



## 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:** November 4, 2013

**RE:** **Approval of a Task Order 3-13-SWR from CH2M Hill in the Amount of \$151,988 for Engineering Services for the Design and Bid Phase Services for the Concrete Repairs at the Richard A. Heyman Environmental Protection Facility**

#### ACTION STATEMENT:

This resolution will approve task order 3-13-SWR from CH2M Hill in the amount of \$151,988 for engineering services for the design and bid phase services for the concrete repairs at the Richard A. Heyman Environmental Protection Facility. (Wastewater Treatment Plant)

The agreement will be executed pursuant to F.S. 287.055 (CCNA), City Code 2-841, and the City's contract with CH2M Hill approved by Resolution # 12-280.

#### BACKGROUND:

The City of Key West's Wastewater Treatment Plant has several areas of the facility that are in need of concrete repair. These include areas of the solids building, the utilidor, the clarifiers, and areas of the large aeration basins that need to be re-sealed. It is the City's intent to address these areas of concern before they worsen.



## PURPOSE AND JUSTIFICATION:

CH2M Hill has successfully designed several projects at both the City's wastewater treatment plant, and our sewer collection system. They have excellent knowledge of the City's sewer system, and of the unique construction environment in Key West. They have local staff that is very responsive to the needs of the City.



This task order includes the following components:

- a) Preliminary Design
  - Comprehensive field inspection of entire facility
  - Areas to be repaired to be identified and given severity scale rating
  - Repair options will be proposed for each area.

- Draft review meeting with City Staff and OMI.
- b) Detailed Design Documents for Bid
  - Preparation of technical design specifications and drawings
  - Preparation of contract documents
  - Preliminary cost estimate
  - 90% design review with Staff and OMI
  - Preparation of full bid documents
- c) Bid Phase Services
  - Conduct pre-bid meeting
  - Prepare addenda as needed
  - Reference check of bid respondents
  - Review of bids to ensure responsiveness

This project will be combined with the bid for the concrete piling repair at the nearby Fleming Key Bridge. Doing so will help the City save on mobilization costs.

The City does not have the staff available with the time and technical expertise required to perform this design work independently. Staff has reviewed this task order and found it consistent with the hourly rates established in the City's contract with CH2M Hill.

Further, City 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 Project Manager accounts for approximately 9.2% of the hours allotted in this task order.

The task order also includes CH2M Hill staff's trips to Key West over the course of the project. City staff feels that this number of trips, and the associated costs, are reasonable to assure that the consultant staff has sufficient oversight for the completion of the project.

#### **OPTIONS / ADVANTAGES / DISADVANTAGES:**

1. The City Commission can award the task order to CH2M Hill and proceed with the concrete repairs at the Wastewater Treatment Plant on a timely basis. This firm has successful experience working with the City on other projects of a similar technical nature, and has very capable staff to ensure successful project completion. This option is recommended by City Staff, as the neither City nor OMI have the personnel available with the ability to perform the scope of work included in this task order.
2. The City Commission can decline the task order from CH2M Hill. This option is not recommended by Staff, as the City will not be able to utilize the engineering services that are essential in completing the project. City Staff believes that CH2M Hill is the firm that can best manage the concrete repair project of the engineering firms we have under contract.

**FINANCIAL IMPACT:**

The City Commission has budgeted \$1,500,000 for FY 2014 for the concrete repair project at the Richard A Heyman Environmental Protection Facility. The task order will be funded by budget line item 401-3503-535-65/SE 1401.

**RECOMMENDATION:**

Staff recommends that the City Commission select option 1, approving task order 3-13-SWR from CH2M Hill in the amount of \$151,988 for engineering services for the design and bid phase services for the concrete repairs at the WWTP.