

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING ISSUANCE OF TASK ORDER NO. 2 (2018) TO BLACK & VEATCH CORPORATION FOR DETAILED DESIGN, BID AND PRE-AWARD SERVICES FOR THE DENNIS STREET PUMP STATION NEAR KEY WEST HIGH SCHOOL IN AN AMOUNT NOT TO EXCEED \$274,898.00; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 17-207, the City Commission approved a three-year contract for General Engineering Services, to Black & Veatch Corporation; and

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

Section 1: That issuance of Task Order No. 2 (2018) to Black & Veatch Corporation to furnish detailed design, bid and pre-award services for the Dennis Street Pump Station near Key West High School in an amount not to exceed \$274,898.00 is hereby approved.

Section 2: That funds for this project are budgeted in account 402-3802-538-6500 (Project ST38021601).

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
2nd day of October, 2018.

Authenticated by the Presiding Officer and Clerk of the Commission
on 3rd day of October, 2018.


Filed with the Clerk on October 3, 2018.

Mayor Craig Cates	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<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) 809-3700

EXECUTIVE SUMMARY

Date: August 28, 2018
To: Jim Scholl, City Manager
From: John Paul Castro, Director of Utilities
Cc: Greg Veliz, Assistant City Manager
Subject: Approve Task Order No. 2 – Design Services Phase II from Black and Veatch Corporation for the detailed design, bid and pre-award services for the Dennis Street pump station.

Action Statement

This Resolution would approve task order no. 2 (2018) from Black and Veatch Corporation in the amount of \$274,898.00 pursuant to resolution number 17-207 for the design, bid and pre-award services for the Dennis Street pump station near Key West High School.

Background

The City of Key West is actively working to improve their existing storm water system. Currently, the storm water system consists of approximately 63 permitted outfalls and related storm water collection systems, 54 vertical exfiltration drains, 5 pressurized wells, approximately 121 storm water gravity recharge wells, and associated collection and treatment systems. The storm water improvements are required in sub-basin 3340 near Key West High School, which currently has consistent standing water issues. There is an existing gravity well at Dennis Street that is at too low an elevation to be effective. This new project will achieve the goal of lifting water to the existing outfall and discharging to the salt ponds on the south side of the High School property, in order to reduce the duration of standing water in the area.

Purpose and Justification

The purpose of the task order is to allow the consultant to provide a detailed design for construction, contract documents, assistance in permitting, bid and pre-award services for an improved storm water drainage system with a goal to alleviate the current standing water problem at sub-basin 3340 near Key West High School.

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

M E M O R A N D U M

Financial

Funding will come from project ST38021601, account 402-3802-538-6500. Staff has reviewed the hourly cost breakdown and believes the rate mixture are properly balanced and match the hourly rates set forth within the contract documents. The project budget is \$1,760,000.

Recommendation

Approve task order no. 2, Design Services- Phase II from Black and Veatch for the design, bid and pre-award services for the Dennis Street pump station near Key West High School in the amount of \$274,898.00.

CITY OF KEY WEST
TASK ORDER No. 2 - DESIGN SERVICES – PHASE II
DENNIS STREET STORM WATER IMPROVEMENTS
PUMP STATION

BACKGROUND

The City of Key West (CITY) is actively working to improve their existing storm water system. Currently, the storm water system consists of approximately 63 permitted outfalls and related storm water collection systems, 54 vertical exfiltration drains, 5 pressurized wells, approximately 121 storm water gravity recharge wells, and associated collection and treatment systems.

The storm water improvements are required in sub-basin 3340 near the Key West High School, which currently has consistent standing water issues. There is an existing gravity well at Dennis Street that is too low to be effective. This new project will achieve the goal of lifting water to the existing outfall discharging to the salt ponds on the south side of the High School property, in order to reduce the duration of standing water in the area.

INTRODUCTION

Black & Veatch (CONSULTANT) was requested by the CITY to provide design services for a new nutrient separating baffle box, submersible pump station, valve box, discharge piping to connect to the existing outfall and associated supporting infrastructure (electrical, instrumentation and controls). The new pump station will be located on Venetia Street west of the intersection with Dennis Street. The backup generator will be located in the south-east corner of the intersection of Venetia Street and Dennis Street.

The pump station project was previously identified in the City Storm Water Master Plan (2012, CH2M Hill) as an “Alternative 2” project. An Alternative 2 project is one that is located in an area of low elevation and experiences chronic problems with localized flooding. Many of the Alternative 2 projects did not yield significant changes in peak flood elevation based on computer modeling, but were recommended to address areas where localized flooding was reported.

Previous computer modeling efforts using ICPR for the 2012 Storm water Master Plan conducted for the City, indicated that a pump station capacity of 18.5 cubic feet per second (cfs) would be able to handle the peak flow of the 100-year 72-hour storm with acceptable levels of flooding. During the preliminary design reviews and discussions with the City related to the level of service requirements for this location; it was agreed that a smaller design storm with a higher frequency could be used as the basis for the pump station capacity. As a result, the design storm utilized for the design is the 25-year 72-hour storm with a pump station capacity of 11-cfs.

SCOPE OF SERVICES

TASK SERIES 100 – DETAILED DESIGN AND CONSTRUCTION CONTRACT DOCUMENTS

Task 101 – Project Coordination

Project coordination will encompass efforts required for project set-up, resource management, scheduling, invoicing, trend management, and other requirements needed to effectively and efficiently complete the tasks described in this scope of services.

Task 102 - Detailed Design - Construction Documents Level 3

- A. Level 3 progress activities are as follows:
1. Final review set of CAD drawings
 2. Final review set of specifications and construction contract documents
 3. Opinion of probable construction cost update
 4. Internal quality control review and refinement before delivery to the CITY
 5. Quality assurance and quality control plan and log update
 6. Project schedule update
 7. Project trend register update
- B. CONSULTANT will provide two (2) hard copy sets and one (1) electronic copy of the Level 3 documents to the CITY for review.
- C. CONSULTANT will conduct a project review workshop with the CITY to review the Level 3 documents. Based on discussions during the workshop, CONSULTANT will refine the documents, if necessary.
- D. CONSULTANT will revise the documents as necessary to reflect any decisions taken at this level and provide the CITY with two (2) hard copy sets and one (1) electronic copy.

Task 103 - Permitting

- A. CONSULTANT will meet with the CITY's personnel and representatives of affected agencies such as SFWMD, Monroe County, Keys Energy and the school district as appropriate to discuss the impact of the project on their facilities and obtain requirements for public protection to be included in contract documents. A level of effort of two (2) meetings, two (2) trips to the CITY's location are included for the affected agencies program. Additional effort will be addressed as supplemental services.
- B. CONSULTANT will provide assistance to the CITY in obtaining the following permits from government agencies:

1. FDEP Permitting
 2. SFWMD Permitting
- C. Assistance for the above permits will include:
1. Preparation of applications, exhibits, drawings, and specifications as necessary for the CITY's execution and submittal.
 2. Furnishing additional information about the project design.

Task Series 100 Deliverables

The following deliverables are included in Task Series 100:

- Level 3 Design Package (including drawings, specifications, and opinion of probable construction cost).
- Level 3 workshop meeting minutes.
- FDEP and SFWMD permitting package.

Task Series 200 - BID AND PREAWARD SERVICES

Task 201- Bid Services

- A. Provide for CITY's use in reproducing bidding documents one electronic copy of:
1. Construction contract drawings
 2. Technical specifications
 3. Front end documents
 4. Geotechnical report
 5. Addenda
- B. Provide up to two (2) sets of hard copies of construction contract documents and addenda and up to two (2) hard copies of the geotechnical report for prospective bidders. All hard copies will be signed and sealed by a Professional Engineer registered in the state of Florida.
- C. Pre-bid Conference. Attend at a date and time selected and a place provided CITY, a pre-bid conference to:
1. Confirm the types of technical information required by the contract documents.
 2. Review special project requirements.

3. Receive requests for interpretations that will be issued to plan holders.
- D. Interpret bidding documents. Prepare and issue addenda to the construction contract documents when required. Two (2) addenda packages are included in the fee estimate.

Task 202 - Pre-Award Services

- A. CONSULTANT will provide the following pre-award services:
1. As-Bid Construction Contract Documents. Refine construction contract documents according to addenda.
 2. Distribute two (2) sets of the construction contract documents to the successful bidder.

Task Series 200 Deliverables

The following deliverables are included in Task Series 200:

- Bid Package (including ready-to-advertise drawings, specifications, and opinion of probable construction cost).
- Conformed Documents (including drawings and specifications).

Task Series 300 – CONSTRUCTION PHASE SERVICES

CONSULTANT will perform services during the construction phase of the project. By performing these services, CONSULTANT shall not have authority or responsibility to supervise, direct, or control the CONTRACTOR's work or the CONTRACTOR's means, methods, techniques, sequences, or procedures of construction. CONSULTANT shall not have authority or responsibility for safety precautions and programs incident to the CONTRACTOR's work or for any failure of the CONTRACTOR to comply with laws, regulations, rules, ordinances, codes, or orders applicable to the CONTRACTOR furnishing and performing the work. It is anticipated that the construction period will be eight (8) months. Specific services to be performed by CONSULTANT are outlined below.

Task 301- Construction Administration Support Services

- A. CONTRACTOR's Schedule. Determine if CONTRACTOR's schedule is consistent with the construction contract documents with emphasis on milestone dates, construction sequencing, and operation of existing facilities during construction. CONSULTANT's review shall not include an analysis of CONTRACTOR's approach, means or methods of construction to perform the work specified in the construction contract documents.
1. Review and comment upon the CONTRACTOR's initial construction schedule.
 2. Review and comment upon updated schedules monthly.

- B. CONTRACTOR's Estimates of Monthly Payments. Review the CONTRACTOR's initial and updated schedule of estimated monthly payments and advise CITY as to acceptability.
- C. Shop Drawing Review. Review drawings and other data submitted by the CONTRACTOR as required by the construction contract documents. CONSULTANT's review shall be for general conformity to the construction contract documents and shall not relieve the CONTRACTOR of any contractual responsibilities. Such reviews shall not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Manufacturer's O&M manuals received in CONTRACTOR submittals will be passed on to CITY without review.
- D. Operation and Maintenance Data. Collect and organize two (2) sets of operation and maintenance data provided by the CONTRACTOR. Each set will be placed in separate binders, the binders indexed, and a table of contents provided. Binders will be submitted to CITY.
- E. Requests for Information, Change Orders, and Claims.
 - 1. Requests for Information. Interpret construction contract documents when requested by CITY or the CONTRACTOR. Requests for clarification or information shall be in writing and copies of CONSULTANT's response shall be distributed to CITY.
 - 2. Change Orders. Review CITY or CONTRACTOR requests for project changes.
 - a. Review documentation
 - b. Prepare any additional documentation required
 - c. Administer the processing of change orders
 - d. Review applications for extension of construction time
 - e. Evaluate the cost and scheduling
 - f. Submit recommendations to CITY
 - g. Assist CITY in negotiations with CONTRACTOR to obtain a fair price for the work.
 - 3. Claims. Act on claims of CITY and the CONTRACTOR relating to the acceptability of the work or the interpretation of the requirements of the construction contract documents.
 - 4. CONTRACTOR Pay Requests. Review and process the CONTRACTOR's monthly payment requests, and forward to CITY if appropriate. CONSULTANT's review shall be for the purpose of making a full independent mathematical check of the CONTRACTOR's payment request. Because CONSULTANT will not be providing a resident engineer, CITY is responsible for verifying the quantities of work which are the basis of the payment requests.

5. Drawings Conformed to Construction Records. Upon completion of the project; revise the construction contract drawings to conform to the construction records. Submit to the CITY two (2) hard copies and one (1) copy in electronic format.

Task 302 Field Support Services

- A. Preconstruction Conference. Conduct the preconstruction conference at a date and time selected by the CITY and at a facility provided by the CITY. Elements of the conference will include:
 1. Agenda prepared by CONSULTANT
 2. CONSULTANT prepare and distribute minutes
 3. Discussion of CONTRACTOR's tentative schedules
 4. Procedures for transmittal and review of CONTRACTOR's submittals
 5. Special Inspections Program
 6. Processing applications for payment
 7. Critical work sequencing
 8. Change orders
 9. Record documents
 10. CONTRACTOR's responsibilities for safety and first aid
- B. Construction Progress Review Meetings and Monthly Site Visit. Participate in the monthly progress construction meeting. Visit the construction site to observe progress of the work, and consult with the CITY and the CONTRACTOR. A total of eight (8) site visits (on the same day as the monthly meetings) are included.
- C. Punch List. Upon substantial completion, inspect the construction work and prepare a punch list of those items to be completed or corrected before final completion of the project. Submit results of the inspection to the CITY and the CONTRACTOR.
- D. Final Inspection. Upon completion or correction of the items of work on the punch list, conduct a final inspection to determine if the work is completed. Provide written recommendations to CITY concerning final payment, including a list of items, if any, to be completed prior to making such payment.

Task Series 300 Deliverables

The following deliverables are included in Task Series 300:

- Pre-construction meeting documents (agenda, attendance list, meeting minutes).

- Monthly progress construction meetings documents (agenda, attendance list, meeting minutes).
- Monthly site visit reports.
- Punch list.
- Certificate of final completion.
- Record Documents (including drawings and specifications).

ASSUMPTIONS

1. Total number of trips included for Task 100 is four (4) for the two design review workshops and two permitting agency meetings.
2. Total number of trips included for Task 200 is one (1) for the pre-bid conference.
3. Total number of trips included for Task 300 is eight (8) for the monthly inspections/progress meetings.
4. CITY will handle all aspects of distributing bidding documents to prospective bidders.
5. CITY will receive CONTRACTOR'S guarantees and bonds that are to be assembled by the CONTRACTOR. CITY will review for completeness in accordance with the construction contract documents.
6. Structural and soil tests can be performed as additional services.

BUDGET

Tasks 100 thru 300 as described in this scope of work document would have the following lump sum fees:

TASKSERIES	LUMP SUM FEES
Task 100 – Detailed Design and Construction Contract Documents	\$181,998
Task 200 – Bid and Pre-Award Services	\$23,672
Task 300 – Construction Phase Services	\$63,036
Direct Costs	\$6,192
LUMP SUM TOTAL	\$274,898

City of Key West
 Task Order No. 2 - Design Services PHASE II
 Dennis Street Stormwater Improvements
 Pump Station

05/06/18

	Project Director	Senior Project Manager	Engineering Manager	Senior Technical Supervisor (Geotechnical)	Technical Specialist - Civil	Project Engineer - Civil	Staff Engineer - III - Civil	Technical Structural Engineer	Project Structural Engineer	Technical Specialist - Process	Project Process Engineer	Technical Specialist - I & I.C.	Project I & I.C. Engineer	Staff Engineer - I & I.C.	Technical Specialist - I & I.C.	Project I & I.C. Engineer	Senior Engineer - Estimating	Senior Administrator	Total Hours	Labor Cost
Work Breakdown Structure																				
Task Series 100 - Design and Construction Contract Documents																				
Percent of Total - Task 100	0%	50	33	24	24	57	88	56	140	44	62	24	128	152	24	128	40	8	1210	\$183,998
101 Project Coordination	2	20	32	24	20	11	12	4	20	4%	5%	2%	11%	13%	24	124	3%	4	106	\$17,456
102 Detailed Design - Construction Documents Level 1	2	28	48	24	20	32	64	52	112	44	60	24	124	120	24	124	40	4	1014	\$152,072
103 Permitting		2	8	4	4	8	12	8	8		2		4	32		4			90	\$12,470
Task Series 200 - Bid and Pre-Award Services																				
Percent of Total - Task 200	1%	8%	15%	3%	0%	8%	8%	1%	4%	1%	6	4	8	12	4	8	0	4	158	\$23,672
201 Bid Services	2	8	16	4		8	8	2	4	2	4	4	6	8	4	6	0%	3%	105%	\$16,520
202 Pre-Award Services		4	8			4	4		2		2		2	4		2			50	\$7,152
Task Series 300 - Construction Phase Services																				
Percent of Total - Task 300	2	10	48	12	4	16	80	16	32	2	20	4	44	68	4	44	0	30	444	\$63,016
301 Construction Administration Support Services	0%	2%	11%	3%	1%	4%	18%	4%	7%	0%	5%	1%	10%	15%	13%	10%	0%	7%	100%	\$43,366
302 Field Support Services	2	6	32	12	4	8	40	16	32	2	20	2	24	36	40	24	27	27	298	\$19,670
Percent of Total	0%	4%	9%	2%	2%	4%	10%	4%	10%	3%	5%	2%	10%	13%	18%	2%	2%	2%	100%	
Total Hours Estimated	8	72	160	40	28	80	180	74	178	48	88	32	180	232	330	40	42	42	1812	
Total Salary (Labor B&V)	\$2,176	\$14,760	\$28,000	\$9,000	\$5,740	\$11,360	\$22,320	\$15,170	\$25,276	\$9,840	\$12,496	\$6,560	\$25,560	\$28,768	\$41,580	\$6,320	\$1,780		\$268,706	
Direct Costs																				\$6,192
Printing and Reproduction Services																				\$830
Travel Costs																				\$5,362
TOTAL FEE																				\$274,898

NEGOTIATED RATES USED TO DEVELOP THIS FEE

\$272,000 \$205,000 \$175,000 \$225,000 \$295,000 \$142,000 \$124,000 \$205,000 \$142,000 \$205,000 \$142,000 \$205,000 \$142,000 \$124,000 \$124,000 \$158,000 \$90,000

RESOLUTION NO. 17-207

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING STAFF RANKING AND AWARDED CONTRACTS ON A TASK ORDER BASIS TO NINE BIDDERS IN RESPONSE TO REQUEST FOR QUALIFICATIONS NO. 17-002 FOR GENERAL ENGINEERING SERVICES; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a Request for Qualifications for engineering firms capable of providing general engineering services; and

WHEREAS, fourteen firms responded, and at a public meeting on June 16, 2017, a committee comprised of City staff members reviewed the responses, and determined eight full-service firms to be particularly qualified, and one firm to be local, timely and cost-effective for structural engineering services, and recommended that the City engage each one on a Task Order basis;

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

Section 1: That the responses for general and utility engineering consulting services are hereby ranked by staff, and approved by the City Commission as follows:

- (1) Stantec
- (2) CH2M Hill
- (3) Keith & Schnars
- (4) AMEC Foster Wheeler
- (5) EAC Consulting
- (6) T.Y. Lin International
- (7) Black & Veatch Corporation
- (8) Perez Engineering & Development
- (9) Artibus Design, LLC (for structural engineering only)

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts with each of the companies in order of ranking, upon advice and consent of the City Attorney, for a term not to exceed three (3) years, with an option for one-two-year extension.

Section 3: Specific task orders issued pursuant to the contracts shall comply with the City's procurement guidelines.

Section 4: 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 15 day of August, 2017.

Authenticated by the Presiding Officer and Clerk of the Commission on 16 day of August, 2017.

Filed with the Clerk on August 16, 2017.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Clayton Lopez	<u>Absent</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Richard Payne	<u>Yes</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Absent</u>



CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK