

RESOLUTION NO. 14-154

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING A TASK ORDER UNDER THE CITY'S GENERAL SERVICES CONTRACT WITH DOUGLAS N. HIGGINS, INC. IN A TOTAL AMOUNT NOT TO EXCEED \$433,126.29 FOR INSTALLATION OF SIDEWALK ALONG UNITED STREET, FROM LEON STREET TO WHITE STREET; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 10-319, the City Commission approved a three-year General Services contract with Douglas N. Higgins, Inc. and in Resolution No. 13-314, the contract was extended for a period of two years.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That a work order for installation of sidewalk along United Street from Leon Street to White Street, under the City's General Services Contract with Douglas N. Higgins, Inc. is hereby approved in an amount not to exceed \$433,126.29.

Section 2: That funds from the Internal Improvement Fund account #102-4102-541-6300 (EN1303) will be used for this project.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 3rd day of June, 2014.

Authenticated by the Presiding Officer and Clerk of the Commission on 3rd day of June, 2014.

Filed with the Clerk on June 4, 2014.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Yes</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>Yes</u>

  
\_\_\_\_\_  
CRAIG CATES, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK



**THE CITY OF KEY WEST**

Post Office Box 1409 Key West, FL 33041-1409 (305) 209-3700

**EXECUTIVE SUMMARY**

**Date:** May 12, 2014  
**To:** Bob Vitas, City Manager  
**From:** Karen Olson, Special Projects Designer  
**CC:** David Fernandez, ACM  
Jim Bouquet, Engineering Services Director  
**Subject:** Approving a work order to D.N. Higgins, Inc. under the General Services Contract for the installation of sidewalk along United Street in the amount of \$433,126.29

**Action Statement:**

This Resolution would approve a Work Order to DN Higgins, Inc. under the General Services Contract for sidewalk installation along United Street in the amount of \$433,126.29.

**Background:**

The City maintains the General Services Contract which is competitively bid for the purpose of general installation, repair and replacement of storm and sanitary sewer systems, installation of storm water gravity injection wells, paving, sidewalks and other miscellaneous municipal work. As the City establishes locations and scopes of work, where repairs are necessary, Work Orders are issued.

Resolutions 10-319 and 10-320, dated November 3, 2010, awarded DN Higgins, Inc. and Charley Toppino & Sons, Inc. three year General Services Contracts. The two year contract extension option for DN Higgins, Inc. was approved by resolution 13-314.

The improvement and maintenance of City infrastructure is critical to meeting the current and future needs of the citizens of Key West. The City's goal is to maintain the City's hard assets. (Strategic Plan "Infrastructure" goal 4)

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

MEMORANDUM

**Purpose and Justification**

The sidewalk installation along United Street from Leon to White Street has been on the City's Sidewalk Capital Improvement Plan for many years. This improvement will provide a safe ADA compliant route for the children attending the Montessori School and to the new City Hall as required by our ADA Settlement Agreement.

Completing this work under the GU contract will expedite the work by eliminating the bid process (GU contract was competitively bid). Thus, allowing the work in front of Montessori School to be completed prior to the start of the new school year in mid-August.

DN Higgins, Inc. has submitted a proposal, dated May 20, 2014, in the amount of \$394,126.29 to complete the sidewalk removal and installation. City staff recommends adding an additional \$39,000.00 allowance to cover any unforeseen conditions for a total Work Order amount of \$433,126.29.

**Options**

**Option #1** Approve the Work Order to DN Higgins, Inc. under the General Services Contract for sidewalk installation in the amount of \$433,126.29.

**Option #2** Do not approve a Work Order to DN Higgins, Inc. under the General Services Contract for sidewalk installation and put the project out for bid.

**Financial Issues**

Funds will be used from the Internal Improvement Fund account #102-4102-541-6300 (EN1303). Upon approval, a purchase order will be issued to DN Higgins, Inc. in the amount of \$394,126.29. The additional \$39,000.00 allowance will not be paid out unless needed for unforeseen conditions.

**Recommendation**

Approve a Work Order to DN Higgins, Inc. under the General Services Contract for sidewalk installation in the amount of \$433,126.29.



CORPORATE OFFICE  
2002 TIMBER POINTE RD, SUITE A  
ANN ARBOR, MI 48106  
(313) 995-8000, FAX: (313) 995-8400

Quote

REGIONAL OFFICE  
1210 Glyn Arthur Drive, 6821  
Key West, FL 33040  
(305) 866-7000 - FAX: (305) 866-7717

TO: City of Key West  
P.O. Box 1400  
Key West, FL 33040  
Attn: Karen Olson

JOB NAME: United Street Sidewalk  
DATE: May 28, 2014

Replace side walked, curbs, parking and drainage per plans.

QUANTITY	UNIT	DESCRIPTION	PRICE	AMOUNT
100	HR	Superintendent (Demo & Layout)	\$ 105.00	\$ 10,500.00
100	HR	Operator (Demo)	\$ 60.00	\$ 6,000.00
200	HR	Labor (Demo)	\$ 44.00	\$ 8,800.00
10	DAY	Dump Truck	\$ 450.00	\$ 4,500.00
10	DAY	Backhoe	\$ 400.00	\$ 4,000.00
750	SF	8" Sidewalk	\$ 11.00	\$ 8,250.00
6150	SF	4" Sidewalk	\$ 10.00	\$ 61,500.00
400	LF	F Curb	\$ 57.00	\$ 22,800.00
1000	LF	Drop Curb	\$ 55.00	\$ 55,000.00
1350	LF	D Curb	\$ 47.00	\$ 63,450.00
155	TON	Asphalt	\$ 190.00	\$ 29,450.00
7	EA	Signs	\$ 500.00	\$ 3,500.00
250	LF	Thermo	\$ 7.00	\$ 1,750.00
70	SF	ADA Brick	\$ 30.00	\$ 2,100.00
10	EA	Sewer/Water Boxes	\$ 440.00	\$ 4,400.00
2	EA	Tree Removal 6" to 10"	\$ 2,000.00	\$ 4,000.00
1155	SY	Lime Rock Base	\$ 40.00	\$ 46,200.00
1	EA	Type C Ditch Bottom Inlet	\$ 6,000.00	\$ 6,000.00
35	LF	12 ADS Pipe	\$ 23.00	\$ 805.00
35	LF	Trench Excavation and Back Fill	\$ 65.00	\$ 2,275.00
2000	SF	Soil & Placement	\$ 3.00	\$ 6,000.00
100	CY	Crushed Lime Rock Fill Material	\$ 60.00	\$ 6,000.00
		<b>Subtotal - Cost of Construction</b>		<b>\$ 357,280.00</b>
		<b>Bond at \$28 / Thousand</b>		<b>\$ 7,145.00</b>
		<b>Subtotal - Cost of Construction + Bond</b>		<b>\$ 364,425.00</b>
		<b>GCS, Mobilization / Demobilization and MOT at 3%</b>		<b>\$ 10,792.85</b>
		<b>Subtotal - Cost of Construction + Bond + GCS</b>		<b>\$ 375,217.85</b>
		<b>CPI-U Increase at 3%</b>		<b>\$ 11,470.41</b>
		<b>TOTAL PRICE</b>		<b>\$ 386,688.26</b>

ALLOWANCE

37,000.00

\$ 493,126.29

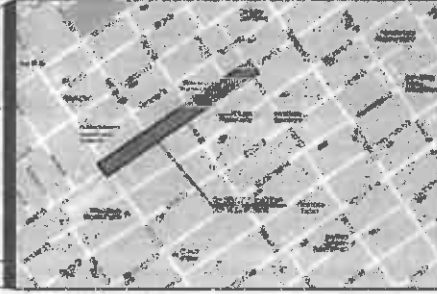
# UNITED STREET IMPROVEMENTS

**Perez Engineering & Development Inc.**  
 1010 SW 15th Street, Suite 201  
 Key West, Florida 33040  
 TEL: 305.293.8440 FAX: 305.293.8443

## CONSTRUCTION DRAWINGS UNITED STREET, FROM WHITE TO LEON STREETS KEY WEST, FLORIDA 33040



VICINITY MAP  
NOT TO SCALE



LOCATION MAP  
NOT TO SCALE

PREPARED FOR:  
**CITY OF KEY WEST**  
 P.O. BOX 1409  
 KEY WEST, FL 33041

### SHEET LIST TABLE

SHEET NUMBER	SHEET TITLE
01	CIVIL
02	GENERAL NOTES
03	GENERAL PLAN
04	BRIDGE AND RETENTION WALLING PLAN DETAILS

NO.	DATE
1	
2	
3	
4	
5	
6	

ENGINEERING - REGULATORY PERMITTING - CONSTRUCTION MANAGEMENT

**Perez Engineering & Development Inc.**  
 1010 SW 15th Street, Suite 201  
 Key West, Florida 33040  
 TEL: 305.293.8440 FAX: 305.293.8443

**McIntosh Group**  
 1010 SW 15th Street, Suite 201  
 Key West, Florida 33040  
 TEL: 305.293.8440 FAX: 305.293.8443

REVISIONS: 

NO.	DATE	DESCRIPTION

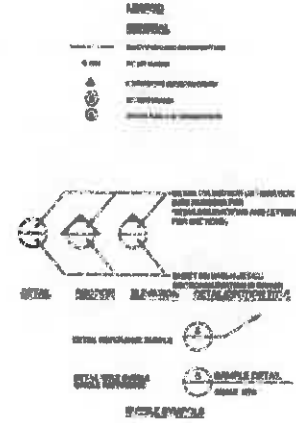
DATE	NO. SHEETS

**GENERAL NOTES**

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM ALL AFFECTED AGENCIES AND AGENCIES OF THE STATE OF CALIFORNIA AND FEDERAL AGENCIES.
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GENERAL NOTES

CITY OF SAN ANTONIO  
PLANNING DEPARTMENT  
PLANNING STAFF

PROJECT: [REDACTED]  
DATE: [REDACTED]

SCALE: [REDACTED]

BY: [REDACTED]

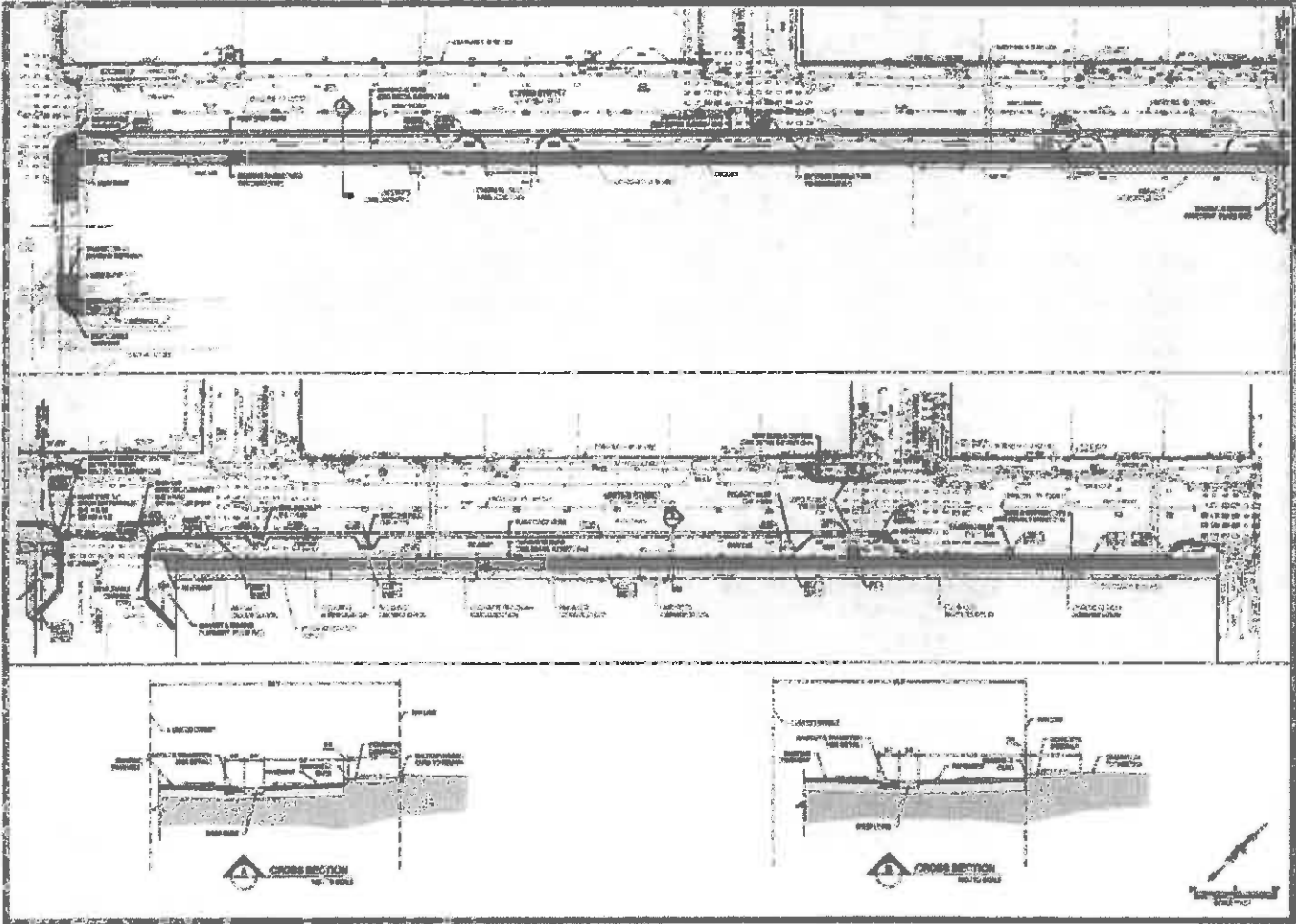
DATE: [REDACTED]

APPROVED BY: [REDACTED]

DATE: [REDACTED]

REVISIONS:

NO.	DESCRIPTION	DATE
1	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]



**RAILWAY PLAN**

CITY OF NEW YORK  
 PLANNING DEPARTMENT  
 OFFICE OF THE CITY ENGINEER  
 1911

DATE: 1911  
 DRAWN BY: [Name]  
 CHECKED BY: [Name]

SCALE: 1" = 100'







RESOLUTION NO. 13-314

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA EXERCISING THE TWO-YEAR RENEWAL OPTION CONTAINED IN THE CONTRACT FOR GENERAL SERVICES BETWEEN THE CITY AND DOUGLAS H. HIGGINS, INC., APPROVED IN RESOLUTION 10-319 IN RESPONSE TO INVITATION TO BID (ITB) #10-015; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 10-319, the City Commission approved a three-year contract with a two-year renewal option with DN Higgins, Inc. in accordance with ITB 10-015; and

WHEREAS, the City Commission, having considered staff recommendations, has chosen to renew the contract, for the two year extension period.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the contract is hereby extended for two years, pursuant to the contract documents approved in Resolution No. 10-319;

Section 2: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 3rd day of December, 2013.

Authenticated by the Presiding Officer and Clerk of the Commission on 4th day of December, 2013.

Filed with the Clerk on December 4, 2013.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Absent</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>Yes</u>

  
\_\_\_\_\_  
CRAIG CATES, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK



**THE CITY OF KEY WEST**

Post Office Box 1401 Key West, FL 32941-1401 (305) 293-3700

**EXECUTIVE SUMMARY**

**Date:** October 23, 2013  
**To:** Bob Vitas, City Manager  
**From:** Karen Olson, Special Projects Designer  
**CC:** David Fernandez, ACM  
Mark Finigan, ACM  
Doug Bradshaw, Senior Project Manager  
**Subject:** Approving a two year extension for the General Services Contract (ITB #10-015) to DN Higgins, Inc.

**Action Statement:**

This Resolution would approve a two (2) year extension for the General Services Contract to DN Higgins, Inc.

**Background**

The General Services Contract has been an ongoing contract, under various names, since 1992. The City maintains this Contract which is competitively bid for the purpose of general installation, repair and replacement of storm and sanitary sewer systems, installation of storm water gravity injection wells, paving, sidewalks and other miscellaneous municipal work. As the City establishes locations and scopes of work, where repairs are necessary, Work orders are issued

Resolutions 10-319 and 10-320, dated November 3, 2010, awarded DN Higgins, Inc. and Charley Toppino & Sons, Inc. three year General Services Contracts.

The improvement and maintenance of City infrastructure is critical to meeting the current and future needs of the citizens of Key West. The City's goal is to maintain the City's hard assets. (Strategic Plan "Infrastructure" goal 4)

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

MEMORANDUM

**Purpose and Justification**

The General Services Contract (ITB #10-015) is set to expire on December 1, 2013. Within the contract documents is the option of a two year extension at the unit prices stated in the Bid plus annual CPI-U US increases.

Based on the most current CPI-U US chart there has been an increase of 3% from effective bid prices. Per the Contract Documents the bid prices were to remain in effect for a period of twelve months from bid opening date.

DN Higgins, Inc. has agreed to extend their General Services Contract for the additional two year period allowed under the contract. Charley Toppino & Sons, Inc. declined to extend their contract.

Over the past three years DN Higgins, Inc. has been issued over 95% of the task orders under the General Services Contract due to their favorable pricing. Engineering staff have solicited quotes from other contractors with prices coming in as much as 40% higher than the existing contract.

It is in the best interest of the City to extend DN Higgins, Inc. contract for the additional two year period based on original bid prices plus 3% CPI-U US. The new pricing must remain in effect for ordering up to twelve (12) months from contract extension. At which time the contractor may request an additional CPI-U US increase.

**Options**

**Option #1** Approve a two (2) year extension for the General Services Contract (ITB #10-15) to DN Higgins, Inc.

**Option #2** Do not approve a two (2) year extension for the General Services Contract (ITB #10-15) to DN Higgins, Inc. and solicit bids for a new General Services Contract.

**Financial Issues**

Extension of the General Services Contract (ITB #10-015) has no financial impact to the City until a Work Order is issued.

**Recommendation**

Approve a two (2) year extension for the General Services Contract (ITB #10-15) to DN Higgins, Inc.



**THE CITY OF KEY WEST**

Post Office Box 1409 Key West, FL 33041-1409 (305) 854-7740

**CONTRACT EXTENSION**

**To:** Mr. Dan Higgins, D.N. Higgins, Inc.  
**From:** Karen Olson, Special Projects Designer  
**Date:** September 3, 2013  
**Reference:** General Services Contract Extension

The General Services Contract (ITB #10-015) is set to expire on December 1, 2013. Within the contract documents is the option of a two year extension at the unit prices stated in your Bid plus annual CPI-U US increases.

Based on the most current CPI-U US chart there has been an increase of 3% from effective bid prices. Per the Contract Documents the bid prices were to remain in effect for a period of twelve months from bid opening date.

The City of Key West would like to extend your contract for the additional two year period based on original bid prices plus 3% CPI-U US. The new pricing must remain in effect for ordering up to twelve (12) months from contract extension. At which time you may request an additional CPI-U US increase.

If you are in agreement with the above terms of this contract extension please sign and date this document below.

This extension will not be valid until ratified by the City Commission.

  
 \_\_\_\_\_  
 Dan Higgins, Vice President  
 D.N. Higgins, Inc.

9/13/13  
 \_\_\_\_\_  
 Date

*Key to the Caribbean — average yearly temperature 77 ° Fahrenheit.*

