

CITY OF KEY WEST  
REQUISITION AUTHORIZATION REQUEST

FROM: Jim Bouquet  
DEPARTMENT: ENGINEERING  
TO: MARK FINICAN  
DATE: 11/7/16

ACCOUNT NUMBER / PROJECT CODE: 101-4303-543-6300 TR1502

AMOUNT: \$10,000

☐ New Purchase Order ☒ Change Order to Purchase Order No. P080828

Justification: ☒ City Manager Authorization ☐ Resolution No. \_\_\_\_\_

ORIGINAL FEE \$ 302,184.00

5% = 15,109.20 ~~\$~~ \$10,000 OK

Reviewed and Approved:

[Signature]  
Requestor Signature

11/7/16  
Date

[Signature]  
Department Director

11/7/16  
Date



Bermello Ajamil & Partners, Inc.

Architecture  
Engineering  
Planning  
Interior Design  
Landscape Architecture  
Public Information

November 4<sup>th</sup> 2016 (V3)

Mr. James Bouquet  
City Engineer / Engineering Services  
City of Key West  
3140 Flagler Avenue Key West, FL 33040  
E-mail: [jbouquet@cityofkeywest-fl.gov](mailto:jbouquet@cityofkeywest-fl.gov)

Sent via email / PDF format

**RE: Scope and Fee Proposal for Bid Services – Truman Waterfront Park Amphitheater Project**

Dear Jim,

Bermello Ajamil & Partners, Inc. (B&A) in collaboration with our sub consultants welcomes the opportunity to submit our scope and fee proposal for Bid Services for the Truman Waterfront Park Amphitheater Project. Our scope of services and fee budget are based on a (1) one month of Bid services. Increases in the length of either which requires the B&A team to provide additional time, input or consultations shall be provided as additional service on an hourly time and materials basis for review and approval by the city.

#### **A. DISCIPLINES INCLUDED**

The proposed scope of work shall include the following disciplines:

- *B&A - Project Management, Architecture & Landscape Architecture*
- *DDA – Building Structural Engineering*
- *HNGS - Mechanical, Plumbing and Electrical Engineering*
- *Allen Perez - Civil Engineering*
- *Stages Inc. - Acoustical & Lighting Design Services*

#### **B. BREAKDOWN OF SCOPE BY TASK**

##### **TASK 1 BID SERVICES**

###### **1A – Mandatory Pre-Bid Meeting:**

B&A shall attend the Mandatory Pre-Bid meeting scheduled for November 16<sup>th</sup> (starting at 11:00 am). This meeting will be held in the conference room at the City Engineering Trailer at the Truman Waterfront. B&A shall be present and provide a basic overview of the project to all in attendance, answer any questions and if needed, provide clarifications on the overall project vision and scope.

###### **1B - Bid Process Assistance:**

During the bid process, B&A and its sub consultants shall assist the city with all bid related processes including:

- *Responding to RFI's, questions on the project documents;*

- Preparation and distribution of addendums; and,
- Review of Submitted Bids

### C. COMPENSATION

The following is a "Time and Material" with a not to exceed of \$10,000. Included in this proposal is additional breakdown for reference.

Tasks	Architecture Design & PM	Landscape Architecture	Civil Engineering	Structural Engineering	MEP Engineering	Theater Consultant	Total per Task Time & Material
Task 1	\$2,740	\$2,080	\$2,220	\$1,000	\$1,000	\$690	\$9,730
*Expense Allowance							\$270
T&M Not to Exceed							\$10,000.00

#### NOTES:

\* The expense allowance is out-of-pocket costs for printing and preproduction courier services, travel expenses including mileage, lodging and meals, etc. This is a "not to exceed" amount and will be billed to the City at cost.

✓  
65%  
original  
L&S  
AL


#### ADDITIONAL SERVICES

Additional services are those which arise as a result of unforeseen circumstances during the design of a project and which therefore, cannot be included in the basic series agreement. Such additional services, when requested in writing by the City, shall be performed an hourly rate in accordance with the Agreement between the City and B&A.

On behalf of B&A and our entire design team, I want to thank you for giving us that opportunity to collaborate with The City for what will be a fantastic venue destination for Truman Waterfront Park, the residence of Key West and all visitors.

Sincerely,

SAB

 4/2/14  
Signature approval Jim Scholl, City Manager Date


SCOTT A BAKOS

Partner | Design | Project Management

900 SE 3<sup>rd</sup> Avenue, Suite 203

Fort Lauderdale, FL 33316

305.989.9953 – iPhone 954.627.5109 – Direct Office

OK   
Amended EXIST. P.O.# P080828





SUB-CONSULTANTS									
IRRIGATION				DDA	HNCS	PEREZ ENGINEERING	Stages Consultants	TOTALS	
B&A TOTAL Hours and Fees				Structural Engineering	MEP Engineering	Civil Engineering	Theater, AV & Acoustical Design	FEE BY TASK	
Senior Architect	Senior CAD Technician	CAD / Clerical	B&A TOTAL Hours and Fees	Consultant	Lump Sum Fee	Lump Sum Fee	Lump Sum Fee	Lump Sum Fee	FEE BY TASK
HRS	RATE/HR	HRS	RATE/HR	HRS	RATE/HR	HRS	RATE/HR	HRS	RATE/HR
0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
0	\$0	2	\$180	0	\$0	6	\$860	0	\$0
0	\$0	2	\$180	0	\$0	4	\$520	0	\$0
0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
0	\$0	4	\$360	0	\$0	18	\$2,740	0	\$0
				\$0	\$1,000	\$2,220	\$690	\$9,730	\$270
									\$10,000