



THE CITY OF KEY WEST  
1300 White Street Key West, FL 33040 (305) 809-3700  
Simonton Street Improvements ITB 20-002  
Meeting Agenda  
Wednesday, September 11, 2019 3:00 PM

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**Items covered:**

Official meeting start time: 3:02pm

**1. FCAA Coordination:** Kelly Crowe (CKW) noted that an FCAA main replacement project will be taking place starting in late-November. The limits of the FCAA project will be along Simonton Street from Southard to Front Street. It was stated that a Notice to Proceed (NTP) is expected to be issued for this project after the first of the year.

**2. Tree Protection:** Kelly Crowe (CKW) noted that tree protection details and notes are located at the end of the plan set. Karen DeMaria (CKW) indicated that tree protection will be an important aspect to this job. Residents in the area are vocal about any disturbances to trees. Karen noted that orange mesh fencing should be installed around tree areas and trunks should be protected with wood (2x4) buffers. Karen also stressed the importance of educating workers on-site

**3. HARC:** Enid Torregrossa (CKW) stated that diligence on protection is needed. There are historical elements very close to the work zone. Kelly Crowe noted that on a recent project, there was damage to historical elements that the contractor was responsible for repairing. Enid Torregrossa noted that slate (granite) curb should be preserved as much as possible. Examples of conditions that are acceptable for removal are: drainage and height challenges (ADA). Historical bricks under the existing pavement should be preserved as much as possible. In the event bricks need to be removed, HARC should be notified. Bricks are to be stored safely for pick up by Community Services.

Q: (Ron Armstrong): If bricks are removed, how is payment handled since there is no line item?

A: (Kelly Crowe): Since there is no estimate for the removal and it is somewhat unforeseen how much brick would need to be removed, a change order would likely need to be issued to account for the removal

Q: (Ron Armstrong): Do we need to photograph the asphalt color?

A: (Enid Torregrossa): No.

4. Critical Dates: Kelly Crowe reiterated the critical dates moving forward:

- September 18: Last day for inquiries
- September 25: Last day for responses
- October 2: Bid Opening
- November 6: Commission (Award), tentative
- Early January: NTP