



THE CITY OF KEY WEST  
1300 White Street, Key West, FL 33040 (305) 809-3700

## EXECUTIVE SUMMARY

**Date:** January 26, 2017

**To:** Jim Scholl, City Manager

**From:** James Bouquet, P.E., Director of Engineering

**Cc:** Greg Veliz, Assistant City Manager

**Subject:** Approval of Design Services Task Order for the *Gymnasium at Glynn Archer School Roof and Window Replacement Project* to William P. Horn Architect, P.A., in the amount of \$39,475.00.

### Action Statement

Approving a Design Services Task Order for *Gymnasium at Glynn Archer School Roof and Window Replacement Project* to William P. Horn Architect, PA, in the amount of \$39,475.00. Authorize City Manager to execute the Task Order.

### Background

The building was constructed circa 1975 and consists of a 3,900 square foot gymnasium and 5,694 square foot, single story office and locker room. The existing roof system is experiencing significant leaks and water intrusion into the building interior. A recent visual evaluation of the existing roof condition and past repairs recommended roof replacement. Additionally, the existing upper floors windows are in need of repair and detract from the overall appearance of the structure.

Following a structural evaluation of the existing roof system, design would be completed and construction drawings prepared for a replacement roof system and new windows. Window replacement would be an additive alternate bid to the lump sum base bid for roof replacement. New windows would be visually consistent with the adjacent new City Hall windows and meet Florida Building Code requirements.

William P. Horn Architect, P.A. (Horn) was requested by Engineering Services to prepare a Task Order Proposal for design and post-design services for the *Gymnasium at Glynn Archer School, Roof and Window Replacement Project*. Work is to be performed for the lump sum fee of \$39,475.00 in accordance with their General Architectural Services Agreement with the City (Resolution 14-307). As indicated in the attached *Proposal for Professional Services Task Order 17-01 Architectural and Engineering Design Services Gymnasium at Glynn Archer School Window and Roof Replacement – United Street- Key West Florida* dated January 26, 2017, Horn's scope of work includes, but is not limited to:

APPROVED AND FORWARDED

<u>Task No.</u>	<u>Description</u>	<u>Lump Sum Fee</u>
1	Site evaluation and existing conditions	\$6,720.00
2	Design development and HARC Submittal	\$6,965.00
3	Final Construction Documents and Specifications	\$13,510.00
4	Bid Phase Services	\$2,025.00
5	Construction Phase Services	<u>\$10,255.00</u>
	<b>Total Lump Sum Fee</b>	<b>\$39,475.00</b>

### **Purpose and Justification**

The proposed replacement of the Gymnasium at Glynn Archer School roof and windows is necessary for protecting building interior integrity and facilitate future use(s) of the structure.

This project supports the Key West Strategic Plan including meeting Infrastructure Goal #4 *Long term sustainability of the City's hard assets.*

### **Financial Impact**

This design expenditure is fully funded under budget account 101-1900-519-6300 / Project Number IS19001701. Upon approval, a purchase order will be issued to William P. Horn Architect, P.A., for the lump sum fee of \$39,475.00.

### **Recommendation**

Staff recommends approval Design Services Task Order for *Gymnasium at Glynn Archer School, Roof and Window Replacement Project*, to William P. Horn Architect, PA, in the amount of \$39,475.00 and authorize City Manager to execute the Design Task Order.