



## THE CITY OF KEY WEST

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MEMORANDUM

### EXECUTIVE SUMMARY

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

**FROM:** Marilyn Wilbarger: Port Operations  
Birchard Ohlinger, P.E., Engineering

**DATE:** 2 July 2013

**RE:** **Replacement of Tarpon Pier: Approval of a Change Order to the contract which increases the Contract Price by \$3,313 dollars and extends the contract 21 calendar days.**

#### **ACTION STATEMENT:**

During construction City Staff executed Work Change Directive (WCD) ONE (1) and TWO(2) and this resolution will formalize these Work Change Directives into a Change Order. This project falls within the 2011 Strategic Plans Goal #4 of Infrastructure Long Term Sustainability of the City's hard assets.

#### **BACKGROUND:**

Replacement of Tarpon Pier was awarded to EBSARY Foundation Company under Resolution 12 -340 and the subsequent Notice to Proceed issued on 17 December 2013.

WCD#1: Tee-head Finger Pier Extensions: The original Tarpon Pier Tee-head length was 90 feet long. The New Tee-head length designed was to be 70 feet long. The existing tenants on the Tee-head have two entrances into their houseboats and requested that the Tee-head be lengthened to accommodate their two entrances. After meeting with City Staff, the city agreed to extend the Tee-head a total of 5 feet on each side upon receipt of a donation in the amount \$2,156.50 dollars from each of the two tenants of the Tee-head to cover the actual costs of this modification. The donation was received and the Work Change Directive executed. This is a net increase to the contract in the amount of \$4,313 dollars.

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

**WCD#2: Time Extension/Photocells:**

Time Extension: The Original Contract Schedule allowed for City Staff 14 days to relocate houseboats. Due to high winds experienced during January, which impacted houseboat relocation, the actual duration required was 35 days.

Photocells: Under this contract, the contractor was to install photocells within each power pedestal to control the pedestal light. City Marina staff and City Engineering staff requested that the design be changed to have one centralized photocell and a dedicated photocell circuit. Negotiations with the contractor took place during the weekly project meetings on 12 June and 19 June and were not successful. The city elected to deduct this work from the contract and accept a deductive change order in the amount of \$1,000 dollars for labor and acceptance of the button photocells purchased by the contractor. City Marina Staff will perform this work under a separate Purchase Order in the amount of \$2,500 dollars.

**PURPOSE AND JUSTIFICATION**

The issuance of a Time Extension is considered to be a threshold at which City Commission Approval of a formal Change Order is required. City Staff has incorporated into this Change order all Work Change Directives issued under this project and will close out the contract if approved.

**OPTIONS:**

1. The City Commission can approve these WCDs as listed and enable this contract to be closed
2. The City Commission can reject these WCDs and provide City Staff with direction on closing this contract.

**FINANCIAL IMPACT:**

The financial impact to the contract from WCD#1 is \$4,313 dollars and has been paid for by donation from the tenants. The financial impact resulting from WCD #2 is an additional \$2,500 dollars for the installation of a centralized photocell system to be awarded to a local electrical contractor and a deductive of \$1,000 dollars from this contract for the labor related to photocell installation. No financial impact results from the weather delays.

**RECOMMENDATION:**

Staff recommends that these Work Change Directives be approved and allow staff to formalize them into a change order.