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PROPOSAL FOR PROFESSIONAL SERVICES

**Task Order 17-01**  
**Architectural & Engineering Design Services**  
**Gymnasium at Glynn Archer School**  
**Window and Roof Replacement**  
**United Street**  
**Key West, Florida**

**Prepared for**  
**City of Key West Engineering Services Department**

**January 26, 2017**

**William P Horn Architect, PA**

**915 Eaton Street**  
**Key West, Florida 33040**  
**305-296-8302**

## **BACKGROUND AND OBJECTIVES**

This task order is for replacing the windows and doors in the old gymnasium building and replacing the roofing on the old gymnasium and the rear old art buildings on the property that is now the Key West City Hall on the corner of White and United Streets.

This task order includes the following components:

- Measure existing buildings and draw existing conditions.
- Develop the design of the new improvements (repairs).
- Submit to and obtain HARC approval.
- Final construction documents and specifications.
- Bid phase services.
- Construction phase services.

## **SCOPE OF WORK**

### **TASK 1 –SITE EVALUATION AND MEASURE EXISTING BUILDINGS AND DRAW EXISTING CONDITIONS.**

SCEDULE: 4 WEEKS

- 1.1 Collect and review available as-built documents and existing conditions.
- 1.2 Measure the existing building and roof/ window details.
- 1.3 Draw existing roof plan, floor plan and elevations.
- 1.4 Coordinate with City staff on design options and direction.

### **TASK 2 –DESIGN NEW IMPROVEMENTS, HARC APPROVAL.**

SCEDULE: 6 WEEKS TO PREPARE HARC DESIGN PACKAGE  
8 WEEKS FOR HARC APPROVAL PROCESS  
(DEMOLITION REQUIRES 2 MEETINGS)

- 2.1 Design new improvements; prepare proposed site plan, floor plan, roof plan and elevations for the HARC submittal.
- 2.2 Prepare preliminary cost estimates, review with staff.
- 2.3 Submit HARC application, photos and drawings to HARC.
- 2.4 HARC meetings and approval.

### **TASK 3 – CONSTRUCTION DOCUMENTS AND SPECIFICATIONS.**

Schedule: 10-12 weeks to prepare drawings and specifications

- 3.1 Produce construction documents and specifications.

3.2 City will provide front end documents, including bidding forms, conditions of the contract, insurance requirements and form of agreement between the City and the Contractor.

3.3 Prepare updated cost estimates.

3.4 Provide City with 95% documents for review by staff.

3.5 Provide 100% complete construction documents and specifications for bidding purposes (hard copies and electronic format).

#### **TASK 4 – BIDDING PHASE SERVICES.**

4.1 We shall assist the City staff during the bidding phase, attend pre-bid conference, answer questions from contractors and prepare addenda if needed.

4.2 We shall issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.

4.3 We shall review the bids and coordinate with the City staff .

#### **TASK 5 – CONSTRUCTION PHASE SERVICES**

5.1 Shop Drawing Review – We shall review all shop drawings supplied by Contractor for conformance with the architectural/engineering design concept of the project and information given in the contract documents. Review of any shop drawing is limited to general design concepts and general compliance with the information in the construction plans and specifications.

5.2 Limited Construction Observation – We shall provide limited construction observation services as shown below:

- We shall provide project representation by staff to determine, in general, if it is proceeding in accordance with the contract documents and permit conditions.
- We will as a minimum attend the pre-construction meeting, review shop drawings, review draw requests, answer questions through the construction period and provide clarification drawings if needed, go to onsite construction meetings every other week (on average) and go to any other special or additional meetings as required (it is assumed that the City will have someone going to the site on a more regular basis than the architect to inspect the project) and help create the final punch list.

#### **ASSUMPTIONS**

1. The City will provide the architect all existing conditions documents and survey of the property.
2. The City will provide an existing building asbestos and lead survey and report.

## COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$39,475.00**

### Basic Services

Task 1 – Site evaluation and existing conditions \$6,720.00

Architect:

Principal Architect: 7 hours x \$225/ hr = \$1,575.00

Architect: 10 hours x \$150/hr = \$1,500.00

Drafting: 35 hours x \$95/hr = \$3,325.00

Structural Engineer:

Principal Engineer: 2 hour x \$160/hr= \$320.00

Task 2 – Design development and HARC Submittal \$6,965.00

Architect:

Principal Architect: 9 hours x \$225/ hr = \$2,025.00

Architect: 12 hours x \$150/hr = \$1,800.00

Drafting: 28 hours x \$95/hr = \$2,660.00

Structural Engineer:

Principal Engineer: 3 hour x \$160/hr= \$480.00

Task 3 – Final Construction Documents \$13,510.00

Architect:

Principal Architect: 12 hours x \$225/ hr = \$2,700.00

Architect: 30 hours x \$150/hr = \$4,500.00

Drafting: 42 hours x \$95/hr = \$3,990.00

Structural Engineer:

Principal Engineer: 5 hour x \$160/hr= \$800.00

CADD/Bim Technician: 16 hour x \$95/hr= \$1,520.00

Task 4 – Bid Phase Services \$2025.00

Architect:

Principal Architect: 5 hours x \$225/ hr = \$1,125.00

Architect: 6 hours x \$150/hr = \$900.00

Task 5 – Construction Phase Services \$10,255.00

Architect:

Principal Architect: 15 hours x \$225/ hr = \$3,375.00  
Architect: 30 hours x \$150/hr = \$4,500.00  
Drafting: 20 hours x \$95/hr = \$1,900.00  
Structural Engineer:  
Principal Engineer: 3 hour x \$160/hr= \$480.00

**Total** **\$39,475 .00**

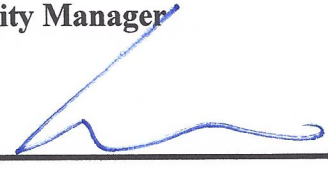
Hourly Rates as per Annual Contract:

Principal Architect: \$225.00/HR  
Architect: \$150.00/HR  
Intern Architect: \$125.00/HR  
Drafting: \$95.00/HR  
Structural Engineer: \$160.00/HR  
MEP Engineer: \$150.00/HR

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**Jim Scholl**  
**City Manager**

**Date**



1/26/17

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**William P Horn, RA**  
**Principal**

**Date**