



THE CITY OF KEY WEST

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MEMORANDUM

EXECUTIVE SUMMARY

TO: Key West Bight Board

CC: Bogdan Vitas
David Fernandez
Marilyn Wilbarger

FROM: John Paul Castro, Key West Bight Operations Manager

DATE: September 12, 2012

SUBJECT: Ratify Amendment no. 1 for Bidding Services and Approve Amendment no.2 for Constructions Services to task order no.5 from Chen Moore and Associates, for the Schooner Wharf Rebuild.

ACTION STATEMENT:

This is a request to approve amendment no.2 for task order no. 05 for \$19,835.00 from Chen Moore and Associates for Construction Services for Schooner Wharf Rebuild and for the ratification of amendment no.1 of task order no. 05 for \$7,245.00 from Chen Moore and Associates for Bidding Services for the Schooner Wharf Rebuild as an emergency procurement.

The Emergency Declaration attached was executed by the City Manager pursuant to section 2-797 of the code of ordinances for the approval of funds due to the time sensitive nature of the services requested to the engineer during the bidding process.

BACKGROUND:

Task order number 05 from Chen Moore and Associates for design services to rebuild Schooner Wharf Restaurant and Bar was approved by the CRA on April 6, 2011 for \$58,618.00. The scope of services included architectural, structural, electrical, mechanical, plumbing, and civil engineering to deliver complete construction drawings.

The execution of the project was planned outside of the major tourist season to minimize the financial impact to the tenant of the building. The critical path was laid out per the bidding and approval process which required building permit application, Bight Board and CRA approval simultaneously. The project was advertised with a bid opening date of July 25th which due to the nature of the repairs required RFI clarification from the engineer/architect.

PURPOSE & JUSTIFICATION:

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

The technical aspects of the requests and resulting drawing modifications did not allow time for standard approval of funds for amendment no.1 to the task order. The approval process would have delayed the project to the next year as we had only 40 days for Bight Board and CRA approval, contract execution, and mobilization.

The potential cost to the City by answering RFI's to the bid documents without specialized knowledge of technical specifications could likely be much higher than the services requested.

Amendment No.2 is for as needed, per visit basis, milestone and technical engineering site visits and reports to assist the project manager in contract administration and management. The intended use of the engineers for this phase will be for major structural inspections and investigations, submittal approvals, mechanical and electrical milestone inspections, and other issues arising during the construction phase that need revision or clarification.

OPTIONS:

1. Ratify the approval of Amendment No.1 for \$7,245.00 and approve Amendment No.2 of Task Order No.5 for \$19,835.00 from Chen Moore and Associates for Bidding and Construction Phase Services of the Schooner Wharf Rebuild.

2. Do not approve Amendment No.2 to task order No.5 from Chen Moore and Associates for \$19,835.00 leaving City staff to approve and inspect major project milestones and submittals.

FINANCIAL IMPACT:

The cost for the bidding and design services was anticipated and included in total project budget for FY 11/12 and FY 12/13

RECOMMENDATION:

City staff recommends option 1. Ratify the approval of Amendment No.1 for Bidding Services in the amount of \$7,245.00 and approve Amendment No.2 for Construction Services in the amount of \$19,835 to Task Order No.5 from Chen Moore and Associates for the Schooner Wharf Rebuild.

ATTACHMENTS:

Emergency Declaration

Resolution 11-114/Task Order No.5 Chen Moore and Associates

Amendment No.1

Amendment No. 2