

RESOLUTION NO. 13-158

A RESOLUTION OF THE CAROLINE STREET CORRIDOR AND BAHAMA VILLAGE COMMUNITY REDEVELOPMENT AGENCY (CRA), APPROVING TASK ORDER NO. 13-01 FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE COMMON AREA ENHANCEMENT OF KEY WEST BIGHT IN AN AMOUNT NOT TO EXCEED \$184,800.00; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 12-220, the City Commission approved a contract with William P. Horn Architect, PA for General Architectural Services; and

WHEREAS, at a meeting on May 15, 2013, the Key West Bight Board recommended approval of the Task Order for Common Area Enhancement at Key West Bight; and

NOW, THEREFORE, BE IT RESOLVED BY THE CAROLINE STREET CORRIDOR AND BAHAMA VILLAGE COMMUNITY REDEVELOPMENT AGENCY, AS FOLLOWS:

Section 1: That Task Order No. 13-01 for William P. Horn, Architect, PA for architectural and engineering design services for the Common Area Enhancement of Key West Bight is hereby approved in an amount not to exceed \$184,800.00.


Section 2: That funds for this project are allocated under budget line item 405-7504-575-6300.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Agency.

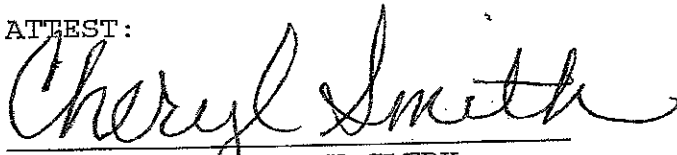
Passed and adopted by the Caroline Street Corridor and Bahama Village Community Redevelopment Agency at a meeting held this 4th day of June, 2013.

Authenticated by the presiding officer and Clerk of the Agency on June 6, 2013.

Filed with the Clerk June 6, 2013.

  
CRAIG CATES, CHAIRMAN

ATTEST:

  
CHERYL SMITH, CITY CLERK



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

### EXECUTIVE SUMMARY

**TO:** Key West Bight Management Board  
Caroline St. Redevelopment Agency

**CC:** Bogdan Vitas  
David Fernandez  
Marilyn Wilbarger

**FROM:** John Paul Castro, Key West Bight Operations Manager

**DATE:** May 8, 2013

**SUBJECT:** Task Order for Common Area Enhancement

#### ACTION STATEMENT:

Attached is task order number 13-01 for Architectural and Engineering design services from William P. Horn Architect for the Common Area Enhancement of Key West Bight. The approval of this task order includes complete design implementation documents for landscaping, four entrance plazas, site drainage and utilities, lighting, site furnishings, signage and way finding, logo creation, etc. The design fee for these services is \$184,800.

#### BACKGROUND:

The Common Area Enhancement plan was created as a three year, three phase project, as approved by the Bight Board in 2010. This task included the design and implementation documents in support of common area enhancement.

In 2011 and 2012 the first phases of the enhancement plan which pertained to public area lighting and ADA ramps and stairs to connect the walkways as well as the complete redecking of the docks and Harborwalk were completed throughout the Bight. The project has continued with lighting in plaza and parking areas, landscaping and parking modifications, curbing, and so forth.

#### PURPOSE & JUSTIFICATION:

The final phase of the project extends throughout the Bight from the Ferry Terminal to Greene St. and completes the enhancement project through connectivity of the surrounding neighborhoods. This design process is all inclusive through construction documents pertaining to all aspects from signage to landscaping through lighting photo metrics and civil engineering. A brief description of the main objectives for William P Horn Architect is as follows:

*Key to the Caribbean – Average yearly temperature 77° F.*

MEMORANDUM

- Develop four main plazas with monument features, parking, landscaping and site drainage.
- Logo and signage development for the "Historic Seaport" to be incorporated through way finding and for marketing efforts for the Bight property and Marina
- Utility assessment and relocation where necessary with supporting construction documents
- Finalize lighting for all common areas of the Bight
- Parking lot redesign as necessary for Caroline St. parking lot (those areas not included within the Caroline St. redevelopment project), parking areas adjacent to Half Shell Raw Bar, parking behind Lost Reef Dive Shop, and the Greene St. parking lot.
- Organization of the loading dock area for dock box use, bikes and scooters
- Main Entry Sign at Greene St.
- Site furnishings including bike racks, trash cans, benches, etc.

The task order also includes work necessary to assist City staff in implementing the design documents for advertisement and installation. There will be a cost analysis delivered to the City at the 60% design document stage. The design team will attend meetings as necessary to obtain Bight Board, HARC, and Tree Commission approvals. Bid phase and construction phase services are included within this task order.

#### **OPTIONS:**

1. Approve task order number 13-01 from William P Horn Architect for Architectural and Engineering Design services for the Common Area Enhancement Plan at Key West Bight for \$184,800.

2. Do not approve task order number 13-01 from William P Horn Architect for Architectural and Engineering Design services for the Common Area Enhancement Plan at Key West Bight for \$184,800 and direct staff in an alternate direction.

#### **FINANCIAL IMPACT:**

The 2012/2013 budgeted amount for this project has a balance of \$780,724 in account 405-7504-575-6300.

#### **RECOMMENDATION:**

City staff recommends approval of the task order number 13-01 from William P. Horn Architect for Architectural and Engineering Design services for the Common Area Enhancement Plan at Key West Bight in the amount of \$184,800.

#### **ATTACHMENTS:**

Task order 13-01 from William P. Horn Architect

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**PROFESSIONAL SERVICES DESCRIPTION AND COST SCHEDULE**

**Task Order 13-01**

**Architectural & Engineering Design and Technical Services**

**Key West Right Way Finding Signage and Entrance Design**

**Contract No. , Date April 8, 2013**

**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 completing the implementation components of the Common Area Enhancement Plan work at the Key West Bight. Previous work, from mbi-k2m included public meetings and input, creating a common area enhancement plan for the project and revising all the wooden waterfront docks, ramps and stairs. Previous work also included new lighting along the waterfront.

Work that still needs to be completed includes:

- Complete implementation documents of the Common Area Enhancement Plan (corrections, additions and adjustments as directed by the client).
- Create design articulation of the four entrance plazas to design development and construction document stage.
- Revise and finalize landscape design to construction document stage.
- Revise and finalize site drainage and utilities to construction document stage.
- Revise and finalize site lighting for all areas for which components have not been made (as an allowance- task 5).
- Create site furnishing palette and color schemes.
- Create logo for city's "historic seaport at the key west bight" for use on site signage and off street locations.
- Survey all existing signage, design new way finding signage to the construction document stage.
- See Exhibit A for more information on scope of services.

**This task order includes the following components:**

- Site Design documentation, finalization and revisions
- Final construction plans and specifications
- Bid Phase Services
- Construction Phase Services

## **SCOPE OF WORK**

### **TASK 1 – SITE DESIGN DOCUMENTATION, FINALIZATION AND REVISIONS**

1.1 Develop the Common Area Enhancement Plan design, including the four main plazas and their monument features, parking areas, landscaping and site drainage.

1.2 Develop a logo and theme for the "Historic Seaport", survey existing signage, way finding signage design.

1.3 Obtain Bight Board Approval, HARC approval and Tree Commission approval if required for site work.

1.4 Develop cost analysis at the 60% design level for all project components.

## **TASK 2 – Construction Documents and Specifications**

- 2.1 Final signage design and HARC approval.
- 2.2 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.
- 2.3 Use front end bid documents provided by the City including bidding forms, conditions of the contract, and form of AGREEMENT between the City and CONTRACTOR.
- 2.4 Furnish five (5) copies of the 90% Complete Design documents and present and review them with the City for final comments and revisions.
- 2.5 Provide cost analysis at 90% construction document stage for all project components.
- 2.6 Provide 100% complete contract documents for bidding purposes (hardcopies and electronic format).

## **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.

**TASK 5 – SITE LIGHTING**

5.1 Additional work to include site lighting engineering if required. There will be an allowance of \$5,000.00 to be used for this possible work. Work will be completed at our standard hourly rates.

**DELIVERABLES**

1. Minutes of team and City meetings to all participants and designees if required.
2. HARC and Tree Commission applications and submittals.
3. Task 2 Obtain HARC, Bight Board and Tree Commission approvals.
4. Task 3 Final Design / Const. Drawings & Specifications.
5. Task 4 Construction Observation.



## ASSUMPTIONS

1. City will furnish all pertinent documents and site specific data in its possession regarding the project area in a timely manner. Specifically, the AutoCAD files of the 65% completed drawings from the previous architect.
2. City will bring to attention in a timely manner 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. Civil work will not include outfall pipe redesign.
4. Irrigation drawings will be completed by the contractor as shop drawings.
5. The four monument features will not be four totally different designs, but will have common features that tie them all together.

## COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$184,800.00**

### Basic Services

Task 1 – Design Development	\$ 61,000.00
Architect	\$17,000.00
Landscape Arch.	\$15,000.00
Civil Engineer	\$6,000.00
Sign Designer (Graboski)	\$11,000.00
Logo Designer (Black Dog)	\$5,000.00
Monument design (Black Dog)	\$7,000.00
Task 2 – Final Design/ Construction Documents	\$ 94,800.00
Architect	\$30,000.00
Landscape Arch.	\$22,000.00
Civil Engineer	\$19,000.00
Sign Designer (Graboski)	\$21,000.00
Monument Signage (Black Dog)	\$2,800.00
Task 3 – Bid Phase Services	\$ 5,000.00
Architect	\$2,000.00
Landscape Arch.	\$1,000.00
Civil Engineer	\$1,000.00
Sign Designer	\$1,000.00

Task 4 – Construction Phase Services

\$ 24,000.00

Architect	\$12,000.00
Landscape Arch.	\$5,000.00
Civil Engineer	\$3,000.00
Sign Designer	\$4,000.00

Sub Total \$ 184,800.00

Additional Services

Task 5 – Site Lighting Engineering


\$ 5,000.00 (allowance)

Work to be completed on an hourly base as needed.

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

  
\_\_\_\_\_  
Bob Vitas  
City Manager

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
William P Horn, RA  
Principal

4/12/13  
\_\_\_\_\_  
Date

WILLIAMSON  
ARCHITECTS, P.A.

DESIGNED BY  
WILLIAMSON  
ARCHITECTS, P.A.

DATE  
10/1/88

KEY WEST  
EIGHT  
HISTORIC  
SEAPORT

SCALE

EXISTING  
IMPROVEMENTS  
PROPOSED  
IMPROVEMENTS

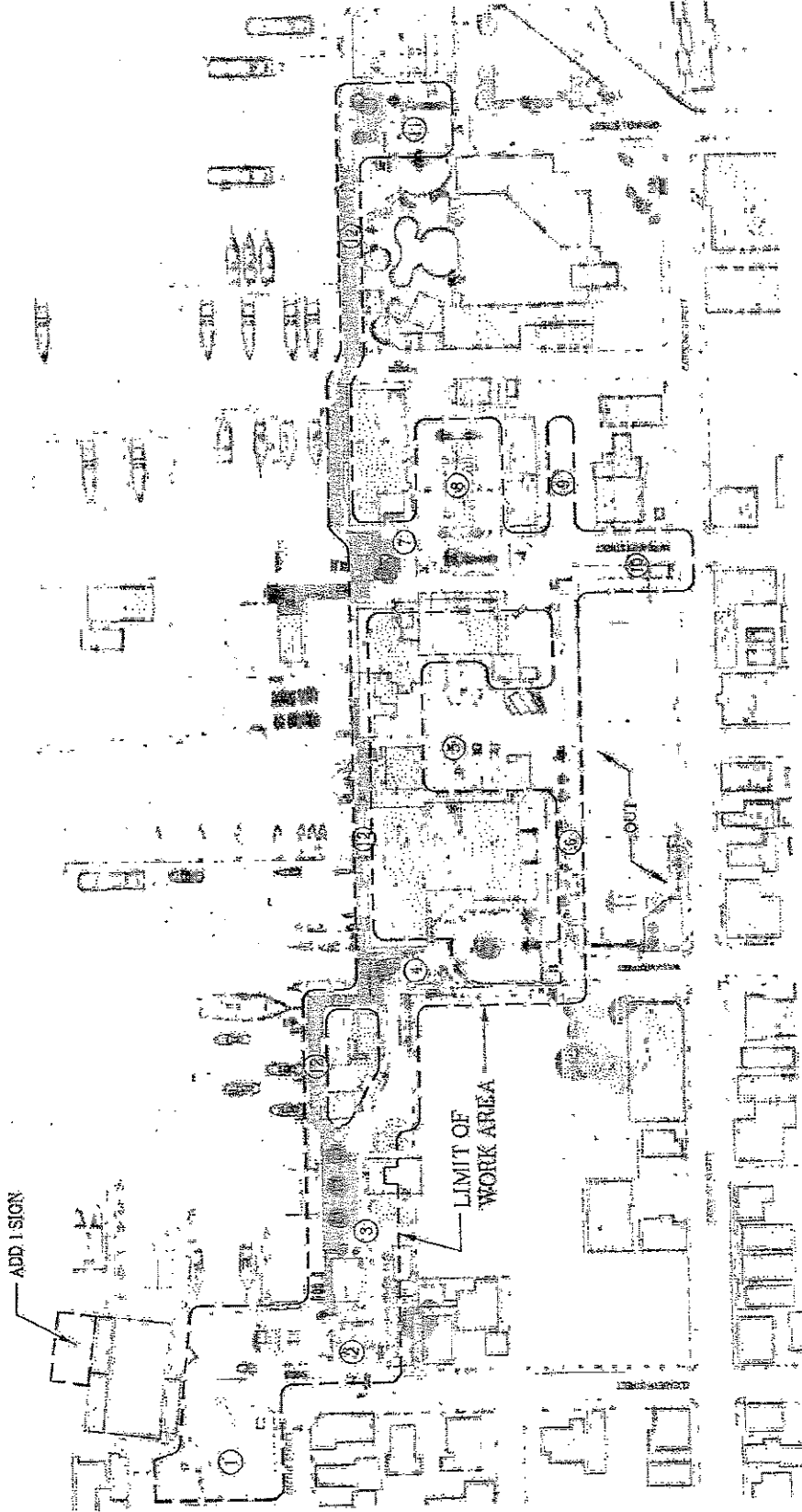
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10/1/88

PROJECT

CLIENT  
KEY WEST  
FLORIDA

100%

EXHIBIT 'A'



DESIGN ENHANCEMENT AT HISTORIC SEAPORT

100%

KEY WEST EIGHT HISTORIC SEAPORT  
KEY WEST, FLORIDA

Date: 4/8/13

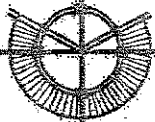
**Design Enhancement At The Historic Seaport- Exhibit A**

1. **Parking Lot-** Minor drive and curb revisions, design moped and bike parking areas
  - Landscape redesign
2. **Main Plaza A-** Monument feature (main gateway entry, must be two sided, historic maritime references)
  - Landscape, plaza redesign
3. **Lazy Way-** Landscape and paving redesign
4. **Main Plaza B-** Monument feature (secondary entry feature)
  - Landscape, plaza redesign
5. **Loading Dock-** Reorganize to add dock box areas, fencing, bike racks, recycle area in coordination with Brewery plan
  - No landscape or civil work
6. **Main Parking Lot Back Edge-** Landscape revisions  
(most of this parking lot is being redesigned under the Caroline Street Corridor Project)
7. **Main Plaza C-** Monument feature (secondary entry feature)
  - Landscape, plaza redesign
8. **Parking Lot-** Minor landscape work
  - Paving, striping redesign (possible paving design feature)
9. **Parking Lot-** Paving, striping redesign
  - No landscape work
10. **Margaret Street-** Minor landscape work
  - Remove covered hut at the corner of Caroline Street and add main sign to Historic Seaport and landscaping (secondary entry feature)
11. **Main Plaza D-** Monument feature (secondary entry feature)
  - Landscape, plaza redesign
12. **Board Walk-** Signage only

New signage and site furnishings (bike racks, trash cans, etc.) will be in all locations.

There will be an allowance of \$5,000.00 for additional site lighting engineering if required. Work will be completed at our standard hourly rates.

The new William Street Roundabout work will be completed by others (not a part of this contract).



**WILLIAM P. HORN ARCHITECT, P.A.**

License No: AA 0003040

915 EATON STREET, KEY WEST, FLORIDA 33040

PHONE: 305-296-8302 FAX: 305-296-1033

**Date: 2/20/13**

**To: Don Craig  
City Planner  
City of Key West  
Planning Department**

**Re: 2013 Hourly Rates  
Key West Bight Contract**

**Dear Mr. Craig,**

**Please see the following information you requested below.**

**List of Subcontractors:**

**MEP Engineer- Innovative Engineering Group  
Civil Engineer- Perez Engineering & Development, Inc.  
Landscape Architect- Elizabeth Newland Landscape Architecture, LLC  
Logo/ Monument Sign Design- BlackDog Advertising  
Sign Designer- Tom Graboski Associates, Inc.**

**Our standard hourly rates are as follows:**

<b>Architect:</b>	
Principal Architect	\$225.00/hr
Architect	\$150.00/hr
Intern Architect	\$125.00/hr
Draftsperson	\$95.00/hr
<b>Structural Engineer:</b>	
Structural Engineer	\$150.00/hr
<b>MEP Engineer:</b>	
Engineer	\$140.00/hr
Drafting	\$70.00/hr
<b>Civil Engineering:</b>	
Principal Civil Engineer	\$150.00/hr
Senior Civil Engineer	\$120.00/hr

Civil Engineer	\$100.00/hr
Drafting	\$85.00/hr
Landscape Architect:	
Landscape Architect	\$150.00/hr
Landscape Designer	\$100.00/hr
Planner:	
Principal	\$225.00/hr
Senior Associate	\$135.00/hr
Associate	\$120.00/hr
Technical/Clerical	\$75.00/hr
Sign Designer	
Principal	\$150.00/hr
Project Manager	\$110.00/hr
Senior Designer	\$100.00/hr
Computer generated artwork	\$85.00/hr
Clerical	\$45.00/hr
Logo/ Monument Designer	
Creative Direction	\$150.00/hr
Art Direction	\$125.00/hr
Design/Copywriting/Illustration	\$110.00/hr

Please call if you have any questions. We are looking forward to working with you.

Sincerely

WILLIAM P. HORN ARCHITECT, P.A.



William P. Horn,  
Principal