



THE CITY OF KEY WEST

3140 Flagler Ave Key West, FL 33040 (305) 809-3700

EXECUTIVE SUMMARY

TO: James Scholl, City Manager

FROM: James Bouquet, PE, Director of Engineering Services
Thaddeus Cohen, AIA, Planning Director

DATE: November 3, 2015

RE: Task Order to Hayes/Cumming Architects, P.A. for Programming & Conceptual Architectural Services for the Roosevelt Sands Complex

ACTION STATEMENT:

Approve Task Order 160D02 to Hayes/Cumming Architects, P.A. for *Programming & Conceptual Architectural Services for the Roosevelt Sands Complex* in the amount of \$19,467.95.

BACKGROUND:

The City of Key West (City) Planning and Engineering Departments are currently analyzing the highest and best use for providing community services to the District Six/Bahama Village neighborhood including potential scenarios for redevelopment of the Roosevelt Sands Complex adjacent to the historic Frederick Douglass Gym.

The City requested Hayes \ Cumming Architects, P.A., (H\C) provide assistance with preliminary conceptual design services to explore possible re-development scenarios. Concepts will visually depict a potential new building that incorporates identified uses and provide the basis for estimating future design and construction costs.

This study assumes demolishing the existing one-story Roosevelt Sands facility and replacement with a new multi-use structure as required. This work will be conducted in three phases. Phase I will verify/document the existing conditions of the current facility as well as the land after removal of the existing structure. Phase II will develop a building program that incorporates identified uses including the Police Athletic League. Phase III will study two distinctly different development scenarios for potential future use.

An illustrated report will assemble this information into a comprehensive document for use by the City to make informed decisions and take the next reasonable steps in planning for a future capital improvement project.

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

EXECUTIVE SUMMARY 11/4/15

PURPOSE AND JUSTIFICATION:

The purpose of these architectural services is to develop several concepts for use by the Bahama Village Redevelopment Advisory Committee (BVRAC) and the City to visualize the Roosevelt Sands Complex/Douglass Gym Extension's potential to house identified uses including PAL.

This project falls under goals of the 2011 Strategic Plan:

- Infrastructure Goal #4, *Long-term sustainability of the City's hard assets;*
- Infrastructure Goal #5, *Increase the visibility and viability of areas outside of the Duval Street corridor;* and
- Quality of Life Goal #3, *Key West offers its children, youth and adults educational opportunities from early readiness through lifelong education.*

FINANCIAL IMPACT:

The contract value is a lump sum fee of \$19,467.95 funded from Bahama Village Tax Increment Financing (TIF) account #601-5502-555-9800 (Operating Reserves).

The agreement will be executed pursuant to F.S. 287.055 (CCNA), City Code 2-841, and the City's General Architectural Services agreement (the Agreement) with Hayes/Cumming Architects, P.A., approved by Resolutions # 12-003 and 15-207. Staff reviewed the Task Order and found the proposed fee reasonable and consistent with Agreement.

RECOMMENDATION:

City staff recommends the City Manager approve attached Approve Task Order 160D02 to Hayes/Cumming Architects, P.A. for *Programming & Conceptual Architectural Services for the Roosevelt Sands Complex* in the amount of \$19,467.95.

TASK ORDER 160D02
PROGRAMMING & CONCEPTUAL ARCHITECTURAL SERVICES
FOR THE ROOSEVELT SANDS COMPLEX

This TASK ORDER 160D02 is issued under the terms and conditions of the MASTER AGREEMENT TO FURNISH GENERAL ARCHITECTURAL SERVICES TO THE CITY OF KEY WEST ("AGREEMENT") between the City of Key West ("CITY") and HAYES | CUMMING ARCHITECTS, P.A. ("ARCHITECT") executed on August 17, 2012 (Resolution 12-220) and extended by Resolution 15-207 dated July 29, 2015, which is incorporated herein by this reference.

A. SCOPE OF SERVICES

Specific services which the ARCHITECT agrees to furnish are summarized on the attached statement entitled TASK ORDER 160D02 "SCOPE OF SERVICES." The "Scope of Services" defines the work effort anticipated for the Work Order. This Work Order, when executed, shall be incorporated in and shall become an integral part of the Master Agreement.

B. TIME OF COMPLETION

Work under this Task Order will begin immediately following acceptance and completed expeditiously subject to coordination with the City of Key West staff. Work may be performed at any time as requested by the CITY within 3 months after the date of execution of this Task Order, at which time the Task Order will expire.

C. COMPENSATION

Compensation for the labor portion of TASK ORDER Task A, B and C will be on a lump sum fee basis as stipulated in Article 5, Paragraph 5.1.1 of the AGREEMENT. Compensation for all expenses will be on a Cost Reimbursable-Per Diem basis as stipulated in Article 5, Paragraph 5.1.2 of the AGREEMENT. The estimated compensation is shown on the attached statement entitled TASK ORDER 160D02 COMPENSATION BREAKDOWN.

D. ACCEPTANCE

By signature, the parties each accept the provisions of this TASK ORDER 160D02 and authorize the ARCHITECT to proceed at the direction of the CITY's representative in accordance with the "SCOPE OF SERVICES." Start date for this project will be no later than ten (10) days after execution of this authorization.

For HAYES | CUMMING ARCHITECTS, P.A.

For CITY OF KEY WEST



By: _____
Andrew M. Hayes, AIA
Managing Principal

By: _____
James K. Scholl
City Manager

Dated the ____ day of _____, 2012

ATTEST: _____

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SCOPE OF SERVICES

Project Description

The CITY (including the City of Key West and the Bahama Village Redevelopment Advisory Committee) is currently analyzing the highest and best use for providing community services to the District Six/Bahama Village neighborhood in order to determine potential appropriate scenarios for redevelopment of the property to the west of the historic Frederick Douglass Gym.

Purpose

The CITY has requested that the ARCHITECT provide assistance with preliminary conceptual design services to explore possible re-development scenarios for the existing western portion of the property. This will not include testing or exploration to identify potential environmental or hazardous material issues; such as asbestos, lead based paint, mold and mildew.

Currently the facility known as Roosevelt Sands, located at 105 Olivia Street, houses a Learning Center for City of Key West - District Six and wellness functions for the Monroe County Health Department. It is adjacent to and immediately west of Frederick Douglass Gym, which is currently under renovation by the City. The City also intends to relocate Police Athletic League functions currently housed in the PAL Gym into this facility.

The purpose of this study is to consider what a potential new building that incorporates all of these uses might look like, and its associated future design and construction costs. This study assumes demolishing the existing one-story Roosevelt Sands facility and replacing it with a new multi-use structure as required. This work will be conducted in three phases. Task A (Phase I) will verify/document the existing conditions of the current facility as well as the land after removal of the existing structure. Task B (Phase II) will develop a building program that incorporates some of the current uses, the Police Athletic League and responds to planning studies conducted by others. Task C (Phase III) will study two distinctly different development scenarios for potential future use.

An illustrated report will assemble all of this information into a comprehensive document. This report will assemble the drawings and other data into a tool that can be utilized by the City to make informed decisions and take the next reasonable steps in planning for a future capital improvement project.

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Basic Services

Task A – Existing Conditions Verification

Site

1. Review existing reports, studies and other material provided by the City in order to assess the site and new future uses for the portion of the parcel west of the Frederick Douglass Gym. One telephone meeting is included with the Owner's staff to verify land use requirements in regard to flood elevation, parking and landscape requirements.
2. Review any existing survey data for this portion of the site, and coordinate the obtaining of survey data in the proposed new work area of the site by others. Update the existing topographic and boundary base map from existing field survey information provided by City/others.
3. Review existing geotechnical data obtained during gym renovation and use it for preliminary assumptions for the feasibility portion of this study in order to make reasonable assumptions regarding the quality of soil in the vicinity of this project and potential foundation requirements.

Task B – Building Programming

1. Review of existing planning documents and other program related data provided by the City in order to develop a preliminary building program. This program will include programming from existing uses and future multi-uses by the Community, as well as Police Athletic League functions that may be housed at this site in the future.
2. The programming data will be illustrated by diagrams showing primary, secondary and tertiary adjacency of required program spaces and other necessary support spaces. A table of area requirements will also be included, with a list of assumptions, and will be utilized to assist with development of preliminary cost data.
3. From this preliminary building program different architectural scenarios for future multi-use activities at this site will be developed. One telephone meeting with City staff to review and validate the building program is anticipated.

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Task C: Feasibility Study Scenarios

1. Creation of two distinct schemes that investigate the different possible architectural scenarios for future recreation activities at this site. The scenarios will include the following:
 - a. multi-story building with a courtyard that will accommodate some level of public gathering
 - b. multi-story building with a central courtyard that will accommodate public gathering and is entirely encircled by building.

Each scheme will assume all required parking is accommodated in the City lot across Fort Street from the site.

2. At a minimum each scenario will include
 - a. Exterior Rendering (1)
 - b. Interior Rendering (1)
 - c. Site Plan
 - d. Floor Plan
 - e. Square Footage Table and preliminary Construction Cost Estimate.

Comprehensive Report

A comprehensive document will be compiled to communicate the two potential development scenarios, including existing conditions information, use/development potential, programming data and estimated development costs.

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Overview of Tasks

The ARCHITECT's team will include architectural personnel to provide review and assessment of data and reports already assembled by the CITY regarding boundary, topographic, geotechnical and existing building information. Note: no hazardous material assessment is included in this scope of work.

Based on the data obtained and reviewed, the team will prepare an Existing Conditions Overview Report.

Task A – Existing Conditions Verification

Site

1. Review existing reports provided by City to assess the site and areas around the perimeter of the building using photography
2. Review topographic and boundary base map from existing survey information provided by City.
3. Review existing geotechnical investigation report to assess the quality of the soil in the vicinity of the site.

Deliverables

An electronic copy of the draft Existing Conditions Overview Report for review by CITY staff.

Task B – Building Programming

Upon acceptance of the Existing Conditions Verification by the City the ARCHITECT shall obtain an authorization to proceed with Phase II.

1. Review of existing planning documents and other program related data provided by the City in order to develop a preliminary building program. This program will include programming from existing and future multi - uses by the community, as well as Police Athletic League functions that may be housed at this site in the future. Review parking requirements per City Code and confirm adequate spaces are available at the existing Fort Street Parking Lot .
2. The programming data will be illustrated by diagrams showing primary, secondary and tertiary adjacency of required program spaces and other necessary support spaces. A table of area requirements will also be included, with a list of assumptions, and will be utilized to assist with development of preliminary cost data.

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3. From this preliminary building program different architectural scenarios for future multi-use activities at this site will be developed. One meeting with City staff to review and validate the building program is anticipated.

Deliverables:

At the completion of this task the ARCHITECT will coordinate with the CITY to finalize the information outlined above and select the two scenarios to be developed during Phase III.

Task C – Feasibility Study Scenarios

Upon acceptance of the Building Programming by the CITY, the ARCHITECT shall obtain an authorization to proceed with Phase III. Once authorization is received from the CITY, the ARCHITECT shall use the deliverables from the prior tasks to complete Phase III.

1. Creation of two distinct schemes that investigate the different possible architectural scenarios for future recreation activities at this site. The scenarios will include the following:
 - a. multi-story building with a courtyard that will accommodate some level of public gathering
 - b. A multi-story building with a central courtyard that will accommodate public gathering and is entirely encircled by building
2. At a minimum each scenario will include
 - a. Exterior Rendering (1)
 - b. Interior Rendering (1)
 - c. Site Plan and Floor Plan(s)
 - d. Square Footage Table and preliminary Construction Cost Estimate.

Comprehensive Report

A comprehensive document will be compiled to communicate the two potential development scenarios, including existing conditions information, use/development potential, programming data and estimated development costs.

Deliverables

- An electronic copy of the draft 75% Comprehensive Report for review by CITY staff.
- Four (4) hard copies and two (2) electronic copies of the Final Comprehensive Report in PDF format.

Assumptions

The following assumptions were used in the development of this Task Order:

- ARCHITECT does not mark-up any expenses or subcontractor costs per the current Master Services Agreement (MSA).

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- Complete access to the facility will be provided.
- Any digital data or CAD files from previous reports will be made available to the ARCHITECT by the CITY.
- City will assist ARCHITECT team to obtain any digital information that is available.
- This scope of work does include limited rough order of magnitude cost estimating only for the project. It does not include detailed cost estimating.
- This scope of work does not include hazardous material assessment in any manner.
- This scope of work does not include the development of information or data for the purposes of creating any type of survey for the CITY.

Additional Assumptions and Limitations

This proposed scope of services gives no rights or benefits to anyone other than the CITY and ARCHITECT and has no third party beneficiaries.

There is no warranty, expressed or implied, made by ARCHITECT in the Exploratory Report. Any opinions or recommendations presented apply to market forces and site conditions existing when services were performed.

The ARCHITECT's staff and consultants who perform this scope of work are not attorneys; therefore, the final report is not a legal representation or interpretation of environmental laws, rules, regulations, or policies of local, state or federal government agencies. Draft and final reports shall include the following language, the terms of which are incorporated into this Agreement:

"In preparing this report, HAYES | CUMMING ARCHITECTS relied, in whole or in part, on data and information provided by CITY and third parties, which information has not been independently verified by HAYES | CUMMING ARCHITECTS and which HAYES | CUMMING ARCHITECTS has assumed to be accurate, complete, reliable, and current. Therefore, while HAYES | CUMMING ARCHITECTS has utilized its best efforts in preparing this Report, HAYES | CUMMING ARCHITECTS does not warrant or guarantee the conclusions set forth in this Report which are dependent or based upon data, information, or statements supplied by CITY or third parties.

Use of this Report or any information contained herein, if by any party other than CITY, shall be at the sole risk of such party and shall constitute a release and agreement by such party to defend and indemnify HAYES | CUMMING ARCHITECTS and its affiliates, officers, employees, consultants and subcontractors from and against any liability for direct, indirect, incidental, consequential or special loss or damage or other liability of any nature arising from its use of the Report or reliance upon any of its content. To the maximum extent permitted by law, such release from and indemnification against liability shall apply in contract, tort (including negligence), strict liability, or any other theory of liability."

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Obligations of the CITY

To assist in performing the activities outlined in this proposal, the CITY will provide the following:

- The CITY will provide data on the infrastructure capability of utility services immediately adjacent to the build including, but not limited to water, sanitary sewer, storm sewer, reclaimed water, electrical, telephone, high speed data/wi-fi/cable television and any other infrastructure that can be expected to be available for future use.
- The CITY will coordinate access to the facility for site visits as necessary.
- The CITY will arrange for employee(s) familiar with the facility to be present during the initial site visit.
- Required CITY employees will be available during all tasks with prior notice of not less than two (2) business days.

Additional Services

The ARCHITECT will, as directed, provide additional services that are related to the project but not included within this Scope of Services. These and other services can be provided, if desired by the CITY, as an amendment to this Task Order upon the mutual agreement of the parties. Work will begin for the Additional Services after receipt of a written notice to proceed from the CITY. Such Additional Services may include:

- Additional site visits/ building reconnaissance tours other than those listed under Tasks A, B and C.

Compensation

The estimated compensation for TASK ORDER 160D02 is shown on the attached statement entitled TASK ORDER 160D02 COMPENSATION.

**TASK ORDER 160D02
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Attachment A

TASK ORDER 160D02 COMPENSATION BREAKDOWN

TASK ORDER 160D02
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TASK ORDER 160D02 COMPENSATION
PROGRAMMING & CONCEPTUAL ARCHITECTURAL SERVICES
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Task	Hours	Labor	Expenses	Subtotal
Task A – Existing Conditions Verification	32	\$ 3,272.89	\$ 200.00	\$ 3,472.89
Task B – Building Programming	44	\$ 3,954.24	\$ 200.00	\$ 4,154.24
Task B - Condition Assessment	115	\$10,865.82	\$ 975.00	\$11,840.82
Total	191	\$18,092.95	\$1,375.00	\$19,467.95

CITY OF KEY WEST
FY 16/17 CIP PROJECT DETAIL

Project No: BV55021701
Project Name: Douglass Gym/PAL Extension
Location: Petronia & Fort Street
Department: Planning/Engineering
Account No: 601-5502-555-9800

Date: 9/9/2016
Contact: T. Cohen
Project Start: 10/1/2016
Project Complete: 9/30/2020
Project Estimate: \$ 4,919,468.00
Project Funding to Date: \$ 0.00

Project Description/Justification:

Demolish existing Douglass Gym Extension and construction new facility to house PAL & classrooms for music, computer, learning center, etc. Utilize Fort Street Parking Lot for parking. Project to replace existing PAL facility & proposed Truman Community Center.

Reasons for Funding Modification (if applicable):

Operating Impact:	Related Projects:
	Truman Waterfront Park GR703, Douglass Band Room PR1102 Douglass Gym Repairs PR1026

Project Phase Summary						
Phase	Committed	FY16/17	FY17/18	FY 18/19	FY 19/20	FY 20/21
Concept		\$ 19,468.00				
Design			\$ 400,000.00			
Construction				\$ 4,500,000.00		
Total	\$ 0.00	\$ 19,468.00	\$ 400,000.00	\$ 4,500,000.00	\$ 0.00	\$ 0.00
		\$ 4,919,468.00				

\$ 4,919,468.00

Funding Source Summary						
Phase	Funded	FY16/17	FY17/18	FY 18/19	FY 19/20	FY 20/21
BV TIF		\$ 19,468.00				
BVCRA			\$ 400,000.00			
101				\$ 4,500,000.00		
Total	\$ 0.00	\$ 19,468.00	\$ 400,000.00	\$ 4,500,000.00	\$ 0.00	\$ 0.00
						\$ 4,919,468.00

\$ 4,919,468.00