



THE CITY OF KEY WEST
PO Box 1409 Key West, FL 33041-1409 (305) 809-3700

November 13, 2017

Brian Proctor
Vice President, Southeast Operations
Tetra Tech, Inc.
759 South Federal Highway, Suite 314
Stuart, FL 34994

RE: Amendment to Resolution 14-359 – Environmental Engineering Services Agreement

Mr. Proctor,

Upon both parties fully executing this Amendment, the enclosed City Commission Resolution 14-359 exercises the option to renew current Professional Environmental Engineering Services contracts per agreed terms for a period of two (2) additional years through February 23, 2020.

Tetra Tech, Inc.

City of Key West

By:

Signature

Date

By:

James Scholl, City Manager

Date



October 26, 2017

James W. Bouquet P.E.
Director of Engineering
City of Key West
3140 Flagler Ave
Key West, FL 33040

Reference: Resolution No. 14-359, Key West, Florida
Subject: Environmental Services Contract Extension Request

Dear Mr. Bouquet:

As you know, the Environmental Engineering Services contract with the City of Key West (Resolution No. 14-359) is set to expire in February 23, 2018. Article 4 of the *Agreement between City of Key West and Tetra Tech, Inc. for Environmental Engineering Services Key West, Florida* (the Agreement) provides for the option of one (1) two (2) year renewal. Please accept this letter as our request for the contract extension in accordance with the referenced resolution and agreement.

A current "Exhibit A" for hourly rates associated with the agreement, and our current Certificate of Insurance is attached. The proposed increase in rates, is in accordance with the annual wage adjustment provision in Paragraph 5.1.2.3. of the Agreement.

At this time we do not anticipate any changes in sub-consultants listed in the original Agreement. If you have any questions or require any additional information, please contact me at 772-781-3400.

Sincerely,

A handwritten signature in black ink that reads 'Brian Proctor'.

Brian Proctor
Vice President, Southeast Operations

cc: Shauna Stotler, Tetra Tech

TETRA TECH, INC.
SCHEDULE OF HOURLY RATES

Position Title	Current Labor Rate	1.0695	1.023
		2018 Labor Rates	2019 Labor Rate
Technician, Survey Field Data Specialist, Rodman	\$69.00	\$74.00	\$76.00
Technical Professional I: Scientist I, Engineer I, Tech Coordinator I, Estimator/Scheduler I, GIS Analyst I, Sr Designer I, Property Acquisition Agent I, Surveyor I	\$95.00	\$102.00	\$104.00
Technical Professional II: Scientist II, Engineer II, Tech Coordinator II, Estimator/Scheduler II, GIS Analyst II, Sr Designer II, Property Acquisition Agent II	\$115.00	\$123.00	\$126.00
Sr Technical Professional I: Scientist I, Engineer I, Tech Coordinator I, Estimator/Scheduler I, GIS Analyst I, Sr Designer I, Property Acquisition Agent I, Geomaticist II	\$125.00	\$134.00	\$137.00
Sr Technical Professional II: Scientist II, Engineer II, Project Manager, Estimator/Scheduler II, GIS Analyst II, Sr Designer II, Property Acquisition Agent II, Surveyor II, Construction Manager	\$158.00	\$169.00	\$173.00
Project Manager	\$165.00	\$176.00	\$180.00
Sr Technical Professional III: Scientist III, Engineer III, Resident Engineer, GIS Analyst III, Sr Designer III	\$179.00	\$191.00	\$195.00
Sr. Project Manager, Sr Technical Professional IV: Principal Technical Professional, Engineer IV, Sr Program Manager, Division Manager, Project Director	\$192.00	\$205.00	\$210.00
Sr. Division Manager	\$215.00	\$230.00	\$235.00



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
09/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105		
	E-MAIL ADDRESS:		
INSURED Tetra Tech, Inc. 3475 E. Foothill Boulevard Pasadena, CA 91107 USA	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Lexington Insurance Company		19437
	INSURER B: National Union Fire Ins Co of Pittsburgh		19445
	INSURER C: The Insurance Co of the State of PA		19429
	INSURER D: American Home Assurance Co.		19380
	INSURER E: AIG Europe Limited		AA1120841
INSURER F:			

COVERAGES **CERTIFICATE NUMBER: 570063784534** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown are as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X,C,U Coverage GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			GL7468716	10/01/2017	10/01/2018	EACH OCCURRENCE	\$2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$2,000,000
							GENERAL AGGREGATE	\$4,000,000
							PRODUCTS - COMP/OP AGG	\$4,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA4288055	10/01/2017	10/01/2018	COMBINED SINGLE LIMIT (Ea accident)	\$2,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
E	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$100,000			CSUSA1702199	10/01/2017	10/01/2018	EACH OCCURRENCE	\$5,000,000
							AGGREGATE	\$5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N/A			WC014629496	10/01/2017	10/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
D				WC014629497	10/01/2017	10/01/2018	E.L. EACH ACCIDENT	\$1,000,000
C				WC014629498	10/01/2017	10/01/2018	E.L. DISEASE-EA EMPLOYEE	\$1,000,000
C				WC014629499	10/01/2017	10/01/2018	E.L. DISEASE-POLICY LIMIT	\$1,000,000
A	Professional Liability and Contractor's Pollution Liability			028182375 Prof/Poll Liab SIR applies per policy terms & conditions	10/01/2017	10/01/2019	Each Claim	\$5,000,000
							Aggregate	\$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Evidence of Insurance	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Table 9. Employment Cost Index for wages and salaries, for private industry workers, by occupational group and industry — Continued

(Not seasonally adjusted)

Occupational group and industry	Indexes (Dec. 2005 = 100)				Percent changes for—								
	Mar.	June	Sep.	Dec.	3-months ended—				12-months ended—				
					Mar.	June	Sep.	Dec.	Mar.	June	Sep.	Dec.	
Management, business, and financial													
2010	112.0	112.0	112.6	113.2	1.1	0.5	0.2	0.4	1.5	2.1	2.2	2.2	
2011	113.9	114.4	114.9	115.0	.6	.4	.4	.1	1.7	1.6	1.9	1.6	
2012	115.7	116.7	116.7	116.9	.6	.9	.0	.2	1.8	2.0	1.6	1.7	
2013	117.9	119.3	119.4	119.6	.9	1.2	.1	.3	1.9	2.2	2.3	2.5	
2014	120.2	121.7	122.6	122.7	.3	1.2	.9	-.1	2.0	2.0	2.8	2.4	
2015	123.4	124.2	125.7	126.2	.6	.6	1.2	.4	2.7	2.1	2.4	2.9	
2016	127.1	127.3	129.4	129.2	.7	.2	.9	.6	3.0	2.5	2.1	2.4	
2017	129.0	131.0	—	—	.5	.8	—	—	2.2	2.9	—	—	
Excluding incentive paid occupations²													
2006	101.1	102.0	102.6	103.2	1.1	.9	.6	.6	—	—	—	3.2	
2007	104.6	105.7	106.6	106.9	1.4	1.1	.9	.3	3.5	3.6	3.6	3.6	
2008	106.4	109.3	110.1	110.7	1.4	.8	.7	.5	3.6	3.4	3.3	3.6	
2009	111.0	110.9	111.1	111.2	.3	-.1	.2	.1	2.4	1.5	.9	.5	
2010	112.4	112.8	113.4	113.7	1.1	.4	.5	.3	1.3	1.7	2.1	2.2	
2011	114.5	114.9	115.2	115.4	.7	.3	.3	.2	1.9	1.9	1.6	1.5	
2012	116.1	116.8	116.9	117.0	.6	.6	.1	.1	1.4	1.7	1.5	1.4	
2013	118.2	119.2	119.5	119.7	1.0	.8	.3	.2	1.8	2.1	2.2	2.3	
2014	120.4	121.2	121.6	122.0	.6	.7	.3	.3	1.9	1.7	1.8	1.9	
2015	123.0	123.6	124.4	124.8	.8	.5	.6	.3	2.2	2.0	2.3	2.3	
2016	125.9	126.4	127.2	128.0	.9	.4	.6	.6	2.4	2.3	2.3	2.6	
2017	128.9	129.9	—	—	.7	.7	—	—	2.4	2.7	—	—	
Professional and related													
2001	98.9	97.8	98.7	99.3	1.3	1.0	1.0	.7	5.0	4.6	4.2	4.1	
2002	90.1	90.5	91.0	91.4	.9	.4	.6	.4	3.7	3.1	2.6	2.4	
2003	92.1	92.7	93.0	94.2	.8	.7	1.0	.6	2.2	2.4	2.9	3.1	
2004	95.3	95.7	96.7	97.2	1.2	.4	1.0	.5	3.6	3.2	3.3	3.2	
2005	98.2	98.8	99.6	100.0	1.0	.6	.6	.4	3.0	3.2	3.0	2.9	
2006	100.9	101.8	103.1	104.0	.9	.9	1.3	.9	2.7	3.0	3.5	4.0	
2007	105.1	106.0	107.0	107.6	1.1	.9	.9	.6	4.2	4.1	3.9	3.5	
2008	108.7	109.5	110.4	110.9	1.0	.7	.8	.5	3.4	3.3	3.2	3.1	
2009	111.6	111.8	112.1	112.1	.6	.2	.3	.0	2.7	2.1	1.5	1.1	
2010	112.9	113.2	113.9	114.1	.6	.4	.6	.2	1.1	1.3	1.6	1.8	
2011	114.8	115.2	115.6	115.9	.6	.3	.3	.3	1.8	1.8	1.5	1.6	
2012	116.7	117.2	117.7	118.2	.7	.4	.4	.4	1.7	1.7	1.8	2.0	
2013	118.5	119.5	120.2	120.5	.5	.6	.6	.2	1.8	2.0	2.1	1.9	
2014	120.9	121.7	122.3	122.8	.3	.7	.5	.4	1.6	1.8	1.7	1.9	
2015	123.4	124.2	124.7	125.2	.5	.6	.4	.4	2.1	2.1	2.0	2.0	
2016	126.0	126.6	127.2	127.2	.6	.5	.5	.0	2.1	1.9	2.0	1.6	
2017	128.2	129.3	—	—	.8	.9	—	—	1.7	2.1	—	—	



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PRODUCER Aon Risk Insurance Services West, Inc. Los Angeles CA Office 707 Wilshire Boulevard Suite 2600 Los Angeles CA 90017-0460 USA	CONTACT NAME: PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105		
	E-MAIL ADDRESS:		
INSURED Tetra Tech, Inc. 3475 E. Foothill Boulevard Pasadena, CA 91107 USA	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Lexington Insurance Company		19437
	INSURER B: National Union Fire Ins Co of Pittsburgh		19445
	INSURER C: The Insurance Co of the State of PA		19429
	INSURER D: American Home Assurance Co.		19380
	INSURER E: AIG Europe Limited		AA1120841
	INSURER F:		

COVERAGES	CERTIFICATE NUMBER: 570063784534	REVISION NUMBER:
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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> X,C,U Coverage GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			GL7468716	10/01/2017	10/01/2018	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA4288055	10/01/2017	10/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
E	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$100,000			CSUSA1702199	10/01/2017	10/01/2018	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC014629496 WC014629497 WC014629498 WC014629499	10/01/2017 10/01/2017 10/01/2017 10/01/2017	10/01/2018 10/01/2018 10/01/2018 10/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
A	Professional Liability and Contractor's Pollution Liability			028182375 Prof/Poll Liab SIR applies per policy terms & conditions	10/01/2017	10/01/2019	Each Claim \$5,000,000 Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: center; margin-top: 20px;"> <i>Aon Risk Insurance Services West, Inc.</i> </div>

RESOLUTION NO. 17-299

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, RENEWING FOR TWO YEARS THE ENVIRONMENTAL ENGINEERING SERVICES AGREEMENTS WITH TETRA TECH, INC. AND ATKINS NORTH AMERICA, INC. ORIGINALLY AWARDED IN RESOLUTION 14-359; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution 14-359, the City Commission approved two (2) consulting firms to provide Environmental Engineering Services for the City of Key West, and authorized the City Manager to negotiate three-year Agreements with an option for one two-year renewal; and

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

Section 1: That the Agreement for Environmental Engineering Services is hereby renewed for a term of additional two years, upon mutually agreed terms for each of the following two firms: (1) Tetra Tech, Inc.; (2) Atkins North America, Inc.

Section 2: That the City Manager is hereby authorized to execute a two-year renewal upon agreed terms for each of the above-described Agreements, upon the advice and consent of the City Attorney.

Section 3: Specific task orders issued pursuant to the Agreements shall comply with the City's procurement guidelines.

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 5th day of December, 2017.

Authenticated by the Presiding Officer and Clerk of the Commission on 6th day of December, 2017.


Filed with the Clerk on December 6, 2017.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Clayton Lopez	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Richard Payne	<u>Absent</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>



CRAIG CATES, MAYOR

ATTEST



CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

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

EXECUTIVE SUMMARY

Date: November 14, 2017
To: Jim Scholl, City Manager
From: Jim Bouquet, P.E., Director of Engineering Services
Subject: Approve a two (2) year extension to the Environmental Engineering Services Contracts with two (2) firms originally approved Under Resolution 14-359.

Action Statement

This resolution extends for two (2) years City of Key West Environmental Engineering Services Contracts for Tetra Tech, Inc. and Atkins North America, Inc. originally approved under Resolution 14-259. This resolution authorizes the City Manager to execute the contract extensions.

Background

Two consulting firms were awarded three (3) year Environmental Engineering Services contracts by Resolution 14-359 in December 2014. The firms consist of:

- 1) Tetra Tech, Inc.
- 2) Atkins North America, Inc.

Current agreements for these firms expire February 2018.

Purpose and Justification

This resolution provides exercising a two year, mutually agreed extension of the existing Environmental Engineering Services contracts for two consulting firms to continue providing services to the City. This extension is in accordance with Article 4 of the executed agreements.

Current fee schedules for each firm and primary sub-consultants are within allowable increases. This resolution also provides for revising project team members if so requested by the respective firm.

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

Executive Summary

Financial Issues

Financial implications of this resolution are limited to an adjustment of hourly fee schedule rates by the engineering teams as allowed in Article 5.1.2.3 of the respective agreements.

Recommendation

Staff recommends extending for two (2) years City of Key West Environmental Engineering Services Contracts for Tetra Tech, Inc. and Atkins North America, Inc. originally approved under Resolution 14-259 and authorize City Manager to execute the contract extensions.