



THE CITY OF KEY WEST

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MEMORANDUM

EXECUTIVE SUMMARY

TO: Bogdan Vitas, City Manager
E. David Fernandez, Asst. City Manager - Operations

FROM: Jay Gewin, Utilities Manager

DATE: February 28, 2014

SUBJECT: **Approving Task Order 14-02 from Perez Engineering for Construction Administration Services for the East Front Street Stormwater Improvements Project in the Amount of \$82,940.**

ACTION STATEMENT:

This resolution will approve Work Order 14-02 for Perez Engineering in the amount of \$82,940 for construction administration services for the East Front Street Stormwater Improvements Project.

The agreement will be executed pursuant to F.S. 287.055 (CCNA), City Code 2-841, and the City's contract with Perez Engineering approved by Resolution # 12-280

BACKGROUND:

With the approval of Task Order 12-02 (Resolution 12-036, January 18, 2012), Perez Engineering and Development, Inc. designed stormwater gravity wells for the East Front Street Drainage Project. A change order to Task Order 12-02 was approved for additional Engineering Services to modify the design to include the replacement of an existing outfall and replacement of Duval Street inlets (Resolution 12-200, June 19, 2012). This design was reviewed and approved by FEMA resulting in the obligation of Phase II grant funding for the construction of the approved project. The East Front Street Drainage Project design includes five (5) stormwater wells at these locations:

- Angela Street between Simonton Street and Duval Street
- Simonton Street Eaton Street and Fleming Street
- Fleming Street at Bahama Street

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

- Eaton Street at Bahama Street
- Whitehead Street between Greene Street and Caroline Street

The design also includes the replacement of the 12” Front Street outfall that is in poor condition that runs underneath the Aquarium Building with a new upsized 24” outfall terminating at Mallory Square, replacement of 31 small inlet tops on Duval Street with larger ones designed to capture more of the water flow, and triple chamber treatment boxes at each well to pretreat stormwater.

PURPOSE & JUSTIFICATION:

The East Front Street Stormwater Drainage Project involves many civil construction components that require the assistance of an engineer and an on-site project manager, as has been done for all City projects of this scale historically. This task order will include bid phase services, project management, engineering services to review RFI, RFQ’s and project correspondence, and field services to monitor the progress and performance of construction that will make sure the project drawings and terms of the construction contract are followed.

Perez Engineering will provide construction administration services for the East Front Street Basin Stormwater Project. They have significant experience providing similar services for numerous City projects including stormwater gravity well, stormwater pump station, stormwater outfall, and sewer force main projects. Perez Engineering was also the engineer of record for the design of this project.

The scope of work within the task order includes the following Bid Phase and Construction Administration Tasks:

- *Bid Phase Services* – Perez Engineering will assist the City in bidding and awarding the construction project, issuing addenda as appropriate, checking references, and reviewing the proposed schedules submitted by the bidders. The consultant will also help run the mandatory pre-bid meeting.
- *Contract Administration* – Perez Engineering will provide administration of the contract for construction, and will advise and consult with the City during construction. They will also provide certification to the City of satisfactory completion of all phases of work in compliance with the plans. Perez Engineering shall recommend disapproval or rejection of contractor’s work that does not conform to the contract documents.
- *Review of Contractor Pay Requests* – Perez Engineering will review and certify the contractor’s applications for payment based on evaluations, observation, and verification of quantities working with the City’s own field inspectors.
- *Review of Shop Drawings and Other Materials* – Perez Engineering will review shop drawings and product data for the outfall pipeline products to determine conformance with the design documents.
- *Construction Change Directives* – Perez Engineering will prepare construction change directives as needed in consultation with the City.
- *Final Inspections and Completion* – Perez Engineering will prepare a punch-list, substantial and final completion inspection for the the project.

The City or OMI does not have the staff available with the technical expertise required to perform this work independently. Staff has reviewed this submittal and found it consistent with the hourly rates established in the City's contract with Perez Engineering and Development. City Construction Field Inspectors will be working with Perez Engineering in the completion of this project.

Further, Staff does not feel that the hours that will be billed under this task order are disproportionately allotted to higher-wage management staff. In fact, the Principal only accounts for approximately 11.9% of the hours allotted in this task order. Perez Engineering is a local firm, therefore there will be no travel expenses required within their task order.

OPTIONS:

1. Using Perez Engineering to provide professional construction administration services provides the City with additional resources that are readily available, experienced, and knowledgeable of the City of Key West stormwater and underground utility system. Use of these services is essential to successfully complete the project in a timely manner.
2. The City could choose not to use Perez Engineering and use another consultant for the project. The use of another consultant will require hours for them to become familiar with the stormwater design since they are not the design engineer of record, which would add to the expense of the project. Using the engineer of record that is also a local firm is our best means of ensuring the project is completely timely and according to design.

FINANCIAL IMPACT:

The fees for this task order total \$82,940. Sufficient budget is available in stormwater line item 402-3802-538-65-00 / ST1201 to fund this task order.

The City has budgeted a total of \$3,472,587 for the construction of this project between FY 2015 and FY 2016. FEMA is funding 75% of the construction costs. The City has projected \$240,000 for construction administration services in our construction cost estimate that was sent to FEMA.

FEMA will not fund the bid phase services portion of this task order in the amount of \$8,240. However it will reimburse the City 75% all of the remaining \$74,400 for construction phase services .

RECOMMENDATION:

The staff recommends option # 1, that the City approves task order 14-02 from Perez Engineering & Development, Inc. to provide construction administrative services for the East Front Street Stormwater Improvement Project.