



THE CITY OF KEY WEST

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MEMORANDUM

**TO:** City Manager

**THROUGH:** David Fernandez, Mark Finigan, Doug Bradshaw

**FROM:** Elizabeth Ignoffo, E.I., Permits Engineer

**DATE:** July 12, 2013

**SUBJECT:** **Emergency Approval Contract Increase  
Construction Engineering & Inspection Services  
SRTS-Poinciana Sidewalk Installation Project**

The construction engineering and inspection (CEI) services contract has insufficient funds to pay for the amount of construction observation necessary for the SRTS-Poinciana Elementary School Sidewalk Installation Project. AMEC Environment & Infrastructure, Inc., was awarded the CEI services contract under Resolution No. 12-169, in the amount of \$25,659.00.

At the time of contract award, CEI services could be accomplished concurrently with the sidewalk construction project occurring on 14<sup>th</sup> Street, because AMEC Environment & Infrastructure was awarded both projects.

Unfortunately, the start of construction for the SRTS-Poinciana Elementary School Sidewalk Installation Project was significantly delayed, due to funding issue. It was necessary to request additional construction funds from FDOT and approve the supplemental agreement (Supplemental Agreement No. 2, Resolution No. 12-328). The CEI services cost savings opportunity was lost.

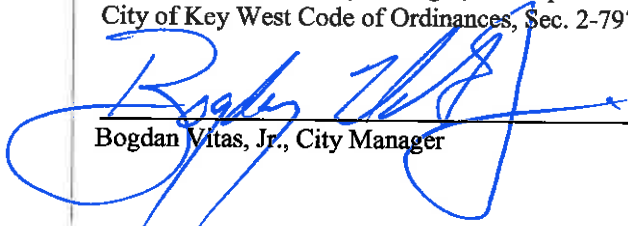
City staff has requested additional funds from FDOT, in the form of a LAP Supplemental Agreement for \$20,000.00, to increase the AMEC Environment & Infrastructure, Inc. CEI services contract. FDOT has approved the additional funding with no (0%) City cost sharing match. A separate agenda item has been prepared for City Commission approval of LAP Supplemental Agreement #3, in the amount of \$20,000.00, to be approved at the August 6, 2013 Commission meeting.

City Commission authorization to increase the AMEC Environment & Infrastructure, Inc. contract amount to not exceed \$45,659.00 is required.

City staff is requesting the City Manager to approve the AMEC Environment & Infrastructure, Inc. contract increase, on an emergency basis, to be ratified by the City Commission. The basis for this emergency situation is as follows:

1. The SRTS-Poinciana Elementary School Sidewalk Installation Project is ongoing. Stopping the construction project to wait for the City Commission to approve the contract increase would delay the construction completion date, which could result in the loss of federal funding; and
2. CEI services to inspect construction methods and materials, perform and document testing of construction materials and installation, and measure quantities of materials used, complete audit forms, and review contractor pay applications is required by the LAP Agreement.

By signature of the City Manager, this request is declared to warrant emergency procurement, pursuant to City of Key West Code of Ordinances, Sec. 2-797, Subpart 2.

  
Bogdan Vitas, Jr., City Manager