



## THE CITY OF KEY WEST

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

### EXECUTIVE SUMMARY

**DATE:** May 3, 2022

**TO:** Patti McLauchlin, City Manager

**FROM:** Kelly Crowe, P.E., City Engineer

**CC:** Todd Stoughton, Assistant City Manager  
Christina Bernaldi, Finance Director  
Steve McAlearney, Engineering Director

**SUBJECT:** Approve ranking committee recommendation of HDR Construction Control Corporation (HDR) to provide Construction Engineering and Inspection (CEI) Services for the Southard Street Improvement Project (LAP Project; FM 435497-2-68-01) in response to RFQ 21-001. Award of a contract in the amount not to exceed \$138,299.57. Authorize City Manager to execute the agreement and any necessary budget transfers.

### ACTION STATEMENT

Approve ranking committee recommendation of HDR to provide CEI services for the Southard Street Improvements; LAP Project FM# 435497-2-68-01, approve the award of a contract in an amount not to exceed \$138,299.57 and any necessary budget transfers. Upon the consent of the City Attorney, authorize the City Manager to execute the agreement and any necessary budget transfers.

### BACKGROUND

Per Resolution 20-163, the City of Key West (City) entered into a Local Agency Program (LAP) agreement for the funding of construction activity and CEI services related to the Southard Street Improvements. The Southard Street Improvements consist of new sidewalks, roadway resurfacing, signing and striping along Southard Street from Duval Street to Thomas Street.

In accordance with Chapter 14 of the Florida Department of Transportation (FDOT) LAP Manual:

1. A Request for Qualifications was advertised

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

MEMORANDUM

2. On April 21, 2021, three (3) competitive qualifications were received: HDR, RS&H and Summit
3. On May 12, 2021, a ranking committee reviewed the responses at a publicly advertised ranking meeting and recommended HDR as the most qualified firm
4. A contract was negotiated with HDR in the amount of \$138,299.57
5. FDOT concurred with the contract award

There was a significant delay in time between the ranking, negotiation and award of the CEI contract due to the LAP process. Staff had intended to award the CEI contract to HDR prior to the award of a construction contract. The first construction bid (ITB-015) was rejected per Resolution 21-227 due to FDOT not concurring with the City's recommendation to award a contract. Staff was directed to readvertise the construction contract and was required to further coordinate with FDOT. The process of approving the ranking committee and awarding of a CEI contract was put on hold until better certainty for readvertising the construction contract was ascertained from FDOT.

The construction portion of this project is currently out for competitive bid (ITB 22-003). Bids are scheduled to be opened on May 11, 2022. It is important for the CEI contract to be in place prior to construction award. A portion of the CEI's scope is to schedule and hold a pre-construction meeting shortly after the construction contract is executed.

### **PURPOSE & JUSTIFICATION**

Southard Street from White Street to Duval Street was resurfaced in 2017. This project will complete the resurfacing of Southard Street from Duval Street to Thomas Street. In addition, the sidewalks on both sides of the street will be removed and replaced.

A portion of the CEI services is funded per LAP agreement (FM# 435497-2-68-01). FDOT will reimburse up to \$61,947.00 of the cost of the CEI services. The city's responsibility will be \$76,352.57 through the use of local funds. A majority of the construction costs are expected to be reimbursable per the LAP agreement.

This project supports the Key West Forward Strategic Plan, Priority #3 "Roads and Sidewalks", Goal #4, "High and Dry" and Goal #6, "Sidewalks and Surface Drainage".

### **FINANCIAL IMPACT**

The total cost for the CEI services is \$138,299.57 and the following is a summary of accounts where funds will be utilized:

Account	Project Number	Amount
102-4102-541-6300,	II41022002	\$76,352.57
102-4102-541-6300,	II41022102	\$61,947.00
	<b>Total</b>	<b>\$138,299.57</b>

Per FDOT requirements, individual loaded hourly rates are redacted. Upon approval, a purchase order will be issued to HDR for the contract amount of \$138,299.57.

## **RECOMMENDATION**

Staff recommends approving the ranking committee recommendation of HDR to provide CEI services for the Southard Street Improvements; LAP Project FM# 435497-2-68-01, approve the award of a contract in an amount not to exceed \$138,299.57 and any necessary budget transfers. Upon the consent of the City Attorney, authorize the City Manager to execute the agreement and any necessary budget transfers.