
PROFESSIONAL SERVICES DESCRIPTION AND COST SCHEDULE

Task Order 2022-01

Architectural & Engineering Design and Technical Services

Key West Bight Plaza Design

Date: March 22, 2022

Prepared for

City of Key West

William P Horn Architect, PA

915 Eaton Street

Key West, Florida 33040

305-296-8302

BACKGROUND AND OBJECTIVES

This project includes finalizing of the Common Area Enhancement Plan work at the Key West Bight. The project has been put on hold due to funding issues related to COVID-19. A new task order will include any remaining work to be completed on the project once it starts up again. The remaining work on the previous task order 13-01 for this project has been cancelled.

This task order includes the following components:

- Finalize design revisions and construction documents and specifications
- Board approval resubmittals
- Bid Phase Services
- Construction Phase Services

SCOPE OF WORK

TASK 1 – Design Revisions & Construction Documents and Specifications

- 2.1 Design change includes adding two new covered porches onto the existing Lazy Way building and relocating all the planters along the building up against the building. Finalize construction documents including any minor revisions and code updates. It is assumed that the revisions and code changes will be minor and not require major changes to the project.
- 2.2 Assist in finalizing the Specifications and Project Manual within the City's format.

TASK 2 – Board Approval Resubmittals

- 2.1 Resubmit project to the HARC Board.
- 2.2 Resubmit project to the Tree Commission.
- 2.3 Resubmit project to the Bight Board.
- 2.4 Resubmit project to the Planning Board (if required).

TASK 3 – BID PHASE SERVICES

- 3.1 Assist the CLIENT in obtaining bids or negotiated proposals, assist in awarding and preparing contracts for construction, attend pre-bid conferences, and prepare addenda.
- 3.2 Issue addenda as appropriate to interpret, clarify or expand the Bidding

Documents.

- 3.3 Consult with and advise the CLIENT as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the prime contractor(s) (herein called CONTRACTOR(S)) for those portions of the work as to which such acceptability is required by the Bidding Documents.

TASK 4 – CONSTRUCTION PHASE SERVICES

- 4.1 Shop Drawing Review – Review sets of shop drawings supplied by Contractor for conformance with the architectural, civil, signage and landscape designs of the project and information in the contract documents and specifications.

- 4.2 Limited Construction Observation – Provide limited construction observation services as described below:

- As client's architect provide on-site presence on a scheduled basis to determine, in general, if construction is proceeding in accordance with the contract documents and permit conditions.
- 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, attend onsite construction meetings as scheduled and attend 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 create the final punch list.
- The civil engineering team member and/or his staff will attend the appropriate utility system tests (water main pressure test), as required to make engineering certifications to appropriate governmental agencies.

- 4.3 Record Drawings (for underground utilities only) – Prepare record drawings based on “as-built” drawings to be provided to the engineer by the contractor. The “as-built” drawings must be signed and sealed by a Professional Land Surveyor registered in the State of Florida. The contractor shall also provide the autocad files of the survey for use in development of the record drawings. The record drawings shall be submitted to the Client and to the applicable municipal/regulatory agencies. Record drawings for the building will be provided by the contractor.

COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$73,950.00**

Basic Services

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| Task 1 – Final Design/ Construction Documents | \$ 32,500.00 |
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|---------------------------|-------------|
| Architect | \$18,000.00 |
| Landscape Arch. | \$5,500.00 |
| Civil/Structural Engineer | \$6,000.00 |
| MEP Engineer | \$3,000.00 |

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| Task 2 – Board Approval Resubmittals | \$ 11,000.00 |
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|---------------------------|------------|
| Architect | \$6,000.00 |
| Landscape Arch. | \$4,000.00 |
| Civil/Structural Engineer | \$1,000.00 |

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| Task 3 – Bid Phase Services | \$ 5,250.00 |
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| Architect | \$2,000.00 |
| Landscape Arch. | \$1,000.00 |
| Civil/Structural Engineer | \$1,250.00 |
| MEP Engineer | \$1,000.00 |

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| Task 4 – Construction Phase Services | \$ 25,200.00 |
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| Architect | \$15,000.00 |
| Landscape Arch. | \$4,200.00 |
| Civil/Structural Engineer | \$5,000.00 |
| MEP Engineer | \$1,000.00 |

Reimbursable expenses for all tasks will be billed as per annual contract.

Patti McLauchlin
City Manager

Date

William P Horn, RA
Principal

Date

3/22/22