

September 5, 2018  
Revised September 12, 2018  
Revised December 3, 2018

James Bouquet, P.E.  
Engineering Director  
City of Key West  
1300 White Street  
Key West, FL 33040

**RE: Truman Waterfront – Bahama Village Extension**

Dear Jim,

Thank you for asking us to work with you on a masterplan for the extension of Bahama Village into the abutting 3.2 acre area to the west.

As we understand the project, the Bahama Village Redevelopment Advisory Committee (BVRAC) would like a proposal for architectural services for the programming, concept development, cost estimates for the extension of Bahama Village into the abutting 3.2 acre area to the west of Bahama Village neighborhood. The preliminary emphasis will be on residential and light commercial uses, and will create a 'roadmap' for future development of the site.

This is a high profile project within the City of Key West, and there are a large number of stakeholders in the project, including BVRAC, the US Navy, JIATF, the City of Key West, and the entire Bahama Village neighborhood. The Master Planning process for this land should be transparent, with an emphasis on building a consensus through meetings and dialogue.

To that end, we recommend holding at least three public meetings to gather information and consensus from the surrounding Bahama Village neighborhood and other interested stakeholders. The meeting should be in a large public venue, such as the Douglas Gym. Bahama Village is one of Key West's most unique and oldest neighborhoods, and has a 'feel' which should be encouraged and maintained in any new construction.

There are many variables to consider, including, but not limited to:

- High quality design
- Budgeting and potential funding sources for any new construction.
- Compatibility with Bahama Village and the surrounding context.
- Zoning regulations.
- Security requirements for JIATF

The resulting deliverable will be a report of findings with recommendations, cost estimates, a Masterplan concept, and a schedule to reach completion.

We propose the following services:

**Document Review:**

All current documents related to the property will be collected by the owner and submitted to the consultant team. Such documents will include, but may not be limited to, the original transfer agreement of the property from the Navy to the City, The Truman Waterfront Park Masterplan, City Commission resolutions and/or agreements with the Navy related to ingress and egress, access, or similar issues; design documents for the adjacent parcels; design concepts for the 6.6 acre parcel, that has been reduced to 3.2 acres (Bender & Associates Architects has prepared several); and any other relevant material, including a current survey of the property.

The consultants will review all documents prior to the first workshop and prepare exhibits for use in the workshops.

**Workshop Number 1:**

Two workshops are planned, plus a presentation of the final plan at a regular BVRAC meeting. The initial workshop will be structured to solicit input from all stakeholders to determine what components and elements are priorities. Previous plans for the original 6.6 acre parcel will be reviewed. The consultant team will work with the stakeholders to establish program elements and priorities.

**Schematic Masterplan:**

A schematic masterplan, or multiple masterplans, concepts will be developed, based on the first workshop findings. The schematic masterplan(s) and program will serve as the basis for the second workshop. This workshop will develop stakeholder consensus through a hands-on design process that is inclusive. The result will be a single masterplan.

**Workshop Number 2:**

The second workshop will provide an opportunity to review the schematic masterplan, or masterplans, if more than one is developed. We will also review of the program criteria that resulted from the first workshop. A single masterplan will be developed based on stakeholder consensus.

**Final Report of Findings:**

We will include a final report of findings that will include the agreed upon masterplan along with a general estimate of construction costs. The recommended budget will include soft costs for A/E services, development fees and similar components, and will be estimated using current costs. Since masterplan developments such as this are executed over an extended timeline, we will include a projection for future costs, typically 3.5% per year compounded annually, or about 11% for every 3 year period. This will allow for more realistic budget projections.

The report of findings will be presented at a BVRAC meeting to allow for final public input or comment. I have estimated the required tasks and Bender & Associates fees as follows:

Task Description	Principal Architect	Architect	Architectural Designer	Admin. Assistant
Assemble and analyze all existing surveys, prior designs, reports and plans for adjacent parcels. Document surrounding context and assess existing conditions.	8	16	-	2
Prepare workshop base drawings, surveys and historic data documents.	-	12	12	2
Analyze existing zoning regulations.	4	16	-	-
Workshop #1: Familiarize public with the process. Collect information on wants and needs from stakeholders. Evaluate prior plans and establish design criteria.	4	4	4	-
Prepare a draft report of Workshop #1 findings, design schematic Concept Plan(s).	8	16	16	-
Workshop #2: Design Charrette with the public to resolve conflicts, map solutions and produce a final design concept.	4	4	4	-
Produce rendered Master Plan Design Concept based on Workshops 1 & 2.	2	8	20	-
Final Draft report of findings, including Public Process results, proposed Master Plan, Budget and Planning information.	2	4	-	4
Client review meetings/ revisions	1	4	-	-
Compose Final Report. Present final results to BVRAC.	1	3	-	2
<b>Total Hours</b>	34	87	56	10
\$/hour	\$240	\$160	\$120	\$90
Labor cost	\$8,160	\$13,920	\$6,720	\$900
Total B&A Labor Cost	\$29,700			

There will be a \$800 charge for reimbursable fees, including printing of drawings and documents.

**We propose to provide all of the above services for a lump sum fee of \$30,500.**

As discussed we can provide further development and renderings of buildings proposed in the Masterplan as an additional service. For purposes of estimating fees, we have assumed that the Masterplan will be a scaled down version of the 6.6 acre Masterplan that was produced between 2004 and 2010. This assumption is made based on the thorough vetting of those plans and feedback from the community since 2010. Based on these assumptions, fees are estimated as follows:

<b>Task Description</b>	<b>Principal</b>	<b>Architect</b>	<b>Architectural Designer</b>	<b>Admin. Assistant</b>
Design Development & Renderings	2	8	50	-
Reproduction of Documents				2
Total Hours	2	8	50	2
\$/hour	\$240	\$160	\$120	\$90
Labor Cost	\$480	\$1,280	\$6,000	\$180
Total B&A Labor Cost	\$7,940			

We have attached samples to indicate the quality and level of detail that will be produced in the final renderings. The process requires that we build a computer generated model, which is the bulk of the Design Associate's time. Once the model is constructed, additional views are relatively easy to add. The above assumes 2 views, but we may opt to add a third view if it will benefit the presentation. We have added \$60 below for reimbursable costs.

**We propose to produce 2 to 4 renderings for a lump sum additional service fee, including reimbursable expenses, of \$8,000.**

**Total professional fees, including additional design and renderings, are \$38,500.**

Please call if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bert Bender', with a long horizontal flourish extending to the right.

Bert Bender, Architect  
Bender & Associates Architects