

CITY OF KEY WEST

Routing Sheet for ☐ Payment Application ☒ Task Order Approvals ☐ PO Issue

Engineer or Project Manager

☒ Approved ☐ Denied

Date: June 18, 2020

Req #: _____

Firm: William P. Horn, Architect

Task Order Amount: \$ 33,250 (acct. 405-7504-575-6300 / KB1507)

Project & #: Margaret St Fire Pump House Relocation

Task Order #: 20-04

Comments: Architectural Services contract approved through Resolution #17-190

Signature: [Signature] Date: 6-18-2020

Department Head DEPUTY DIR.

☒ Approved ☐ Denied

Signature: [Signature] Date: 6-18-2020

Comments: _____

Budget Analyst

☒ Recommend Approval

☐ Recommend Denial

Signature: [Signature] Date: 6-24-2020

PO Attached: ☐ Comments: _____

Payment: \$ _____

Paid: ☐ NO ☐ YES

Director of Finance

☒ Approved ☐ Denied

Signature: [Signature] Date: 6.24.2020

Comments: _____

City Manager or Assistant City Manager

☒ Approved ☐ Denied

Approval necessary for new or increased PO's (absent commission approval)

Signature: [Signature] Date: 6/25/2020

Comments: _____

Please return to Karen Olson when complete – Thank You

PROPOSAL FOR PROFESSIONAL SERVICES

Task Order 20-04
Architectural & Engineering Design Services
HISTORIC SEAPORT
NEW FIRE PUMP HOUSE AND LOCATION

Prepared for
City of Key West Engineering Services Department

May 22, 2020

William P Horn Architect, PA

915 Eaton Street
Key West, Florida 33040
305-296-8302

BACKGROUND AND OBJECTIVES

The existing fire pump and enclosure at the end of Margaret Street needs to be relocated. Work will include designing the new fire pump location and building enclosure.

This task order includes the following components:

- Assemble/verify existing fire pump information.
- Design new improvements.
- Final construction documents and specifications.
- Bid phase services.
- Construction phase services.

SCOPE OF WORK

TASK 1 – ASSEMBLE AND REVIEW EXISTING BUILDING INFORMATION AND DESIGN CONCEPT DRAWINGS.

- 1.1 Collect and review available as-built documents and verify existing conditions.
- 1.2 Review historic, FEMA and fire code requirements and any other code issues applicable to the scope of work for this project.
- 1.3 Draw existing base site plan and new site plan, floor plan and elevations of building.
- 1.4 Prepare preliminary cost estimate.
- 1.5 Review project with city staff.

TASK 2 – DESIGN DEVELOPMENT AND HARC SUBMITTALS AND APPROVALS.

- 2.1 Develop the conceptual design, prepare the HARC submittal package.
- 2.2 Submit HARC package for review and approval. Submit to City staff for landscape review and staff approval. Attend HARC meeting if project is not staff approved.
- 2.3 Update estimate of probable costs.

TASK 3 – CONSTRUCTION DOCUMENTS AND SPECIFICATIONS.

- 3.1 Produce construction documents and specifications. The contractors engineer to provide signed and sealed shop drawings for the fire pump and system.
- 3.2 Update cost estimate if needed.

TASK 4 – BIDDING PHASE SERVICES.

5.1 We shall assist the CLIENT in obtaining bids or negotiated proposals, assist in awarding and preparing contracts for construction, attend pre-bid conferences, and prepare addenda.

5.2 We shall issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.

5.3 We shall 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 6 – CONSTRUCTION PHASE SERVICES

6.1 Shop Drawing Review – We shall review all shop drawings supplied by Contractor for conformance with the architectural/engineering design concept of the project and information given in the contract documents. Review of any shop drawing is limited to general design concepts and general compliance with the information in the construction plans and specifications.

6.2 Limited Construction Observation – We shall provide limited construction observation services as shown below:

- We shall provide project representation by staff to determine, in general, if it is proceeding in accordance with the contract documents and permit conditions.
- We will as a minimum review shop drawings, answer questions through the construction period and provide clarification drawings if needed (it is assumed that the City will have someone going to the site on a more regular basis to inspect the project).

ASSUMPTIONS

1. The City will provide the Architect all existing conditions documents.
2. The City will provide soils analysis and report if required.
3. The fire pumps signed & sealed construction documents will be provided by the contractor's fire pump engineer.
4. Fee only includes coordinating any landscape revisions with the city staff for approval and does not include going to the tree commission for approval.
5. A backup generator is not included in the scope of work.

COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$33,250.00** Basic Services

Task 1 – Existing Condition Drawings and Concept Design \$6,000.00

Architect:	\$3,000.00
Structural Engineer:	\$1,500.00
Civil Engineer:	\$500.00
MEP Engineer:	\$500.00
Landscape Architect:	\$500.00

Task 2 – Design Development & HARC Submittal \$6,500.00

Architect:	\$3,000.00
Structural Engineer:	\$1,500.00
Civil Engineer:	\$500.00
MEP Engineer:	\$1,000.00
Landscape Architect:	\$500.00

Task 3 – Final Construction Documents \$12,000.00

Architect:	\$4,000.00
Structural Engineer:	\$2,700.00
Civil Engineer:	\$800.00
MEP Engineer:	\$4,000.00
Landscape Architect:	\$500.00

Task 4 – Bid Phase Services \$1,750.00

Architect:	\$750.00
Structural Engineer:	\$250.00
Civil Engineer:	\$250.00
MEP Engineer:	\$250.00
Landscape Architect:	\$250.00

Task 5 – Construction Phase Services \$7,000.00

Architect:	\$4,000.00
Structural Engineer:	\$1,500.00

Civil Engineer:	\$500.00
MEP Engineer:	\$500.00
Landscape Architect:	\$500.00

Total	\$ 33,250.00
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Hourly Rates as per Annual Contract:

Principal Architect: \$225.00/HR

Architect: \$150.00/HR

Intern Architect: \$125.00/HR

Drafting: \$95.00/HR

Structural Engineer: \$150.00/HR

MEP Engineer: \$150.00/HR

Landscape Architect: \$150.00/HR



Greg Veliz
City Manager

Date



William P Horn, RA
Principal

Date

6/9/20