



THE CITY OF KEY WEST
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EXECUTIVE SUMMARY

Date: November 22, 2019

To: Greg Veliz, City Manager

From: Johnnie Yongue, P.E., Project Manager

Cc: Mark Finigan, Finance Director
Steve McAlearney, Engineering Director
Kelly Crowe, P.E., City Engineer

Subject: Survey Task Order for Front, Whitehead and Duval Streets

Action Statement

Authorize City Manager to approve a Task Order to Avirom and Associates. in the amount of \$57,243.00 for survey of portions of Whitehead, Duval And Front Streets. Approve any necessary budget transfers.

Background

Front, Whitehead, and Duval Streets are scheduled for pavement rehabilitation in FY 19/20. City staff recommends performing a topographic survey along the portions of Duval, Whitehead and Front Streets to be rehabilitated to aide in the design process..

The task order is split into two parts to delineate the portions of roadway that are within City of Key West right of way and Monroe County right of way. NTP 1 and NTP 2 are within city and county rights of way, respectively. With respect to Monroe County right of way within the City of Key West, the county is responsible for the maintenance of the roadway and the drainage from curb face to curb face. The city is responsible for all other improvement within their right of way including, but not limited to: sidewalks, curb ramps, pavement markings, signage and traffic signals.

The following is a breakdown of cost for each area.

City Portion of Road (NTP 1)	\$ 34,344.00
Joint City, County Portion (NTP 2)	\$ 22,899.00
Total Fee	\$57,243.00

Staff is currently working with county staff in developing an Interlocal Agreement (ILA) to identify cost sharing responsibilities for Area 2. Staff will issue this task order in two phases: NTP 1 and NTP 2. **A task order for NTP 2 will not be issued until an ILA is executed with the county.**

Purpose and Justification

Staff is currently working to have a design task order approved for the proposed rehabilitation of Duval, Whitehead, and Front Streets. The topographic survey is needed to begin the design process.

Avirom and Associates a Professional Surveying Services Contract for continuing services per Resolution 18-144.

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

Financial Issues

Staff has reviewed Avirom's proposal(s) (attached) with a total fee of \$57,243.00 and deemed that the services are appropriate for the required scope of work and consistent with Avirom's General Services Agreement.

Design will be funded from account #102-4102-541-6300 (Internal Improvements/Streets), Project Code II41021902. Upon approval, a purchase order will be issued to Avirom for the not-to-exceed fee of \$57,243.00.

Recommendation

Staff recommends authorizing City Manager approval of a Design Task Order to Avirom in the amount of \$57,243.00 to survey Front, Whitehead and Duval Streets and approving any necessary budget transfers.