
PROPOSAL FOR PROFESSIONAL SERVICES

Task Order 14-01
Architectural & Engineering Design Services
BO's Fish Wagon New Roof

Prepared for
City of Key West Engineering Services Department

June 5, 2014

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Key West, Florida 33040
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BACKGROUND AND OBJECTIVES

The existing BO'S Fish Wagon site has an existing main kitchen/bathroom structure and numerous added roof structures over the seating areas that were not built to code or with a permit. Those roofs will be removed and a new roof will be added above all existing structures that will remain. It will cover most of the existing restaurant. The new structure will be an independent structure, not connected to the existing buildings. The roof material will be corrugated galvanized metal and the roof framing will be wood members with the columns being round wood posts.

This task order includes the following components:

- Measure and draw the existing building floor plan and elevations.
- Design and draw the new roof and structure.
- Variance application & submission, DRC and Planning Board meetings.
- HARC application, submittal and meeting.
- Final construction plans and specifications.
- Bid Phase Services
- Construction Phase Services

SCOPE OF WORK

TASK 1 – SITE EVALUATION AND EXISTING MEASUREMENTS

- 1.1 Collect and review available as-built documents and existing conditions.
- 1.2 Measure the existing building, including partial site plan, floor plan and elevations.
- 1.3 Draw existing partial site plan/roof plan, floor plan and elevations.

TASK 2 – PRELIMINARY DESIGN FOR DRC SETBACK VARIANCE SUBMISSION

- 2.1 Prepare Preliminary Design documents, application and other required documents for submission to DRC and Planning Board.
- 2.2 Prepare preliminary cost estimates.
- 2.3 Coordinate with City staff to review the preliminary design, application and cost estimates.
- 2.4 Submit application package to DRC.

- 2.5 While waiting for the DRC meeting we can submit to Bight Board for approval.
- 2.6 Attend DRC and Planning Board meetings for the setback variances.

TASK 3 – HARC APPLICATION, DRAWINGS AND MEETING

- 3.1 Prepare application and drawings to submit to HARC for review and approval.
- 3.2 Attend HARC meeting.

TASK 4 – FINAL CONSTRUCTION DOCUMENTS AND SPECIFICATIONS

- 4.1 Prepare construction documents which shall include but not be limited to drawings and technical specifications, general and supplementary conditions, bid forms, invitations to bid, instructions to bidders, with technical criteria, descriptions and design data necessary for permitting by governmental authorities, and shall include any further adjustments in the scope or quality of the project or in the construction budget authorized by the City.
- 4.2 Use front end bid documents provided by the City including bidding forms, conditions of the contract, insurance requirements and form of AGREEMENT between the City and CONTRACTOR.
- 4.3 Prepare updated cost estimates.
- 4.4 Furnish five (5) copies of the 95% Complete Design documents and present and review them with the City for final comments and revisions.
- 4.5 Provide 100% complete contract documents for bidding purposes (hardcopies and electronic format).

TASK 5 – BID PHASE SERVICES

- 5.1 We shall assist the CLIENT in obtaining bids or negotiated proposals, assist in awarding and preparing contracts for construction, attend pre-bid conferences, and prepare addenda.
- 5.2 We shall issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.
- 5.3 We shall 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 6 – CONSTRUCTION PHASE SERVICES

6.1 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.

6.2 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 the 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.

DELIVERABLES

1. Existing condition drawings.
2. Preliminary design drawings and cost estimate.
3. Construction Drawings & Specifications, cost estimate.

ASSUMPTIONS

1. City will furnish all pertinent documents and site specific data in its possession regarding the project area in a timely matter.
2. City will bring to attention in a timely matter other consultants under contract having information pertinent to project scope of work and complete its review of draft/progress deliverables in a timely manner.
3. The project scope is limited to adding the roof over the existing restaurant. Other restaurant improvements or code issues are not a part of this scope of work.

4. The City will obtain all permits required for tree removal and replacement requirements.

COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$26,390.00**

Basic Services

Task 1 – Existing Condition Drawings \$3,970.00

Principal Architect: 4 hours x \$225/ hr = \$900.00
Architect: 4 hours x \$150/hr = \$600.00
Drafting: 26 hours x \$95/hr = \$2,470.00

Task 2 – Preliminary Design and Cost Estimate \$6,885.00

Principal Architect: 17 hours x \$225/ hr = \$3,825.00
Architect: 5 hours x \$150/hr = \$750.00
Drafting: 18 hours x \$95/hr = \$1,710.00
Structural Engineer: 4hours x \$150/hr = \$600.00

Task 3 – Final Construction Documents \$9,685.00

Principal Architect: 7 hours x \$225/ hr = \$1,575.00
Architect: 14 hours x \$150/hr = \$2,100.00
Drafting: 38 hours x \$95/hr = \$3,610.00
Structural Engineer: 16hours x \$150/hr = \$2,400.00

Task 4 – Bid Phase Services \$1,500.00

Principal Architect: 4 hours x \$225/ hr = \$900.00
Architect: 2 hours x \$150/hr = \$300.00
Structural Engineer: 2hours x \$150/hr = \$300.00

Task 5 – Construction Phase Services \$4,350.00

Principal Architect: 6 hours x \$225/ hr = \$1,350.00
Architect: 16 hours x \$150/hr = \$2,400.00
Structural Engineer: 4 hours x \$150/hr = \$600.00

Total \$ 26,390.00

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: \$150.00/HR

Landscape Architect: \$150.00/HR

Bob Vitas
City Manager

Date



William P Horn, RA
Principal

Date

5/12/14