



MEMORANDUM

Date: January 6, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Doug Bradshaw
Engineering Director

Subject: **File ID 25-4893 Authorizing the Task Order to Avirom & Associates, Inc.**

Introduction

The City Manager's Office recommends the Mayor and Commissioners authorize the attached Task Order #11406 to Avirom & Associates, Inc. (Avirom) for professional Topographical Route Survey of Von Phister St in the amount of \$72,775.00 in support of the "KEY WEST - VON PHISTER STREET SAFETY IMPROVEMENTS" State Funded Grant Agreement (SFGA) project (CSFA 55.039, Fund EM26, FPN: 456901-1-54-01) for this non-grant-eligible cost. Authorizing the City Manager to execute the necessary documents upon advice and consent of the City Attorney. Authorizing necessary budget amendments and transfers.

Background

The City of Key West applied for Local Funding Initiative Request support for construction along Von Phister St in February 2025, and a construction funding grant agreement was authorized with Resolution 25-272 and fully executed November 10, 2025.

The Von Phister Street Safety Improvements project would provide a better driving surface and safer operation for all travel modes by improving road shoulder permeability, roadway striping, pedestrian crosswalks, and clear signage. In-house roadway designers require professional topographical route survey to ensure that the roadway will correctly shed storm water.

Procurement

Avirom was ranked #1 in response to the request for proposals for professional surveying services with Resolution 23-121 and entered into a three-year contract to provide surveying services on a task order basis on June 13, 2023.

Upon authorization, a task order to Avirom in the amount of \$72,775.00 will be issued. The Topographical Route Survey is part of the roadway design and is not applicable to the construction grant funding match and is not a grant eligible cost.

The non-grant-eligible design survey cost for the “KEY WEST - VON PHISTER STREET SAFETY IMPROVEMENTS” Project will be budgeted in Account 102-4102-541-6300 (Internal Improvements / Infrastructure).

Recommendation

The City Manager’s Office recommends the Mayor and Commissioners authorize the attached Task Order of \$72,775.00 to Avirom & Associates, Inc. for professional topographical route survey of Von Phister St.