



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

TO: Bob Vitas, City Manager

CC: E. David Fernandez, Asst. City Manager – Operations
Mark Finigan, Asst. City Manager - Administration
Doug Bradshaw, Senior Project Manager

FROM: Janet Muccino, Project Manager

DATE: April 30, 2013

RE: Approve Extending the City's Contract for General Environmental Consulting Services with Atkins North America to perform Construction Engineering & Inspection (CEI) and permit required monitoring for Smathers & Rest Beach renourishment projects.

ACTION STATEMENT:

This resolution will approve a contract extension as stipulated within the City's contract with Atkins to provide general environmental consulting services to perform CEI complete post construction permit requirements for Smathers & Rest Beach projects.

BACKGROUND:

In 2007, the City issued a request for qualifications for general environmental consulting services. Staff ranked the submittals at a publicly-advertised meeting, and the City Commission approved staff's ranking of the top three firms at its November 2007 meeting (Resolution 07-406). Contracts were then negotiated with these firms for a three-year term with one additional two-year option after which the contract would continue year to year until terminated by the city. The City Commission approved its contract with Atkins (PBS&J) on February 20, 2008 (Resolution 08-061). The City renewed its contract with Atkins for two years on February 16, 2011 by Resolution 11-051. Proposed extension to be retroactive from February 16, 2013 until the completion of forthcoming task orders for Smathers & Rest Beaches. (Approximately 5 years)

PURPOSE AND JUSTIFICATION:

The City has been satisfied with the services it has received from Atkins. They are very accessible and responsive to staff. The firm has successfully completed several task orders pertaining to the city's five beaches. Atkins is currently working under Task Order (TO) # 8 for the design and permitting of Rest Beach and TO # 4 for renourishment of Smathers Beach. Atkins expects to receive the permits for Rest and Smathers in May.

Bids for the renourishment projects will be opened on May 8, 2013 and will be presented to the commission for award on June 4, 2013. Task Orders for construction, engineering & inspection (CEI) & monitoring must be in place before the renourishments begin. Atkins is most familiar

Key to the Caribbean – Average yearly temperature 77° F.

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with the projects and staff feels it would be in the city's best interest to task Atkins with additional task orders related to the two renourishment projects.

OPTIONS / ADVANTAGES / DISADVANTAGES:

1. City Commission can approve a contract extension with Atkins to complete the renourishment projects by task order. Extending Atkins contract will allow City Staff to utilize the expertise of the firm as it pertains to Rest and Smathers Beach. It will also allow the City to continue the use of a contract whose terms are acceptable to Staff. City is satisfied with the performance and responsiveness of Atkins. All terms and conditions of the original agreement will remain in full force and effect for the duration of the contract extension.
2. The City Commission can decline extending the contract with Atkins. This option is not recommended by staff. Tasking another firm for the renourishment projects will require an extensive learning curve and not be cost effective for the City.

FINANCIAL IMPACT:

There is no direct cost related to extending this contract. However, the cost of services for any required project related to the beaches will be established through a task order. As per the City's purchasing code, any task order exceeding \$20,000 will be brought to the City Commission for approval.

RECOMMENDATION:

Staff recommends the City Commission select Option 1 to extend Atkins contract for CEI and completion of permit requirements Smathers and Rest Beach renourishments.