

Request for Additional Information



THE CITY OF KEY WEST

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

October 25, 2011

VIA US MAIL

Donald G. Carey
United Methodist Church
410 Truman Avenue
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation
Newman Rehabilitation Building Program
Request for Additional Information and Clarification**

Dear Mr. Carey:

The City is in receipt of your timely submitted application for the Newman Rehabilitation Building Program. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Clarify how the contingency plan was developed;
- Clarify the architectural fee; and
- Please, clarify that the budget numbers provided reconcile.

This additional information is requested by November 2, 2011.

Your project presentation is scheduled before the Bahama Village Redevelopment Advisory Committee at their regularly scheduled meeting on Thursday, November 3, 2011, starting at 5:30 p.m. Please be prepared to describe the key aspects of your project in 10 minutes or less and to answer questions that may be posed by the board. In addition, staff or board members may have additional information or clarification requests during the review period. The Bahama Redevelopment Advisory Committee is expected to meet on December 1, 2011, to recommend funding allocations.

Please do not hesitate to contact me with any questions or concerns.

Sincerely,



Donald Leland Craig, AICP
Planning Director

Xc: Mark Finigan, Assistant City Manager
Shawn Smith, City Attorney
CRA Files

Amended Application Information



MICHAEL MILLER ARCHITECTS

November 1, 2011

Donald Carey
Newman Methodist Church
410 Truman Avenue
Key West, Florida

RE: Clarifications to TIF Grant Proposal requested by the City

Dear Mr. Carey,

In answer to the questions posed by the city planner in his letter dated October 25, I offer the following explanation from my point of view as your architect:

- Item 1: There was no contingency plan, only an intuited percentage based on the risks associated with the tasks at hand. As a practical matter all contingencies in phase one were paid for out of Church funds.
- Item 2: The architectural fee was based on an initial estimate of 10% for the entire restoration project. This would vary depending on the phase due to startup work in Phase One (measurements, drawings, etc.) that would not be repeated in Phase Two or Three, and the construction to done. On some phases architectural administration would be more intense than others.
- Item 3: The budget numbers are in error for the Phase 3 totals. I have revised the Project Cost and Phasing Plan to correct this and in addition have better correlated the scope of work described in Items A and B of the overall plan with those in each Phase. Please note that some of the tasks described in the overall plan are spread over two phases (e.g. The painting and repair of the exterior walls). Also note that I have updated the plan to include the funds contributed by the church (\$13,222 in Phase 1) and have dropped all contingency moneys from those included in the TIF Grant request. The church will fund all foreseeable contingency risks.

I trust this will assist you in your meeting with the city planner.

Sincerely yours,



Michael Miller
Architect



**PROPOSED GRANT FUNDED
PROJECT COSTS AND PHASING PLAN**

Newman United Methodist Church
Stained Glass Restoration, Walls
and Tower Repair and Building Painting

9-30-10
Revised 11-2-11

SUMMARY

A. Construction Costs*

1.	Stained Glass	
	a.	Replace missing stained glass panels at Crossings and Protect with Impact Glass
		\$66,316*
	b.	Clean and repair and protect all other stained glass windows
		\$72,598
2.	Repair and Paint Exterior of Building	\$75,465
3.	Repair Concrete Piers and Stairs at West Wall	<u>\$4,800</u>
		Subtotal \$218,279
4.	Building Permit 2.4% (Ph2 & 3 only; Ph 1 Incl.)	<u>\$3,125</u>
		Total Construction Cost \$221,304

B. Architectural and Engineering Costs

Includes all Design, Drawings, Specifications, City
Approval Work, Bidding, and Construction Administration (10.5%) \$23,059
Subtotal \$244,363
Phase 1 Newman Church Contribution (\$13,222)

Total Project Grant Request \$231,141

* Including actual Phase 1 costs.

PHASING PLAN

A. Phase 1 Costs (Actual)

1.	Replace missing stained glass panels at Crossings and Protect with Impact Glass (Actual Cost; Conrad Schmitt plus Keys Construction Paid out of Grant)	\$66,316
2.	Repair and paint portions of exterior walls and tower	<u>\$21,647</u>
		Subtotal \$87,963
3.	Building Permit (incl.)	
4.	Architectural and Engineering Fees (15.2%)	<u>\$13,400</u>
		Subtotal \$101,363
		Newman Church Contribution* <u>(\$13,222)</u>

Total Grant Request for Phase 1 \$88,141

* \$2,500 Architect's retainer, discretionary
change orders and contingency Items.



B. Phase 2 Costs

1.	Fabricate and install impact glazing on all Existing unprotected windows (7 Windows)	\$29,796
2.	Repair glass, rebuild sash, and provide storm sash For main center panel of large window behind pulpit and alter. Repair Jesus figure and replace missing glass.	<u>\$42,802</u>
	Subtotal	\$72,598
3.	Building Permit (2.4%)	\$1,742
4.	Architectural and Engineering Fees (8.9 % of Construction Cost)	<u>\$6,470</u>

Total Grant Request for Phase 2 \$80,810

C. Phase 3 Costs

1.	Repair concrete piers and stairs at West wall	\$4,800
2.	Repair and paint the entire building	<u>\$52,818</u>
	Subtotal	\$57,618
3.	Building Permit (2.4%)	\$1,383
4.	Architectural and Engineering Fees (5.5%)	<u>\$3,189</u>

Total Grant Request for Phase 3 \$62,190

Total Project Grant Request \$231,141

