



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

### EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager  
Sarah Spurlock, Asst. City Manager  
James Bouquet, P.E., Director of Engineering

**FROM:** Terrence Justice, Engineering

**DATE:** August 20, 2014

**RE:** **Approve Change Order 1 in the amount of \$15,825.40 for Project OM1302 Mole Pier Fender Replacement, a Navy In-Kind Project.**

#### ACTION STATEMENT:

This resolution will approve Change Order 1 in the amount of \$15,825.40 for "Mole Pier Fender Replacement."

This Navy In-Kind project falls under Government Goal #3 of the 2011 Strategic Plan, Team Key West – Cooperative planning efforts of among organizations, businesses and all governments.

#### BACKGROUND:

Invitation to Bid (ITB) 13-023 was advertised on September 26, 2013 and bids were opened on October 9, 2013. The lowest bid was received from D. N. Higgins, Inc. in the amount of \$219,700.00 and the contract was awarded in that amount by Resolution 14-195.

In lieu of rent payments to the Navy for the use of the Mole pier, the City of Key West (City) has agreed to perform certain In-Kind Projects. This project was requested by the Navy via In-kind Letter 11011 OPDBRM/0010 dated January, 25, 2013 which authorized a not-to-exceed cost of \$300,000.

City Commission approval of this Change Order is required by City of Key West Ordinance 2-845 as the expenditure increase exceeds five percent of the original contract amount.

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

## **PURPOSE AND JUSTIFICATION**

**Original Project:** The existing fenders and associated mounting hardware (e.g., chains and shackles) are in poor condition and require replacement. The project was requested by the Navy to be performed using available In-Kind funds.

**Change Order 1:** As requested by the Navy, the Contractor was directed to increase the scope of this work to include procurement and installation of “friction strip” protective pads and additional installation of hardware including two stainless steel ladders and 12 galvanized steel pad eyes.

## **FINANCIAL IMPACT:**

This project (OM1302) is currently funded in the FY2014 budget in the amount of \$300,000, account #602-1900-519.46-00. This action will authorize an increase to the authorized expenditures and modification of the associated Purchase Order from the initial award amount of \$219,700.00 to \$235,525.40.

## **RECOMMENDATION:**

Staff recommends that the City Commission approve Change Order 1 in the amount of \$15,825.40.