

RESOLUTION NO. 22-246

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING A TASK ORDER BETWEEN THE CITY AND RS & H, INC. IN THE AMOUNT OF \$198,142.39 FOR CONSTRUCTION ENGINEERING AND INSPECTION (CEI) SERVICES FOR THE "FINAL MILE" MODE SHIFT BIKE FACILITIES PROJECT; AUTHORIZING NECESSARY BUDGET AMENDMENTS OR ADJUSTMENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City was awarded grant funding for a project described as the "Final Mile Mode Shift Bike Facilities" from the Florida Department of Transportation (FDOT) Transportation Alternative Program (TAP) of Federal Highway Administration funds for construction of bicycle, pedestrian and bus rider amenities at high-use bus stops and public areas along the Lower Keys Shuttle Bus route; and

WHEREAS, in Resolution 21-188 and 22-245 the City approved/accepted Local Agency Program (LAP) funding of up to \$947,268.00 for construction activity related to the Final Mile Mode Shift Bike Facilities project; and

WHEREAS, a condition of the LAP funding requires a 33% share of the project cost (\$463,683.00) from the City, which includes Construction Engineering and

Inspection Services, bike racks and Design and Cultural Assessment; and

WHEREAS, in Resolution No. 20-057, the City Commission approved a contract with RS & H, Inc. for General Construction Engineering and Inspection Services; and

WHEREAS, it is necessary to have a task order for CEI services in place prior to award of the construction contract for this project, which involves 74 construction locations, spread over 100 miles of roadways; and

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

Section 1: That a Task Order for CEI Services for the "Final Mile" bike facilities project between the City and RS & H, Inc. in an amount not to exceed \$198,142.39 is hereby approved.

Section 2: That project is funded through LAP Project FM #446126-1-58-01, and will be paid from Transportation Alternative Fund Account No. 111-

4903-549-3100. Any necessary budget transfers or adjustments are hereby approved.

Section 3: That the City Manager is authorized to execute any necessary documents related to this Task Order.

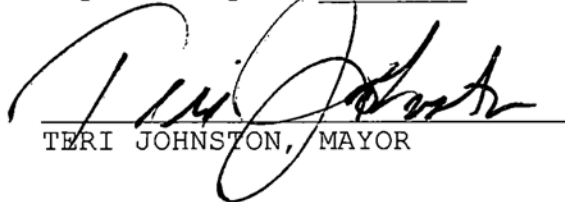
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 1st day of November, 2022.

Authenticated by the Presiding Officer and Clerk of the Commission on 2nd day of November, 2022.

Filed with the Clerk on November 2, 2022.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<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>

  
TERI JOHNSTON, MAYOR

ATTEST:

  
KERI O'BRIEN, DEPUTY CITY CLERK



## THE CITY OF KEY WEST

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

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### **EXECUTIVE SUMMARY**

**Date:** November 1, 2022

**To:** Patti McLauchlin, City Manager

**From:** Ryan Stachurski, Multimodal Transportation Coordinator

**CC:** Todd Stoughton, Assistant City Manager  
Christina Bervaldi, Finance Director  
Gary Volenec, Engineering Director  
Kelly Crowe, Utilities Director / LAP Responsible Charge

**Subject:** Award of Task Order to RS&H, Inc in an amount not to exceed \$198,142.39 to provide Construction Engineering and Inspection Services for the Final Mile Mode Shift Bike Facilities Project.

### **ACTION STATEMENT**

Authorize the City Manager to execute a task order to RS&H, Inc in an amount not to exceed \$198,142.39 to provide Construction Engineering and Inspection (CEI) Services for the Final Mile Mode Shift Bike Facilities Project (LAP Project; FM #446126-1-58-01) under a general services agreement. Approve any necessary budget transfers.

### **BACKGROUND**

Per Resolution 21-188, the City of Key West (City) entered into a Local Agency Program (LAP) agreement for the funding of construction activity related to the installation of bicycle, pedestrian, and bus rider amenities at high-use bus stops and public areas along the Lower Keys shuttle bus route.

The construction portion of the project was advertised (ITB 22-007) and received one bidder that was deemed responsible and responsive. To proceed with the project under the terms of the LAP agreement, CEI services will be required. It is important for the CEI contract to be in place prior to construction award. A portion of the CEI's scope is to schedule and hold a pre-construction meeting shortly after the construction contract is executed.

## **PURPOSE & JUSTIFICATION**

The Final Mile Mode Shift Bike Facilities Project intends to improve the “final mile” of a transit users commute by refining bicycle and pedestrian facilities near bus stops. The City entered into a LAP agreement with Florida Department of Transportation (FDOT) to construct the facilities by which FDOT would provide construction grant funding up to \$510,000. The City is responsible for providing the design and CEI services.

Resolution 20-057 authorized the City Manager to execute a general service agreement and contract on a task order basis to RS&H. RS&H is required to perform this service in a manner consistent with our LAP agreement with FDOT.

The 74 construction locations are spread over 100 miles and the associated expense to cover the area is reflected in the scope. The services will be billed by actual hours, however, and the scope provided is expected to be a maximum amount of \$198,142.39.

This project supports the Key West Forward Strategic Plan, Priority 6: Traffic & Pedestrian Friendliness, Goal 1: Complete Streets, and Goal 2: Improve Public Transit.

## **FINANCIAL IMPACT**

Upon approval, a purchase order will be issued to RS&H, Inc. for the contract amount of \$198,142.39, which will be allocated from the Transportation Alternative Fund 111-4903-549-3100.

The Final Mile overall cost to the City is \$463,683 with FDOT/FHWA granting \$947,268 (33%/67%).

## **RECOMMENDATION**

Staff recommends authorizing the City Manager to approve a task order to RS&H, Inc. to provide CEI services for the Final Mile Mode Shift Bike Facilities Project; LAP Project FM #446126-1-58-01, in an amount not to exceed \$198,142.39 and any necessary budget transfers. Upon the consent of the City Attorney, authorize the City Manager to execute the task order and any necessary budget transfers.

## **SCOPE OF SERVICES FOR CONSTRUCTION ENGINEERING AND INSPECTIONS SERVICES**

### **FINAL MILE BIKE PARKING FACILITIES**

#### **1.0 PURPOSE**

Consultant shall provide Construction Engineering and Inspections Services (CEI) to The City of Key West (Owner) for the Final Mile Bike Parking Facilities project. RS&H, Inc. (Consultant) is the prime consultant and is responsible for providing inspection services for construction activities to ensure the project is constructed in accordance with the contract documents. The Team providing CEI support for this project is comprised of RS&H with Wingerter Labs who will provide laboratory testing services as needed.

The Engineer of Record for the project is KCI Technologies, Inc. The Contractor will be under direct contract with Owner. The construction project generally includes constructing bicycle facilities at multiple locations from Key Largo to Key West in Monroe County. The improvements include, but are not limited to, mobilization, maintenance of traffic, sidewalks, signage, flagging devices, bicycle racks and lockers, bicycle repair stations, and trash receptacles.

#### **2.0 CONSTRUCTION ENGINEERING INSPECTION SERVICES**

Consultant shall provide Construction Engineering and Inspection (CEI) Services which includes construction inspections services, quality assurance materials testing, and construction support services for coordination associated with Owner, Engineer of Record, Contractor and FDOT. The construction inspections services and quality assurance materials testing shall include but are not limited to the following:

- A. Consultant shall provide FDOT qualified inspectors and project staff.
- B. As applicable, electronic copies of the final construction documentation shall be submitted via the FDOT LAP Document Management Portal.
- C. As required, provide one full-time inspector(s) to monitor construction activities: Consultant will provide on-site observations of the quality and progress of the contractor's work in order to determine if the construction is proceeding in accordance with the Contract Documents. The Consultant's efforts will be directed toward determining whether the constructed project conforms to the Contract Documents. Inspector(s) will develop Inspection Reports, monitoring the Contractor's progress, serving as the Owner's liaison with the Contractor, coordinating materials testing, and conducting on-site observations of the construction activities in progress to assist in determining if the work is being carried out in compliance with the Contract Documents.
- D. Schedules: Review the progress schedule, schedule of shop drawing submittals and schedule of values prepared by Contractor and consult with Engineer of Record concerning acceptability.
- E. Pre-construction Meeting and Construction Progress Meetings: Conduct the pre-construction meeting as a representative of the Owner and attend progress meetings biweekly with Engineer of Record, Owner and Contractor(s) and prepare minutes thereof.
- F. Liaison: Serve as the Owner's liaison with Contractor(s), working principally through Contractor's superintendent and assist Engineer of Record in serving as the Owner's liaison with Contractor when Contractor's operations affect Owner's on-site operations. Assist in obtaining from the Owner additional details or information, when required for proper execution of work.
- G. Review of Work, Rejection of Defective Work, Inspections and Tests: Conduct periodic on-site observations of the work in progress to assist in determining if the work is in general proceeding in accordance with the Contract Documents. Report to the Engineer/Owner whenever inspector believes that


- any work is unsatisfactory, faulty or defective or does not meet the requirements of any inspections, test or approval required to be made and advise the Owner of work that inspector believes should be corrected or rejected or should be uncovered for observation or required special testing inspection or approval. Verify that tests, equipment and systems start-ups and operating maintenance training are conducted in the presence of appropriate personnel and that Contractor maintains adequate records thereof, and observe, record and report to the Owner appropriate details relative to the test procedures and start-ups.
- H. Interpretation of Contract Documents: Report to the Owner/ Engineer of Record when clarifications and interpretations of the Contract Documents are needed and transmit to Contractor clarifications and interpretations as issued by the Owner/ Engineer of Record.
  - I. Modifications: Consider and evaluate Contractor's suggestions for modifications in drawings or specifications and report recommendations to the Owner/ Engineer of Record. Transmit to Contractor decisions as issued by the Engineer of Record and approved by the Owner.
  - J. Records: Maintain electronic files of correspondence, reports of job conferences, shop drawings and samples logs, reproductions of original Contract Documents including work directive changes, addenda, change orders, field orders, additional drawings issued subsequent to the execution of the contract, Engineer of Record's clarifications and interpretations of the Contract Documents, progress reports and other project related documents. Record names, addresses and telephone numbers of the Contractors, subcontractors and major suppliers of material and equipment.
  - K. Reports: Furnish Engineer of Record and Owner periodic reports as required of the progress of the work and of Contractor's compliance with the progress schedule and schedule of shop drawings and sample submittals. Consult with Engineer of Record in advance of scheduled major tests, inspections or start of important phases of the work.
  - L. Quantities and Weekly Inspections Reports: Maintain a quantities log and review the quantities with the Contractor Superintendent on a regular basis. Document construction related inspections and provide weekly status reports containing: weather conditions, visitors to site, general construction equipment; construction activities conducted, photographs, constructions issues, work stoppage time frames that could lead to change orders, failed materials tests, shop drawings logs, RFI/Change Orders log, and other significant construction activities that could result in potential for change orders.
  - M. Payment Requests: Review applications for payment with Contractor for compliance forward with recommendations to the Owner, noting particularly the relationship of the payment requested to the schedule of values, work completed, and materials and equipment delivered at the site but not incorporated in the work.
  - N. Quality Assurance Materials Testing: Using an FDOT certified testing laboratory perform quality assurance testing as required by specifications; perform oversight of contractor's quality control materials testing.
  - O. Substantial and Final Completion: Conduct/coordinate substantial and final completion inspection meetings and prepare a punch list of items.
  - P. Certificates, Maintenance and Operations Manuals: During the course of the work, verify that certificates, maintenance and operations manuals and other data required to be assembled and furnished by Contractor are applicable to the items actually installed in accordance with the Contract Documents and have this material delivered to the Engineer for review and forwarding to the Owner prior to final payment for the work.

### **3.0 SCHEDULE:**

The schedule will be dependent of the actual construction duration. Tentatively the duration is 180 days.

#### 4.0 BUDGET

The overall costs associated with this task order is estimated to be \$198,142.39 based on the contract duration and proposed hours. Refer to the labor hours fee estimate attached. Rates and classification shall comply with the contract between The City of Key West and RS&H referenced as "DocuSign Envelope ID: 64BE65FC-EE08-4845-B3EF-9B0B6010E122" executed April 29, 2020, as a result of Thee City of Key West RFQ 20-003 (Feb 4, 2020).



Prepared by Jacki Hart, PE  
6/29/2022



MANPOWER TABLE		CONSTRUCTION CONTRACT DAYS 180																						
Name	Position	Rate	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Hrs	Cost													
Jacki Hart, P.E.	Senior Project Engineer.	\$ 208.61	40	16	16	16	16	16	16	136.0	\$ 28,370.96													
Jackson Taylor	Project Administrator	\$ 146.61	40	32	32	32	32	32	32	232.0	\$ 34,013.52													
Senior Inspector**	Senior Inspector	\$ 99.93	160	175	180	175	175	175	175	1215.0	\$ 121,414.95													
Sarah Norris/Linda Clark (RCS dependent on contract start date)	Registered Compliance Specialist (RCS)	\$ 85.48	32	20	20	20	20	20	20	152.0	\$ 12,992.96													
												MANPOWER		\$ 196,792.39										

LABORATORY TESTING														
Standard Proctor AASHTO T-99	Each	\$ 225	Category 1 soils- Standard Proctor with requirements to meet 95%										3	\$ 675.00
Soil Classification/Sieve Analysis (AASHTO T88)	Each	\$ 110											3	\$ 330.00
Concrete Compressive Strength (Set of 3)	Per Set	\$ 115	Sidewalk Category 1, Non Structural. As a result, compressive testing is not anticipated. Samples will be taken for informational purposes at the request of the City of Key West or if there are concerns with the material on site and requested by the Engineer.										3	\$ 345.00

\*\*The name and resume of a qualified FDOT Sr. Inspector will be provided once the actual start date is confirmed.

NOTES:

1. FIELD DENSITY TESTING AND NUCLEAR GAUGE ARE INCLUDED IN HOURLY RATES
2. TRAVEL TO PROJECT SITES INCLUDED IN MANPOWER TABLE
3. CONTRACTOR CONTRACT DAYS 180
4. CEI HOURS BASED ON 180 DAYS OF CONSTRUCTION AND 30 DAYS AFTER FOR CLOSEOUT

<b>PROJECT ESTIMATE TOTAL</b>	<b>\$ 198,142.39</b>
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