



## PROPOSAL STATEMENT OF WORK

### KEY WEST BIGHT FERRY TERMINAL REVITALIZATION AND SHORELINE STABILIZATION/HARBORWALK EXTENSION Tasks 11 – 15 – BID SUPPORT & CONSTRUCTION ADMINISTRATION SERVICES

Key West, FL

This proposal has been prepared in accordance with Request for Qualifications #23-002. The work described herein will be performed on a Lump Sum basis by task in accordance with the fee schedule established in this agreement. Fees shall be not-to-exceed unless approved in writing by the City of Key West. This proposal is valid for a period of 90 days from the date on this page.

Prepared by: TETRA TECH, Inc.  
January 9<sup>th</sup>, 2025



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## City of Key West – KW Bight Ferry Terminal Revitalization and Shoreline Stabilization/Harborwalk Extension

Tasks 11-15 – Bid Support and Construction Administration Services

### PROPOSAL / STATEMENT OF WORK

Tetra Tech, along with our subconsultants (listed below), are pleased to submit this Task Order proposal for the Key West Bight Ferry Terminal Revitalization and Shoreline Stabilization/Harborwalk Extension project as outlined in RFQ #23-002.

TEAM MEMBER	SCOPE (Task No.)
Tetra Tech	Project Management (11) Civil Engineering (14) Fuel System Engineering & Permitting (16)
Florida Keys Land Surveying (FKLS)	Surveying (12)
William P. Horn Architects (Horn)	Architectural & Structural for Architecture (13.1-13.2)
Landwise Design Inc. (LWD)	Landscape Architecture (13.3)
Smith Engineering Consultants (SEC)	Electrical Engineering (14)

### PROJECT AERIAL



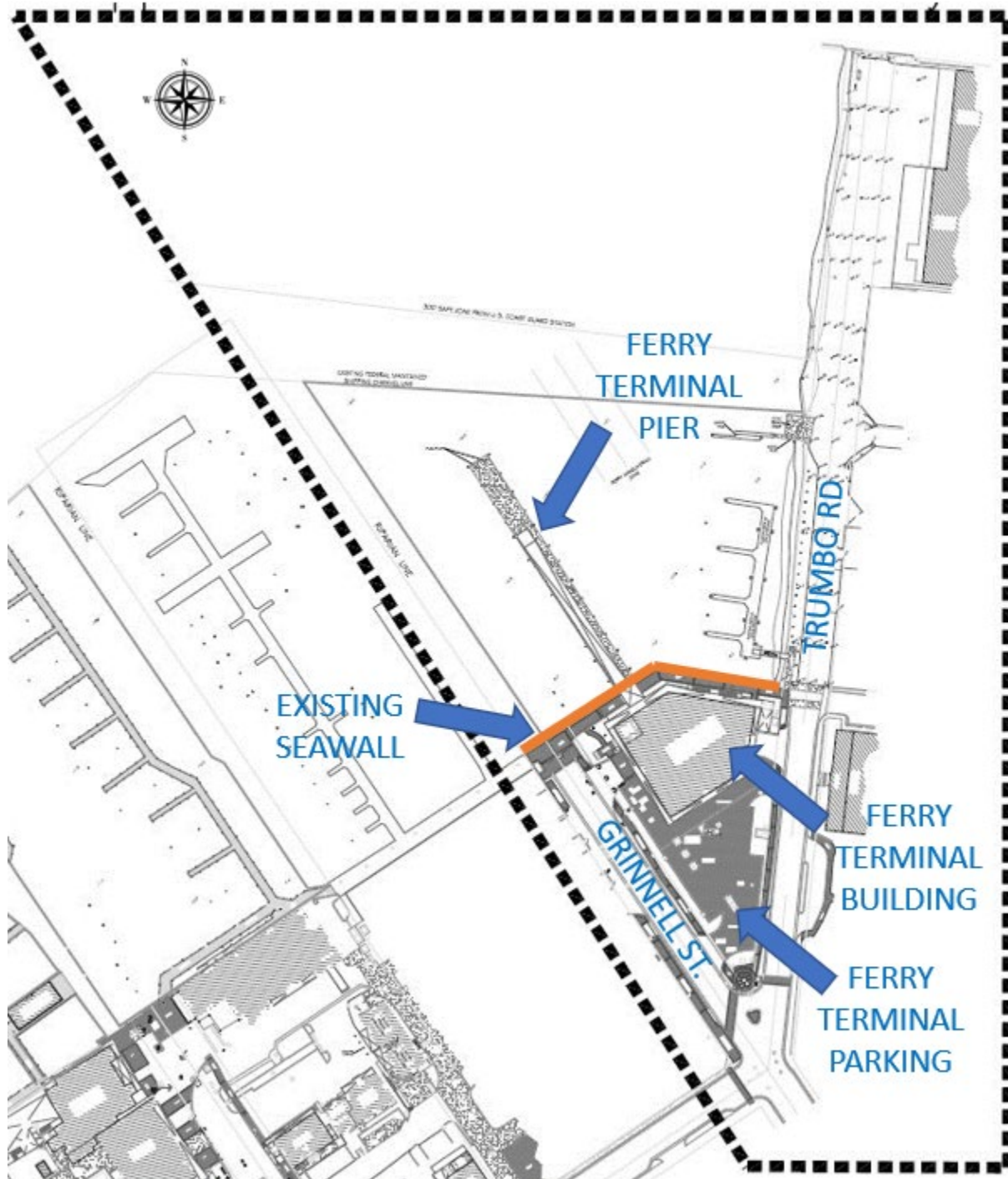
*Insert 1: Existing Ferry Terminal Building, Pier, and Portion of Trumbo Road*



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### PROJECT LIMITS



Insert 2: Project Survey Limits

### Project Understanding

Tetra Tech understands that the City of Key West wishes to revitalize the Key West Ferry Terminal Building, parking area, landscaping, seawall, and extend the Key West harborwalk along Trumbo Road with lighting and security features.



## City of Key West – KW Bight Ferry Terminal Revitalization and Shoreline Stabilization/Harborwalk Extension

### Tasks 11-15 – Bid Support and Construction Administration Services

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This proposal seeks to provide Bid Support and Construction Administration Services throughout the bid and construction process. Our team proposes to support the project through the following Scope of Services:

#### Task 11 – Project Management

Tetra Tech will provide Project Management general oversight of the Key West Bight Ferry Terminal Revitalization and Shoreline Stabilization/Harborwalk Extension project through the bid and construction phase, including the following:

1. Coordination of various supporting documents and deliverables among the team members
2. Management of subconsultants
3. Adherence to scope, schedule, budget, and invoicing requirements.
4. Providing routine communication with the City of Key West on progress and timelines for deliverables
5. Invoicing to City, review of team pay applications.

**(11) Project Management:** \$ 43,610

#### Task 12 –Surveying

Tetra Tech will work with Florida Keys Land Surveying (FKLS) for survey support on the project. FKLS will provide/delineate the following:

1. Provide an easement along the School Board side of Trumbo Rd. for a switchgear that will need to be installed and may have to have a 5-foot easement the rest of the way to the Coast Guard Base for the overhead lines.
- Horizontal coordinates will be referenced to grid north, based on the 2011 Adjustment of the North American Datum of 1983 (NAD 83/2011), of the Florida State Plane Coordinate System (Transverse Mercator Projection), East Zone.
  - Elevations will be in feet and based on the National Geodetic Vertical Datum of 1929 (NGVD 1929).
  - Deliverables will be a 2018 AutoCAD DWG file.

**(12) Topographic & Bathymetric Surveying:** \$ 5,990

#### Task 13 – Architecture & Landscape Architecture

Tetra Tech will work with William P. Horn Architect, PA (Horn) for Architectural work on the project. Horn will subcontract with Landwise Design, Inc. (LWD) for Landscape Architecture Services.

##### **Task 13.1 Architectural Renovations to the Existing Building:**

Scope of Work for the bidding phase will be supported by William P. Horn Architects (Horn) and includes attending the pre-bid meeting, answering any RFIs and assisting in preparing addenda as needed and evaluating the bids.

##### **1. Virtual Pre-Bid Meeting**

Horn will be virtually or physically present for a pre-bid meeting.

##### **2. Responses to Bidder Requests for Additional Information (RAIs)**

Horn will provide responses to up to ten (10) Requests for Additional Information (RAIs) during bidding.





**City of Key West – KW Bight Ferry Terminal Revitalization and Shoreline  
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Tasks 11-15 – Bid Support and Construction Administration Services

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**3. Submittal Reviews**

Horn will review and respond to up to twenty (20) submittals

**4. Construction Requests for Information (RFIs)**

Horn will review and respond to up to ten (10) Requests for Information (RFIs) from the contractor during construction.

**5. Construction Inspections**

Horn will perform site visits throughout construction to certify that the project is in conformance with the design plans and specifications. Site visits include fourteen (14) for the architect, three (3) for the structural engineer, and one (1) for the MEP engineer. Inspection reports will be furnished to Tetra Tech.

**6. Construction Meetings**

Horn will attend construction meetings in person or virtually every other week for the 6-month contract duration for items requiring the architect.

**Task 13.2 Site Improvements:**

**1. Virtual Pre-Bid Meeting**

Horn will be virtually or physically present for a pre-bid meeting.

**2. Responses to Bidder Requests for Additional Information (RAIs)**

Horn will provide responses to up to five (5) Requests for Additional Information (RAIs) during bidding.

**3. Submittal Reviews**

Horn will review and respond to up to ten (10) submittals

**4. Construction Requests for Information (RFIs)**

Horn will review and respond to up to five (5) Requests for Information (RFIs) from the contractor during construction.

**5. Construction Inspections**

Horn will perform site visits throughout construction to certify that the project is in conformance with the design plans and specifications. Site visits include fourteen (14) for the architect, three (3) for the structural engineer, and one (1) for the MEP engineer. Inspection reports will be furnished to Tetra Tech.

**6. Construction Meetings**

Horn will attend construction meetings in person or virtually every other week for the 6-month contract duration for items requiring the architect.

**Task 13.3 Landscape Architecture:**

Landwise Design (LWD) will support the bid and construction phases via the following scope:

**1. Virtual Pre-Bid Meeting**

LWD will be virtually or physically present for a pre-bid meeting.

**2. Responses to Bidder Requests for Additional Information (RAIs)**

LWD will provide responses to up to five (5) Requests for Additional Information (RAIs) during bidding.

**3. Submittal Reviews**

LWD will review and respond to up to twenty (20) submittals

**4. Construction Requests for Information (RFIs)**

LWD will review and respond to up to ten (10) Requests for Information (RFIs) from the contractor during construction.

**5. Construction Inspections**

LWD will perform a total of three (3) site visits during construction, anticipated to be Kick-off, Substantial Completion, and Final Completion. Inspection reports will be furnished to Tetra Tech.



**City of Key West – KW Bight Ferry Terminal Revitalization and Shoreline  
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Tasks 11-15 – Bid Support and Construction Administration Services

(13.1 & 13.2) Architecture & Structural Subtotal:	\$ 53,188
(13.3) Landscape Architecture Subtotal:	\$ 23,937
<b>(13) Architecture &amp; Landscape Architecture:</b>	<b>\$ 77,125</b>

**Task 14 – Civil Engineering**

Tetra Tech will provide Bid Support & Construction Administration Services for the Civil Engineering portion of the construction through the duration of the project. Our scope will be as follows:

**1. Virtual Pre-Bid Meeting**

Tetra Tech will be virtually present for a pre-bid meeting.

**2. Responses to Bidder Requests for Additional Information (RAIs)**

Tetra Tech will provide responses to up to ten (10) Requests for Additional Information (RAIs) during bidding.

**3. Bid Reviews**

Tetra Tech will review bids for completeness and provide a summary of findings to the City.

**4. Submittal Reviews**

Tetra Tech will review and respond to up to twenty (20) submittals

**5. Construction Requests for Information (RFIs)**

Tetra Tech will review and respond to up to ten (10) Requests for Information (RFIs) from the contractor during construction.

**6. Construction Inspections**

Tetra Tech will perform up to eight (8) construction inspections, including a final inspection to certify that the project is in conformance with the design plans and specifications.

**7. Construction Meetings**

Tetra Tech will attend virtual construction meetings every other week for the 6-month contract duration.

**(14) Civil Engineering:** \$ 93,828

**Task 15 – Electrical Engineering**

Smith Engineering Consultants (SEC) will provide the following scope of Electrical Engineering services:

**1. Virtual Pre-Bid Meeting**

SEC will be virtually present for a pre-bid meeting.

**2. Responses to Bidder Requests for Additional Information (RAIs)**

SEC will provide responses to up to ten (10) Requests for Additional Information (RAIs) during bidding.

**3. Submittal Reviews**

SEC will review and respond to up to twenty (20) submittals

**4. Construction Requests for Information (RFIs)**

SEC will review and respond to up to ten (10) Requests for Information (RFIs) or Change Order (CO) requests from the contractor during construction.

**5. Construction Inspections**

SEC will perform up to two (2) construction inspections, including one (1) inspection during construction and one (1) final inspection to certify that the project is in conformance with the design plans and specifications.

**6. Record Drawings**

SEC will prepare record drawings based upon contractor “as-built” drawings.



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Tasks 11-15 – Bid Support and Construction Administration Services

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**(15) Electrical Engineering: \$ 14,423**

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**PROJECT ASSUMPTIONS**

1. The anticipated period of construction performance (schedule) is six (6) months or less from the date of award or NTP.
2. Submittals will be electronic. No paper copies will be required.
3. The City will be responsible for paying all submittal fees. No fees are included with this proposal.
4. The City will provide front-end specifications for incorporation into the bid documents.
5. The scope and fee above are limited to the items immediately identified, and do not include redesign services, value engineering reviews, or other services not expressly noted. All additional services will be furnished under a separate task.
6. The City will be responsible for coordinating the project with the U.S. Navy and U.S. Coast Guard.
7. The City of Key West is to provide a city employee familiar with the underground utilities in the area to assist with locating underground lines (inclusive of the existing underground abandoned fuel line) that cannot be visually seen on-site for the duration of the utility survey field work (outlined in Task 3 above). No excavation will be performed by Tetra Tech or its subcontractors.
8. The City will assist with coordination with Ferry Terminal Schedule.
9. Tetra Tech and its subconsultants will not take responsibility for damages to underground structures and/or services that are not located by Sunshine State One-Call.
10. Exploration or evaluation of the environmental (ecological or hazardous/toxic material related) condition of the site and subsurface is not included.
11. The contractor will be responsible for preparing a Closure Integrity Evaluation and submitting a Closure report for the UST.
12. If quantities for RFI, submittals, Change Order reviews, inspections, or other work efforts exceed those estimated above, a change order may be required.
13. Tetra Tech assumes that inspection efforts noted will be supplemented by City Staff.

**PROJECT EXCLUSIONS**

This proposal does not include the following services, which may be provided under separate authorization:

- Bid Support or Construction Administration of the Fuel System & Tank Replacement
- Construction Administration or Inspection of security systems
- Material testing or structural repairs to the ferry terminal pier
- Revisions made necessary through client-requested changes to previously approved drawings or other documents, such as alteration in budget, timeline, design, and changes not occurring in the normal sequence of the production of drawings.
- Revisions required because of unforeseen changes outside the project team's control, or changes in laws, rules or regulations that govern the project.
- Special graphics or models.



**City of Key West – KW Bight Ferry Terminal Revitalization and Shoreline  
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**Tasks 11-15 – Bid Support and Construction Administration Services**

- Paper submittals
- Submittal fees
- Attendance at meetings beyond those identified above
- Modification to the Submerged Land Lease
- Coral relocation
- Mitigation Fees
- Permitting fees
- Project phasing
- USACE Individual Permitting, including but not limited to Section 10, Section 408 or Section 404
- Dredging or filling
- Replacement of the RORO boat ramp or adjacent wingwalls
- Work on the Trumbo Floating Docks
- Work on the Ferry Terminal Extension (performed in 2019)
- County permitting
- Concrete fascia wall repair for the seawall
- Mangrove trimming or permitting
- Utility engineering and/or utility permitting for the Ferry Terminal property
- Mechanical, Electrical, Water Supply or Fire Suppression modifications to the Ferry Terminal Pier.
- Undergrounding of aerial utilities
- Stormwater management permitting or calculations
- Remediation
- Removal & replacement of the police boat davits
- As-built drawings
- The design and/or coordination of signage/wayfinding elements
- Repairs to Ferry Terminal pilings

**FEE SUMMARY**

Task	Description	Amount	Terms
11	<b>Project Management</b>	\$ 43,610	LS
12	<b>Surveying</b>	\$ 5,990	LS
13	<b>Architecture &amp; Landscape Architecture</b>	\$ 77,125	LS
14	<b>Civil Engineering</b>	\$ 93,828	LS
15	<b>Electrical Engineering</b>	\$ 14,423	LS
<b>TOTAL</b>		<b>\$ 234,976</b>	