



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3833

To: Bogdan Vitas, City Manager  
From: Janet Muccino, Project Manager  
Date: 3/18/14

Reference: Declaration of Emergency Procurement to Fund Purchasing Ordinance Exception # 2 in the amount of \$16,875 to Atkins North America to perform additional groundwater contamination investigation & possible abandonment of Monitoring Wells at the previous City Hall site at 525 Angela Street

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City Code Section 2-797 (2) authorizes the City Manager to make emergency procurement of commodities or contractual services where the total cost exceeds \$20,000 when there exists a clear and present threat to public health, property, safety, or other substantial loss to the City, including cases where a natural disaster has occurred, is occurring, or is imminently threatening.

The City installed several monitoring wells (MW) in the early to mid-1990s to monitor a contamination plume from a fuel underground storage tank (UST) on the parking lot of 525 Angela Street. The UST had been previously removed. Four of the MWs were installed on adjacent private property.

In response to adjacent property owners concerns about the MWs and potential contamination on their property, Atkins was tasked, by Purchasing Exception #1, to perform a site assessment at the former City Hall site to determine if any monitoring wells could be abandoned (in particular, the wells on private property). This Task Order would also complete one round of groundwater testing as periodically required by FDEP. This monitoring was completed in December 2013 and documented in the *Former City Hall SARA Limited Contamination Assessment Report* dated February 12, 2014.

Based on this report, Atkins, in consultation with FDEP, is recommending the installation up to three (3) new monitoring wells on City property (Task 3) and conduct additional groundwater sampling (Task 4) to future define the contamination plume. This data will be used to support MW abandonment. Following completion of testing and subject to FDEP approval, Atkins will abandon wells on private property under the original Task Order. Staff recommends approving the Purchasing Ordinance Exception # 2 in the amount of \$16,875 to Atkins, resulting in a total project cost to date of \$31,630.

We will seek City Commission after-the-fact ratification of this project.

*\*IF required!*

*Bogdan Vitas*  
Approved by Bogdan Vitas,  
City Manager

*3/18/14*  
Date

MEMORANDUM

RECEIVED

RECEIVED

MAR 07 2014

CITY OF KEY WEST  
PURCHASING ORDINANCE EXCEPTION RECORD

MAR 06 2014

CITY MANAGER

CITY MANAGER

DEPARTMENT: Engineering Services

ITEM: Purchasing Ordinance Exception for Additional Tasks 3 and 4 to Atkins for Site Assessment (SARA) 525 Angela St. (former City Hall)

REQUISITION: TBD

COST: \$16,875.00

VENDOR: Atkins North America

- Sole Source Procurement (CKW 2 - 797) (1)
- Emergency Procurement (CKW 2 - 797) (2)
- Purchases & Acquisitions under federal/state/ local govt. (CKW 2 - 797) (3)
- Exempt contractual services (CKW 2 - 797) (4)
- Other

Atkins was tasked in November 2013, by Purchasing Exception, to perform a site assessment at the former City Hall site to determine if any monitoring wells could be abandoned (in particular, the wells on private property), as well as fulfill FDEP testing requirements.

Atkins has performed Task # 1, Groundwater Sampling and Reporting, of the original Task Order. Based on the report, FDEP is recommending the City install up to three (3) new monitoring wells on City property to determine the new limits of the contamination plume and facilitate further testing as defined in Tasks 3 & 4. Following completion of testing and subject to FDEP approval, Atkins will abandon wells on private property under the original Task Order.

New or existing wells not approved for abandonment must remain for the City to be eligible for cost-sharing of future site clean-up under the FDEP's Petroleum Clean-up Participation Program.

AUTHORIZATION:

DEPARTMENT:  ENGINEERING

DATE: 3/7/14

FINANCE: 

DATE: 3/7/14

CITY MANAGER: 

DATE: 3/10/14

DISPOSITION:

- MANAGEMENT & FINANCE APPROVAL UP TO \$1,000.00
- CITY MANAGER APPROVAL UP TO \$20,000.00
- CITY COMMISSION APPROVAL RESOLUTION: \_\_\_\_\_ DATE: \_\_\_\_\_



THE CITY OF KEY WEST

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

March 7, 2014

To: Jim Bouquet  
David Fernandez  
Bob Vitas

From: Janet Muccino

RE: Purchasing Ordinance Exception # 2 in the amount of \$16,875 to Atkins North America to perform additional groundwater contamination investigation & possible abandonment of Monitoring Wells at the previous City Hall site at 525 Angela Street

The City installed several monitoring wells (MW) in the early to mid-1990s to monitor a contamination plume from a fuel underground storage tank (UST) on the parking lot of 525 Angela Street. The UST had been previously removed. Four of the MWs were installed on adjacent private property.

In response to adjacent property owners concerns about the MWs and potential contamination on their property, Atkins was tasked, by Purchasing Exception #1, to perform a site assessment at the former City Hall site to determine if any monitoring wells could be abandoned (in particular, the wells on private property). This Task Order would also complete one round of groundwater testing as periodically required by FDEP. This monitoring was completed in December 2013 and documented in the *Former City Hall SARA Limited Contamination Assessment Report* dated February 12, 2014.

Based on this report, Atkins, in consultation with FDEP, is recommending the installation up to three (3) new monitoring wells on City property (Task 3) and conduct additional groundwater sampling (Task 4) to future define the contamination plume. This data will be used to support MW abandonment. Following completion of testing and subject to FDEP approval, Atkins will abandon wells on private property under the original Task Order.

Staff recommends approving the Purchasing Ordinance Exception # 2 in the amount of \$16,875 to Atkins.

MEMORANDUM



Atkins North America, Inc.  
2001 Northwest 107th Avenue  
Miami, Florida 33172-2507  
Telephone: +1.305.592.7275  
[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

March 4, 2014

*Sent via email*

Janet Muccino  
Project Manager  
Engineering Services  
3140 Flagler Ave  
Key West, Florida 33040

**RE: Additional Site Assessment for SARA Update  
For the 525 Angela Street Building (old City Hall)  
Key West, Florida**

Dear Ms. Muccino:

Pursuant to your request, Atkins has prepared a scope and fee estimate to perform additional groundwater contamination investigations at the above referenced property. This scope is intended to provide additional groundwater quality data to assist defining the extents of the contamination plume thereby allowing the City to complete the Florida Department of Environmental Protection (FDEP) requested Site Assessment Report Addendum (SARA), and assist the City with administratively closing three off-site groundwater monitoring wells. The proposed scope is outlined in the tasks listed below, which is a continuation of the work authorized under the existing City P.O. # 075746. The proposed fee breakdown for this additional contamination assessment scope is attached.

#### **SCOPE OF WORK – ADDITIONAL ENVIRONMENTAL SITE ASSESSMENT**

**TASK 3: Groundwater Monitoring Well Installation.** Atkins is proposing to permit and install three new groundwater monitoring wells on City property to assist with delineating the contamination plume. The wells will be 2" diameter PVC, installed to an approximate depth of 12 feet and screened from the vadose zone to the bottom. All wells will be permanent, secured in a manhole assemble, finished to grade in concrete.

Note: If it is determine the structural integrity of existing well MW-4 has not been compromised, that well will be repaired and only two monitoring wells will be installed.

**FEE ESTIMATE: \$8,646.50**

**TASK 4: Groundwater Sampling and Reporting.** Atkins is proposing to sample the three newly installed groundwater monitoring wells. All groundwater samples will be sent to a certified laboratory to be analyzed for petroleum volatile organic compounds (VOCs) and poly-aromatic hydrocarbons (PAHs). The sampling plan will be developed and submitted to the City and FDEP for approval before implementation. If the analytical result of this additional sampling effort provides the necessary data to define the plume boundary, Atkins will continue with the well closure activities as outline in the scope of work authorized under City P.O. # 075746 and will complete the SARA, as requested in the FDEP correspondence dated December 22, 2010. If the plume boundary is not defined additional wells may need to be installed and sampled. A report

summarizing the findings of the assessment will be prepared and submitted to the City if well closure is not likely to be approved.

Note: If MW-4 is repaired it will be sampled, along with MW-7, and analytical costs will be covered under fees authorized under City P.O. # 075746. 2 303-1900-519.6 2 GN1204

Included in this estimate is the confirmation sampling of MW-5 and MW-6 for VOAs and PAHs in anticipation of potential closure requirements by FDEP. In total, this scope includes the sampling and analysis of five groundwater monitoring wells. The City will only be invoiced for the wells sampled.

**FEE ESTIMATE: \$8,228.50**

#### SCHEDULE

Atkins will initiate work immediately upon receipt of written authorization to proceed (ATP) in the form of a Purchase Order from the City. Tasks 3 will be completed within 30 business days of receipt of ATP. Tasks 4 should be completed within three months of ATP, provided the contamination plume boundary is defined.

#### FEE

Atkins will perform the above scope of work on a time and materials basis for the estimated **Total Fee of \$16,875.00**. Please see the attached spreadsheets for details on the proposed fee.

#### ASSUMPTIONS


The Scope of Work, Schedule, and Cost associated with this proposal are based on the following assumptions.

- Access to the property will be provided within 48 hours of request by Atkins.
- All field work can be conducted in Level D PPE
- Fair weather prevails during field activities.
- No rush turnaround time for laboratory analyses.
- No offsite disposal of contaminated water or soils is required

Thank you for providing the opportunity to present this proposal. If you have any questions or need additional assistance, please do not hesitate to call me at (305) 514-3387.

Sincerely,

ATKINS



W. Mark Henry  
Senior Scientist

**Old City Hall Additional Contamination Assessment**

**SARA Completion**

Task	Category	FY	Regulation	Operator	Tech I	Tech II	Sr Tech I	Sr Tech II	Sr Tech III	Sr Tech IV	Sr Tech V	PTP/Sr. Div Manager	Hours	Cost
			301.69	\$48.00	\$58.00	\$79.00	\$94.00	\$115.00	\$130.00	\$156.00	\$182.00	\$208.00		
3.0 - Groundwater Monitoring Well Installation														
1.1 Permitting and CEI		14							34				34	\$4,420.00
													Subtotal	\$4,420.00
4.0 - Groundwater Sampling and Reporting														
2.1- GW Sampling and Report Preparation		14							40	2			42	\$5,512.00
													Subtotal	\$5,512.00
													Total Labor	\$9,932.00
													Total Expenses	\$6,943.00
													Total	\$16,875.00

Notes:

- 1) The categories and rates are derived from Resolution 11-051 and 2013 approved rate increase
- 2) Tasks are continuation from those authorized under City P.O. # 075746.
- 3) Fees will be billed on a time charge basis.

Old City Hall Additional Contamination Assessment

SARA Completion

Item	Unit	Unit Price	Task 3	Task 4
Per Diem	day	\$42.00	\$82.00	\$42.00
Mileage	mile	\$0.565	\$169.50	\$169.50
Plane	R/T	At cost		
Tolls	Each	At cost		
Accommodations	per/night	\$175.00	\$175.00	\$175.00
MW Installation	MW	\$1,200.00	\$3,600.00	
Laboratory Costs	Each	At cost		\$2,330.00
Misc Field Supplies	each	\$100.00	\$200.00	
<b>Subtotal</b>			<b>\$4,226.50</b>	<b>\$2,716.50</b>

Total \$6,943.00

**Notes:**

- 1) Task 3 - Installation of three 2" dia, 12' deep groundwater monitoring wells.
- 2) Task 4 - Laboratory costs included analytical costs for five water samples (VOA's and PAH's each), plus field time and travel expenses for one (1) field tech.

FY	Expenses		Labor		FY Totals
	Task3	Totals	Task3	Task 4	
FY 14	\$4,226.50	\$6,943.00	\$4,420.00	\$5,512.00	\$16,875.00

**RECEIVED**

NOV 22 2013

CITY MANAGER

**CITY OF KEY WEST  
PURCHASING ORDINANCE EXCEPTION RECORD**

DEPARTMENT: Engineering Services

ITEM: 525 Angela St. (former City Hall) Site Assessment Report Addendum (SARA)

REQUISITION: TBD (City Hall Fund?) ACCT # 303-1900-519.6200 90341 REQ #

COST: \$14,755.00

VENDOR: Atkins North America

- Sole Source Procurement (CKW 2 - 797) (1)
- Emergency Procurement (CKW 2 - 797) (2)
- Purchases & Acquisitions under federal/state/ local govt. (CKW 2 - 797) (3)
- Exempt contractual services (CKW 2 - 797) (4)
- Other

Atkins performed the latest (2011) monitoring well testing at the city hall site and as such knows the history of the site and has worked with FDEP so the city will stay in compliance. Under this proposed task order Atkins will perform testing of all the remaining wells to determine which can be abandoned (in particular the wells on private property) as well as fulfil FDEP testing requirements.

The wells that must stay in place will remain on the FDEP's Petroleum Clean-up Participation Program for cost sharing of clean-up at a later date

**AUTHORIZATION:**

DEPARTMENT: 

DATE: 11-22-13

FINANCE: \_\_\_\_\_

DATE: \_\_\_\_\_

ASST CITY MANAGER: S. 07

DATE: 11-22-13

**DISPOSITION:**

- MANAGEMENT & FINANCE APPROVAL UP TO \$1,000.00
- CITY MANAGER APPROVAL UP TO \$20,000.00
- CITY COMMISSION APPROVAL RESOLUTION: \_\_\_\_\_ DATE: \_\_\_\_\_





THE CITY OF KEY WEST

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

November 21, 2013

To: Doug Bradshaw  
David Fernandez  
Mark Finigan  
Bob Vitas

From: Janet Muccino

RE: Purchasing Ordinance Exception for Atkins North America to test Monitoring Wells at the previous City Hall site at 525 Angela Street

\*\*\*\*\*

The City installed several monitoring wells in the early to mid-1990s to monitor a contamination plume caused by the removal of a fuel underground storage tank on the parking lot of 525 Angela Street. Four of the MWs were installed on adjacent private property.

The city has performed MW testing over the years and been on the DEPs Petroleum Cleanup Participation Program (PCPP) since April 2008. The PCPP is a cost sharing program which would help the city with final cleanup of the contamination in the future..

The city received a letter from DEP on December 22, 2010 stated that we were not in compliance and more testing would be needed. The city tasked Atkins North America with the well testing. Atkins performed the monitoring and sent a report to FDEP on September 19, 2011. Atkins, City staff and the FDEP agreed to wait until the Madeline Bean building at 601 Simonton Street and City hall were torn down to retest all the wells; however, due to delays in demolition and construction; the wells have yet to be retested.

The City has been contacted by an adjacent property owner who is concerned about the MW on his property and would like it removed. In order to avoid any threat of a lawsuit; it seems prudent for the city to retest all the MWs and determine if any can be abandoned. Since Atkins performed the last round of testing and has the backup and an ongoing relationship with FDEP concerning this matter; staff recommends approving the Purchasing Ordinance Exception in the amount of \$14,755 to Atkins.

M E M O R A N D U M



**Atkins North America, Inc.**  
2001 Northwest 107th Avenue  
Miami, Florida 33172-2507  
**Telephone: +1.305.592.7275**  
[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

November 12, 2013

*Sent via email*

Janet Muccino  
Project Manager  
Engineering Services  
3140 Flagler Ave  
Key West, Florida 33040

**RE: Site Assessment Report Addendum Update  
For the 525 Angela Street Building (Former City Hall)  
Key West, Florida**

Dear Ms. Muccino:

Pursuant to your request, Atkins has prepared a scope and fee estimate to perform a site assessment update at the above referenced property in response to the City's intent to develop the site and to address groundwater contamination concerns expressed by adjacent property owners. Atkins conducted sampling and analysis of the groundwater at the property in 2011 in response to the December 22, 2010 correspondence the City received from the Florida Department of Environmental Protection (FDEP). The state requested the City complete the site assessment program that had been dormant since 2007. In performing this update, Atkins will address the adjacent property owners concerns and the request for additional site information presented by FDEP in reviewing the 2011 assessment results. This assessment will also provide current groundwater quality data to the City as it makes management decisions related the proposed property developments. The proposed scope and fees are outlined in the tasks listed below.

#### **SCOPE OF WORK - ENVIRONMENTAL SITE ASSESSMENT UPDATE**

**TASK 1: Groundwater Sampling and Reporting.** Atkins is proposing to sample the 10 remaining on-site and off-site existing groundwater monitoring wells. All groundwater samples will be sent to a certified laboratory to be analyzed for petroleum volatile organic compounds (VOCs) and poly-aromatic hydrocarbons (PAHs), and RCRA metals. The sampling plan will be developed and submitted to the City and FDEP for approval before implementation. A report summarizing the findings of the assessment will be prepared and submitted to the City and to FDEP upon City approval.

**FEE : \$6,290.00**

**LABORATORY COSTS : \$3,000.00 (Pending FDEP-approved sampling plan)**

**TASK 2: Monitoring Well Closure.** If the laboratory analytical results support it, Atkins will propose to FDEP that monitoring wells be closed/abandoned in-place. Well closures will be coordinated with FDEP and a closure report will be submitted to the Agency. For the purpose of this estimate, the cost to close up to five wells are included

**FEE : \$5,465**

Atkins will perform the above scope for a total fee of **\$14,755.00**

#### **SCHEDULE**

Atkins will initiate work immediately upon receipt of written authorization to proceed (ATP) in the form of a Purchase Order from the City. Tasks 1 will be completed within 30 business days of receipt of ATP. Tasks 2 should be completed within three months of ATP.

#### **ASSUMPTIONS**

The Scope of Work, Schedule, and Cost associated with this proposal are based on the following assumptions.

- Access to the property will be provided within 48 hours of request by Atkins.
- All field work can be conducted in Level D PPE
- Fair weather prevails during field activities.
- No rush turnaround time for laboratory analyses.

Thank you for providing the opportunity to present this proposal. If you have any questions or need additional assistance, please do not hesitate to call me at (305) 514-3387.

Sincerely,

ATKINS



W. Mark Henry  
Senior Scientist

Quick project summary prepared by Mark Henry, Atkins

Eight monitoring events were conducted at the site between January 1996 and July 2003. Generally, decreases in contaminant concentrations were evident in the groundwater samples. In 2000 a monitoring plan was approved. This monitoring plan consisted of semi-annual monitoring for two years at MW-10 and MW-2 (BTEX with MTBE analysis). It also required sampling for BTEX with MTBE at the end of the two-year period at monitoring wells MW-1, MW-5, MW-6, MW-8, and DW-1.

Sampling and testing of wells DW-1, MW-3, MW-4, MW-7, MW-9 and MW-11 has resulted in negative results for contamination continuously since early testing events. As a result, monitoring wells 9 and 11 were abandoned in place. MW-12 has not been found on various site visits, possibly because of where it is located, cars may have been parked over it, obscuring it.

In 2011 Atkins (PBSJ) sampled MW-1, MW-2, MW-6, MW-8 and MW-10. Except for MW-2, each of these wells had an exceedance of at least one cleanup criteria, of the remaining wells, it appears DW-1, MW-2, MW-3, MW-4, and MW-7 could be candidates for closure. The usual method is to abandon in-place by filling with grout. This is done by a licensed well drilling outfit. Testing of all the wells is recommended as it has been many years since some of these wells have been tested. Also, FDEP may not approve all wells for closure because of proximity to a contaminated well, even if it came up clean. I think we could make a case for closing MW-4 and MW-7, located on private property, because historically they have shown no real contamination concerns. The reason to keep them would be as reference wells, to show off-site migration of the contamination plume has not occurred.

FDEP is currently proceeding with on sites with ranks of 46 or higher. The City hall was given a rank/score of 9, so this site is still far down the list for Petroleum Cleanup Participation Program (PCPP) funding reimbursement.

Note: Cleanup of petroleum contamination in the Keys is challenging, but not impossible, because of the hard cap rock. Insitu bio-remediation as well as pump-and-treat systems could be implemented.

I hope this helps.

**W. Mark Henry**

Senior Scientist, East Sciences

**ATKINS**

75 years of design, engineering and project management excellence

2001 NW 107 Avenue, Miami, Florida, 33172 | Tel: [+1 \(305\) 514 3485](tel:+13055143485) | Fax: [+1 \(305\) 594 9574](tel:+13055949574) | Cell: [+1 \(305\) 804 3052](tel:+13058043052) | Email: [mark.henry@atkinsglobal.com](mailto:mark.henry@atkinsglobal.com) | Web: [www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica) [www.atkinsglobal.com](http://www.atkinsglobal.com)





**City of Key West**

City Hall Building  
525 Angela Street

**Figure 2**

**ATKINS** 2001 NW 107 AVENUE  
DORAL, FLORIDA 33172

DESIGNED BY: WM-1	DATE: November 7, 2010
MODIFIED BY:	DATE:
CHECKED BY: ARG	

Site Assessment Report Addendum  
May 2011 Assessment

Aerial Site Map



**CITY OF KEY WEST**  
 P.O. BOX 1409  
 KEY WEST, FL 33041-1409  
 PHONE: 305-809-3700

PURCHASE ORDER	
P.O. #:	075746
DATE:	11/26/2013

VENDOR #: 9672  
 VENDOR: ATKINS  
 ADDRESS: 2001 NW 107 AVENUE  
 MIAMI, FL 38172

SHIP TO: ENGINEERING SERVICES  
 3140 FLAGLER  
 KEY WEST, FL 33040

VENDOR PHONE: (305)592-7275  
 VENDOR FAX: (305)594-9574

THE P.O. # **MUST APPEAR ON ALL INVOICES, PACKAGES, AND CORRESPONDANCE**

SPECIAL INSTRUCTIONS				
ADAM R GELBER				
DELIVER BY	REQUISITION #	REQUISITION DATE	REQUISITIONED BY	
11/26/2013	0000090341	11/22/2013	DNICKLAUS FOR JMUCCINO	
FOB	ACCOUNT NUMBER	PROJECT NUMBER	TERMS	
KEY WEST, FL	30319005196200	GN1204	45 DAYS FROM RECEIPT OF INVOICE	
ITEM #	QUANTITY/ UNIT	DESCRIPTION ARTICLE OR SERVICE	UNIT COST	EXTENDED COST

1		14755.00		
	14,755.00 /		1.0000	14,755.00
	DL			

<b>TOTAL PURCHASE AMOUNT</b>	<b>\$14,755.00</b>
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 AUTHORIZED SIGNATURE