



## THE CITY OF KEY WEST

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### EXECUTIVE SUMMARY

**Date:** November 1, 2022

**To:** Patti McLauchlin, City Manager

**From:** Ryan Stachurski, Multimodal Transportation Coordinator

**CC:** Todd Stoughton, Assistant City Manager  
Christina Bervaldi, Finance Director  
Gary Volenec, Engineering Director  
Kelly Crowe, Utilities Director / LAP Responsible Charge

**Subject:** Award of Task Order to RS&H, Inc in an amount not to exceed \$198,142.39 to provide Construction Engineering and Inspection Services for the Final Mile Mode Shift Bike Facilities Project.

### **ACTION STATEMENT**

Authorize the City Manager to execute a task order to RS&H, Inc in an amount not to exceed \$198,142.39 to provide Construction Engineering and Inspection (CEI) Services for the Final Mile Mode Shift Bike Facilities Project (LAP Project; FM #446126-1-58-01) under a general services agreement. Approve any necessary budget transfers.

### **BACKGROUND**

Per Resolution 21-188, the City of Key West (City) entered into a Local Agency Program (LAP) agreement for the funding of construction activity related to the installation of bicycle, pedestrian, and bus rider amenities at high-use bus stops and public areas along the Lower Keys shuttle bus route.

The construction portion of the project was advertised (ITB 22-007) and received one bidder that was deemed responsible and responsive. To proceed with the project under the terms of the LAP agreement, CEI services will be required. 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**

The Final Mile Mode Shift Bike Facilities Project intends to improve the “final mile” of a transit users commute by refining bicycle and pedestrian facilities near bus stops. The City entered into a LAP agreement with Florida Department of Transportation (FDOT) to construct the facilities by which FDOT would provide construction grant funding up to \$510,000. The City is responsible for providing the design and CEI services.

Resolution 20-057 authorized the City Manager to execute a general service agreement and contract on a task order basis to RS&H. RS&H is required to perform this service in a manner consistent with our LAP agreement with FDOT.

The 74 construction locations are spread over 100 miles and the associated expense to cover the area is reflected in the scope. The services will be billed by actual hours, however, and the scope provided is expected to be a maximum amount of \$198,142.39.

This project supports the Key West Forward Strategic Plan, Priority 6: Traffic & Pedestrian Friendliness, Goal 1: Complete Streets, and Goal 2: Improve Public Transit.

## **FINANCIAL IMPACT**

Upon approval, a purchase order will be issued to RS&H, Inc. for the contract amount of \$198,142.39, which will be allocated from the Transportation Alternative Fund 111-4903-549-3100.

The Final Mile overall cost to the City is \$463,683 with FDOT/FHWA granting \$947,268 (33%/67%).

## **RECOMMENDATION**

Staff recommends authorizing the City Manager to approve a task order to RS&H, Inc. to provide CEI services for the Final Mile Mode Shift Bike Facilities Project; LAP Project FM #446126-1-58-01, in an amount not to exceed \$198,142.39 and any necessary budget transfers. Upon the consent of the City Attorney, authorize the City Manager to execute the task order and any necessary budget transfers.