



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

Date: February 15, 2022

To: Patti McLauchlin, City Manager

From: Albiona Balliu, Sr. Project Manager

Subject: **Change Order #2 for the Design of the new KOTS.**

ACTION STATEMENT

Approve a change order (number two) to William P. Horn, Architect, PA (Horn) in the amount of \$94,260.00 for the homeless shelter (KOTS) project and authorize the City Manager to execute necessary documents.

BACKGROUND

Resolution 20-219 accepted Horn's proposal for the design of a new homeless shelter in the amount of \$298,900.00. Notice to Proceed was issued and Horn is leading the project through the major development process. It is scheduled to be reviewed by the Planning Board at their March 17, 2022, meeting. During the design process the budget increased from \$3 million to \$4.7 million, primarily from the decision to switch from a prefabricated metal building to a more lasting concrete/masonry building design. Another driver of cost increase was the requirement to separate from the Sheriff's utilities and design separate off-site utilities. Additionally, an environmental biologist was needed to coordinate with the South Florida Water Management District to greatly increase usable site area. Architectural fees requested are in line with Florida Department of Management Services guidelines.

Change order one (\$4,440.00) was already processed and did not require Commission approval as it was below Sec. 2-845(a) thresholds. (See attached documents for more information) Project totals are shown in the below table:

Original Contract Amount:	\$ 298,900.00
Total Change Order (1) (already processed)	\$ 4,440.00
Total Change Order (2):	\$ 94,260.00
 New Horn Contract Amount:	 \$ 397,600.00

PURPOSE AND JUSTIFICATION

Construction of the new homeless shelter is consistent with the City's Strategic Plan, *Key West Forward*, Priority 1, Action 3: Long-Term "Housing for All" Plan.

FINANCIAL ISSUES

This change order will be funded from the KOTS project budget account 101-1900-519-6200, Project # IS19002101.

The total contract time remains unchanged.

RECOMMENDATION

Staff recommends approving change order two to William P. Horn, Architect, PA in the amount of \$94,260.00 for the KOTS project and authorize the City Manager to execute necessary documents.