



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

### EXECUTIVE SUMMARY

**Date:** March 16, 2015

**To:** Jim Scholl, City Manager

**From:** James Bouquet, P.E., Director of Engineering

**Cc:** Greg Veliz, Assistant City Manager  
Sarah Spurlock, Assistant City Manager  
Nancy Kielman, Director of Finance

**Subject:** **Agreement Amendment for Bender & Associates Architects, P.A. to Provide Special Inspections & Testing Services for the New City Hall at Glynn Archer School. Providing for Necessary Budget Transfer.**

#### Action Statement

Authorize the City Manager to execute the attached Task Order proposal from Bender & Associates Architects, P.A. to provide Special Inspection and Testing Services for construction for the initial expenditure of \$15,000.00 during construction of New City Hall at Glynn Archer School. Approve necessary budget transfer of \$15,000.00 to initially fund Special Inspection and Testing.

#### Background

Burke Construction Group, Inc. (Burke) was issued a Notice of Award on December 19, 2014 and a Notice to Proceed on January 23, 2015. Selective interior demolition commenced on February 9, 2015. Construction Documents require the City to provide Special Inspection and Testing (SIT) Services during construction. These quality assurance related services are intended to be performed by a qualified third party (independent of Burke).

Engineering staff obtained three proposals to provide these services on a time and materials, "on-call" basis when requested

*Key to the Caribbean - Average yearly temperature*

77° F.

MEMORANDUM

by the Contractor. All three proposers were considered well-qualified. For recommendation, staff considered unit rates and the probable frequency of each proposed service. Based on this analysis, staff recommends Concrete Analysis & Testing Laboratories, Inc. (CATL). CATL's rates are competitive with other proposers and are local (Marathon). CATL does not assess a minimum charge per visit or charge for travel, as do the two other proposers.

To facilitate project coordination with construction by Burke and construction engineering and inspection (CEI) services by Bender & Associates Architects, P.A. (Bender), the City requested Bender provide SIT services through a subcontract with CATL. Bender is providing this services as an amendment to their existing agreement with the City including CEI (Resolution 13-103). Bender's cover letter and CATL Task Order Proposal are attached. Bender is providing this service to the City at no "mark-up" of CATL invoices.

### **Purpose and Justification**

The purpose of SIT services is to provide for construction quality assurance (CQA) of materials and building components during construction of the new City Hall.

The improvement of infrastructure is critical to meeting the current and future needs of the City. Special Inspections and Testing are critical to a quality, long-lasting structure. This project is in accordance with the City of Key West's Strategic Goal #5, *All of the City's Destinations and Resources Are Accessible to Residents and Visitors*.

### **Options**

1. Select Bender & Associates Architects, P.A. and Concrete Analysis & Testing Laboratories, Inc. to provide Special Inspection and Testing Services. CATL is well-qualified and deemed the least expensive. Staff recommends approving an initial not-to-exceed expenditure of \$15,000.00 to perform Special Inspection and Testing Services in accordance with the rate schedule provided by CATL and authorizing the City Manager to execute the attached Task Order Proposal with Bender to provide these services. Approve necessary budget transfer of \$15,000.00 to fund initial Special Inspection and Testing.
2. Chose not to select a Special Inspector, which may delay the project or compromise quality of the building.

### **Financial Issues**

Staff recommends a budget transfer of \$15,000. from Account #303-1900-519-98-06 (Capital Project Reserves) to fund this initial expenditure for SIT services. This task order represents fees necessary to commence implementation of special inspections and testing. Once the project is fully funded, staff anticipates additional special inspections and testing funds will be required (estimated \$31,000). Approval of these additional funds will be by City Commission.

### **Recommendation**

Staff recommends authorizing the City Manager approve the attached Task Order proposal from Bender & Associates Architects, P.A. and Concrete Analysis & Testing Laboratories, Inc. to provide Special Inspection and Testing Services for the initial not-to-exceed expenditure of \$15,000. during construction of New City Hall at Glynn Archer School. Approve necessary budget transfer of \$15,000. to fund initial Special Inspection and Testing.