of **\$281,135.94**. See Exhibit A for fee estimate backup.

BCC will perform all services under Task 6 for a time and material fee based on agreed upon hourly labor rates reflected in EXHIBIT A not to exceed a total contract amount of **\$10,000.00**.

Billing for services performed under Tasks 1 through 4 will be monthly based on the percentage of services completed.

Billing for services performed under Task 6 will be monthly based on hours contributed to the



Southernmost Point Plaza Streetscape Project  
City of Key West  
RFQ 22-006

Project at the agreed upon hourly labor rates reflected in EXHIBIT A.

***Attachments***

- Exhibit A: Fee Estimate Backup

We appreciate this opportunity to provide these services to you. Please contact us if you have any questions.

Sincerely,

BCC ENGINEERING, LLC

A handwritten signature in black ink, appearing to read "A. List", written over the printed name.

Andrew List, PE,  
Project Manager

**WORK AUTHORIZATION**

The City of Key West agrees with the above scope. BCC Engineering, LLC is hereby authorized to proceed.

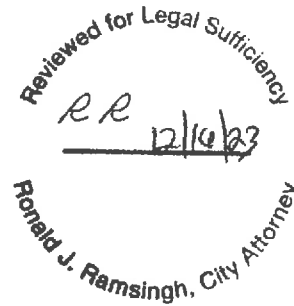
City of Key West



Print: Albert P. Childers

Title: City Manager

Date: Dec 20, 2023



BCC ENGINEERING, LLC

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Print: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **EXHIBIT A**

### **Fee Estimate Backup**

Task No.	Task Name	BCC Personnel Rates													Average Rate Per Task	Staff Cost By Activity	Hours By Activity
		Senior Project Manager	Project Manager	Senior Engineer	Project Engineer	Engineering Intern	Senior Designer	Design Technician	Senior Technician/Computer Technician	Utility Coordinator	Principal	Design Principal	Project Manager - Landscape Architect	Project Landscape Architect			
1	Southeastern Point Plaza Streetscape	\$785.00	\$213.13	\$186.30	\$183.84	\$107.31	\$201.20	\$186.88	\$110.00	\$183.78	\$250.00	\$215.00	\$175.00	\$100.00	\$85.00	Exp: location history, assumptions	
	A. Project Management/Public Involvement	0	90	0	45	27	0	16	0	0	0	0	0	0	180	Attend public meetings. Public meeting meetings. Project Management (Project setup, maintenance of files, project schedule, coordination with other project, documentation, briefing) Attend progress meetings & coordination with design. PFA coordination.	
	B. Roadway Analysis	0	55	41	55	41	28	55	0	0	0	0	0	0	275	Typical Section analysis. Design Vision (for clear zone). Horizontal & vertical geometry. TTCP phasing analysis. On-street parking solutions. Technical meetings.	
	C. Retention Plans	0	24	18	24	18	12	24	0	0	0	0	0	0	120	Master Plan, 80%, 90%, 100%. Typical Sections. Green section. Special Details (interconnection of sheet). TTCP plan sheets. Preliminary design.	
	D. Drainage Analysis	16	0	6	96	0	20	13	6	0	0	0	0	0	164	Flow charting analysis. UPM control sheet. Storm drain design. Riprap within branch drain. Channel and/or culverts. Abstract for permits request.	
	E. Drainage Plans	2	0	0	12	0	10	0	16	0	0	0	0	0	40	Finalize map. Drainage abstract sheet. Backflow prevention.	
	F. Utility Coordination	0	0	0	0	0	0	0	0	59	0	0	0	0	55	Main utility conflict. Design meetings. Design coordination with utility. Utility coordination review. Coordinate plans to LA/OG. Coordinate with utility.	
	G. Grading & Pavement Marking Analysis	4	0	0	28	0	6	2	0	0	0	0	0	0	40	Review typical section and generate design. Coordinate with design firm. Coordinate with utility. Technical meetings.	
	H. Signing & Pavement Marking Plans	1	0	0	11	0	5	3	0	0	0	0	0	0	20	General notes and pay item notes. S&PM plan sheets.	
	I. Lighting Analysis	0	0	35	88	0	0	6	6	0	0	0	0	0	118	Vehicle drop calculations. Coordinate with design firm. Coordinate with utility. Coordinate and cost estimate.	
	J. Lighting Plans	0	0	4	20	0	0	4	9	0	0	0	0	0	37	Lighting plan sheets. Special detail for decorative pole and support. Special detail for decorative pole and support. Assume one single head center.	

