



THE CITY OF KEY WEST
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EXECUTIVE SUMMARY

Date: April 20, 2021

To: Patti McLaughlin, Interim City Manager

From: Kelly Crowe, P.E., City Engineer

Cc: Mark Finigan, Finance Director
Todd Stoughton, Interim Assistant City Manager
Steve McAlearney, Engineering Director

Subject: Approval of Supplemental Fee Agreement to EAC Consulting Inc. for the Development of Procurement Documents for the Southard Street Improvements Project

Action Statement

Authorize Interim City Manager to approve a supplemental fee agreement to EAC Consulting, Inc. (EAC) in the amount of \$6,011.30 for additional services rendered for the development of procurement documents for the Southard Street Improvements Project.

Background

The Southard Street Improvement Project consists of sidewalks, milling and resurfacing of asphalt pavement, pavement markings and signage along Southard Street between Duval Street and Thomas Street. Construction activity estimated to cost approximately \$543,000 will be funded by the Federal Highway Administration (FHWA) and administered through the Florida Department of Transportation (FDOT) Local Agency Program (LAP). The project was initially part of the overall Bahama Village Connectivity project.

EAC was procured by city staff to develop bidding and construction contract documents for the Southard Street Improvements Project. Currently, city staff does not have a contract document template that adheres to the LAP requirements and federal guidelines for grant funded projects. The contract documents that are being developed are specific to the LAP process and are intended to be utilized on future LAP projects.

The original task order amount is \$20,172.10 and was procured through City Manager authorization in accordance with the procedures as defined in the City of Key West Municipal Code Section 2-772. Since the change order amount is greater than 5%, City Commission approval is required.

The increase in cost is attributed primarily to the extensive coordination required between the consultant, city staff and FDOT staff. Several modifications were required by FDOT in order to comply with the LAP Construction Checklist. A majority of the items contained in the checklist are specific to the LAP process for contractor procurement.

Purpose and Justification

The development of construction contractor procurement documents that conform to the LAP Construction Checklist is a required step in the LAP process. The requirements are stringent and demand significant effort in order to complete the process. EAC was procured to assist staff in developing procurement documents that conform to the LAP requirements. Additional coordination in excess of the initial estimates was needed during the development of the documents to address FDOT's requirements and subsequent comments.

EAC has an existing General Engineering Services contract with the City of Key West per Resolution 17-207 and extended for a two-year period per Resolution 20-142.

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

The original task order is funded from account #102-4102-541-6300 (Internal Improvements/Streets), Project Code II41022002. A purchase order (PO#93163) was issued to EAC in the amount of \$20,172.10. Upon approval of this item, the purchase order will be amended to reflect the new amount of \$26,183.40. The additional funds will be utilized from the same account.

Recommendation

Staff recommends authorizing the Interim City Manager to approve of the supplemental fee agreement to EAC's original task order in the amount of \$6,011.30 for additional services related to the development of procurement documents for the Southard Street Improvements.