



THE CITY OF KEY WEST

1300 White Street, Key West, FL 33041-1409 (305) 809-3700

EXECUTIVE SUMMARY

Date: August 3, 2022

To: Patti McLauchlin, City Manager

From: Kelly Crowe, P.E., Utilities Director

Cc: Todd Stoughton, Assistant City Manager
Christina Bervaldi, Finance Director
Gary Volenec, City Engineer/Interim Engineering Director

Subject: Approval of Amendment to Task Order #1 with HDR, Inc. for additional Construction Engineering and Inspection Services on the Whitehead/Front Improvement Project

ACTION STATEMENT

Approve Amendment to Task Order #1 with HDR, Inc. (HDR) for additional Construction Engineering and Inspection (CEI) Services on the Whitehead/Front Improvement Project. Authorize the City Manager to execute this agreement and any necessary budget transfers/amendments.

BACKGROUND

HDR was issued a purchase order for CEI services in the amount of \$49,577.25 to inspect the work being performed during the Whitehead and Front Street Improvement project. They were procured under the General CEI Services contract authorized by Resolution 20-057. In accordance with the City of Key West Code of Ordinances Section 2-772, the task order was within the cost threshold of \$50,000 and received authorization from the City Manager.

During the project, there were three (3) total construction change orders. Change order #3 added scope to install storm drainage and implement full depth reconstruction along a portion of Whitehead Street. The change order added a total of 8 days to the schedule which required additional CEI time to inspect the work. HDR has requested an additional 72 hours of time to primarily account for this change. The total amount of the amendment is \$8,259.72, which staff believe is reasonable.

PURPOSE AND JUSTIFICATION

Due to limited city staffing, contract CEI assistance is necessary to have a presence in the field for project oversight. HDR observed and inspected the work and ensured that it was performed in accordance with the approved plans and specifications.

This project supports the Key West Strategic Plan including meeting Infrastructure Goal #1, *A transportation system which is aesthetically attractive, functional, efficient, safer and environmentally sensitive.*

FINANCIAL

The amendment in the amount of \$8,259.72 will be funded through Account 102-4102-541-6300, Project II41022202 (Internal Improvements/Gas Tax). Purchase order #94129 to HDR will increase from the current contract amount of \$49,577.25 to \$57,836.97.

RECOMMENDATION

Approve Amendment to Task Order #1 in the amount of \$8,259.72 with HDR, Inc. (HDR) for additional Construction Engineering and Inspection (CEI) Services on the Whitehead/Front Improvement Project. Authorize the City Manager to execute the amendment and approve any necessary budget transfers/amendments.