



## THE CITY OF KEY WEST

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

---

### EXECUTIVE SUMMARY

**DATE:** June 30, 2020

**TO:** Gregory W. Veliz, City Manager

**FROM:** Albiona Balliu, Sr. Project Manager

**Cc:** Mark Finigan, Finance Director  
Steve McAlearney, Engineering Director

**RE:** **Transfer Architectural Contract for the Garden View Apartments (College Road affordable housing) to the Housing Authority of the City of Key West**

---

### ACTION STATEMENT

Approve transfer of City's Garden View Apartments contract with William P. Horn, Architect (Horn) to the Housing Authority of the City of Key West (Authority).  
Authorize City Manager to conduct the transfer.

### BACKGROUND

In response to Resolution 18-126 directing the City Manager to "*expedite the development and construction of affordable workforce housing at the entire 2.62-acre parcel on College Road,*" City staff hired Horn via the RFQ process. Initial tasks of the contract required Horn to develop a conceptual plan and associated cost estimates, provide design documents, shepherd the project through the major development process and provide construction level drawings for permitting. Horn has completed these tasks. Remaining task is to provide bidding phase services.

### PURPOSE AND JUSTIFICATION

It has been the intent of both parties to transfer ownership of this property and project from the City to the Authority, with bidding, construction, and ultimately operation of the facility under the purview of the Authority. The Authority is currently in the bid phase of the project (due date Aug. 10), so it is the appropriate time to transfer oversight of the Horn contract to the Authority.

**FINANCIAL**

The City has closed Horn's purchase order with the City. The transfer of Horn's contract will also transfer oversight and payment responsibilities for remaining tasks to the Authority.

**RECOMMENDATION**

Staff recommends approval of transfer of contract with William P. Horn to the Housing Authority of the City of Key West for bid-phase services for the Garden View Apartments project.