

RESOLUTION NO. 17-206

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA APPROVING TASK ORDER 17-01.2 TO WILLIAM P. HORN, ARCHITECT, PA UNDER THE GENERAL ARCHITECTURAL SERVICES CONTRACT, FOR ADDITIONAL INTERIOR RENOVATION DESIGN FOR THE GLYNN ARCHER SCHOOL GYMNASIUM IN AN AMOUNT NOT TO EXCEED \$65,904.00; AUTHORIZE THE CITY MANAGER TO EXECUTE NECESSARY DOCUMENTS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 14-307, the City Commission approved a contract with William P. Horn Architect, PA for General Architectural Services; and

WHEREAS, in Resolution No. 17-069, the Commission approved Task Order 17-01 for the Glynn Archer School Gymnasium Roof and Window Replacement Project, and in Resolution 17-155 approved Task Order 17-01.1 for Air Conditioning and Upgraded Electrical Service; and

WHEREAS, in Resolution No. 17-180, the City Commission authorized negotiations for use of the Gymnasium by the Key West Police Athletic League, and accordingly staff was directed to

increase the scope of work at the Gymnasium, to include interior renovations which would render the gym suitable for use as a youth athletic facility; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That Task Order 17-01.2 for the Design of additional interior renovations for the Glynn Archer School Gymnasium by William P. Horn, Architect, PA is hereby approved in an amount not to exceed \$65,904.00.

Section 2: That adequate funding is allocated in budget account 101-1900-519-63.00/project number IS19001701.

Section 3: That the City Manager is authorized to execute necessary documents, upon consent of the City Attorney.

Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this 15 day of August, 2017.

Authenticated by the Presiding Officer and Clerk of the
Commission on 16 day of August, 2017.

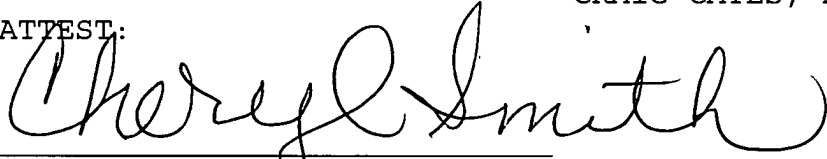
Filed with the Clerk on August 16, 2017.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Clayton Lopez	<u>Absent</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Richard Payne	<u>Yes</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Absent</u>



CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

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

To: Jim Scholl, City Manager

From: Kreed Howell, Senior Construction Manager

Cc: Greg Veliz, Assistant City Manager

Date: 13 July 2017

Subject: Task Order approval for additional interior renovation for the Gymnasium at Glynn Archer School.

Action Statement

Approve Task Order 17-01.2 to William P. Horn Architect, PA, for *additional interior renovations* in the amount of \$65,904.00 and authorize the City Manager to execute the Task Order and necessary documents.

Background

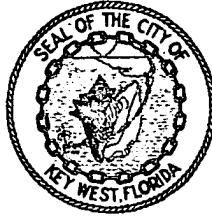
Resolution 17-069 of the City Commission of the City of Key West approved Task Order 17-01 for William P. Horn Architect, P.A. (Horn) to provide architectural services for the *Gymnasium at Glynn Archer School, Roof and Window Replacement Project*. The original Task Order for the lump sum fee of \$39,475.00. At the City's request, Horn subsequently submitted Task Order 17-01.1 for the *Design of a New Air Conditioning System and Additional Electric Services*. Task Order 17-01.1 increased the services fee by \$9,825.00 for a total lump sum fee of \$49,300.00 ratified under Resolution 17-155.

Based on City Commission Resolution 17-180 approving use of the Gymnasium at the Josephine Parker City Hall at Historic Glynn R. Archer School by the Key West Police Athletic League (PAL), staff was directed to increase Horn's work scope to include *additional interior renovations*. This work includes, but not limited to, removing the existing wood bleachers and lower level restrooms and showers, infilling the lower level so the main floor is at a consistent elevation, adding new restrooms and showers, restoring and/or adding new wall and floor finishes, concrete spalling repair, new air conditioning and exhaust in said restrooms and new lighting and electrical as required for the new uses.

Horn subsequently submitted Task Order 17-01.2 (add interior renovations) for Architectural and Engineering Design Services dated July 7, 2017. The proposed total additional fee of \$65,904.00 includes:

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

MEMORANDUM



THE CITY OF KEY WEST

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

MEMORANDUM

Site Evaluation and Existing Conditions
Design Development and HARC Submittal
Final Construction Documents
Bid Period Services
Construction Phase Services

Purpose and Justification

The proposed design of the new interior renovations is consistent with the previous two Task Orders and will facilitate year-round future use(s) of the structure by PAL consistent with Resolution 17-180.

This project supports the Key West Strategic Plan including meeting Infrastructure Goal #4 *Long term sustainability of the City's hard assets*

Financial Impact

This design expenditure is fully funded under budget account 101-1900-519-6300 / Project Number IS19001701. Upon approval, Purchase Order P083816 will be increased by \$65,904.00 for a total lump sum fee of \$115,204.00. Work will be performed in accordance with Horn's General Architectural Services Agreement with the City (Resolution 14-307).

Staff has reviewed Task Order 17-01.2 and determined the fee fair and responsible for the services to be provided.

Recommendation

Staff recommends approving Task Order 17-01.2 to William P. Horn Architect, PA, for *additional interior renovations* in the amount of \$65,904.00 and authorizing the City Manager to execute the Task Order and necessary documents.

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

PROPOSAL FOR PROFESSIONAL SERVICES

**Task Order 17-01.2 (add interior renovations)
Architectural & Engineering Design Services
Gymnasium at Glynn Archer School
United Street
Key West, Florida**

**Prepared for
City of Key West Engineering Services Department**

July 7, 2017

William P Horn Architect, PA

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

BACKGROUND AND OBJECTIVES

The original approved task order 17.01 was for replacing the windows and doors in the old gymnasium building and replacing the roofing on the old gymnasium and the rear old art buildings on the property that is now the Key West City Hall on the corner of White and United Streets.

The original task order included the following components:

- Measure existing buildings and draw existing conditions.
- Develop the design of the new improvements (repairs).
- Submit to and obtain HARC approval.
- Final construction documents and specifications.
- Bid phase services.
- Construction phase services.

The additional task order 17.01.1 adds additional work to the original task order. The new work includes adding a new air conditioning system to the main room of the Gym and upgrades the electrical service for the additional electric load required for the new air conditioning system.

This new task order 17.01.2 adds total interior renovations. Work includes removing the existing wood bleachers and lower level restrooms and showers, infilling the lower level so the main floor is all level, adding new restrooms and showers, restoring and/or adding new wall and floor finishes, exterior painting, concrete spalling repair, new ac and exhaust in restrooms and new lighting and electrical as required for the new uses.

SCOPE OF WORK AND COMPENSATION REVISIONS

The original task order 17.01 total lump sum fee compensation for this scope of work was **\$39,475.00**. The additional task order 17.01.1 work added **\$9,825.00** and the total lump sum was **\$49,300.00**. This new task order 17.01.2 adds **\$65,904.00** and the new total lump sum will be **\$115,204.00**.

Task 1 – Site evaluation and existing conditions:

Original Task 17.01 fee= \$6,720.00
Added Task 17.01.1 fee= \$1,875.00
Added Task 17.01.2 fee= \$13,855.00

Additional scope and compensation: Structural Engineer site visit to review and document existing conditions, obtain concrete samples for analysis, code review for new occupancy use, existing water and sewer service review.

Architect:

Principal Architect:	7 hours x \$225/hr=	\$1,575.00
Intern Architect:	10 hours x \$125/hr =	\$1,250.00

Drafting: 10 hours x \$95/hr- \$950.00

Structural Engineer:

Principal Engineer: 34 hours x \$160/hr= \$5,440.00

Estimated expenses: \$1,650.00

Estimated Testing (Carbonation and Chloride Testing): \$1,000.00

MEP Engineer:

Mechanical/Plumbing Engineer: 4 hours x \$150/hr= \$600.00

Electrical Engineer: 8 hours x \$150/hr= \$1,200.00

Drafting: 2 hours x \$95/hr = \$190.00

Additional amount: **\$13,855.00**

Task 2 – Design Development and HARC Submittal

Original Task 17.01 fee= \$6,965.00

Added Task 17.01.1 fee= \$2,275.00

Added Task 17.01.2 fee= \$10,425.00

Additional scope and compensation: Develop design of new interior layout, preliminary structural and electrical/plumbing design.

Architect:

Principal Architect: 8 hours x \$225/hr= \$1,800.00

Intern Architect: 16 hours x \$125/hr = \$2,000.00

Drafting: 15 hours x \$95/hr= \$1,425.00

Structural Engineer:

Principal Engineer: 16 hours x \$160/hr= \$2,560.00

Drafting: 8 hours x \$95/hr= \$760.00

MEP Engineer:

Mechanical/Plumbing Engineer: 4 hour x \$150/hr= \$600.00

Electrical Engineer: 6 hour x \$150/hr= \$900.00

Drafting: 4 hours x \$95/hr = \$380.00

Additional amount: **\$10,425.00**

Task 3 – Final Construction Documents

Original Task 17.01 fee= \$13,510.00

Added Task 17.01.1 fee= \$3,200.00

Added Task 17.01.2 fee= \$20,962.00

Additional scope and compensation: Construction documents and specifications.

Architect:

Principal Architect: 8 hours x \$225/hr= \$1,800.00
Architect: 15 hours x \$150/hr = \$2,250.00
Intern Architect: 20 hours x \$125/hr = \$2,500.00
Drafting: 20 hours x \$95/hr- \$1,900.00

Structural Engineer:

Principal Engineer: 38 hours x \$160/hr= \$6,080.00
Drafting: 32 hours x \$95/hr= \$3,040.00
Administrative: 4 hours x \$58/hr= \$232.00

MEP Engineer:

Mechanical/Plumbing Engineer: 8 hours x \$150/hr= \$1,200.00
Electrical Engineer: 8 hours x \$150/hr= \$1,200.00
Drafting: 8 hours x \$95/hr = \$760.00

Additional amount: **\$20,962.00**

Task 4 – Bid Phase Services

Original Task 17.01 fee= \$2,025.00
Added Task 17.01.1 fee= \$790.00
Added Task 17.01.2 fee= \$3,461.00

Additional scope and compensation:

Architect:

Principal Architect: 3 hours x \$225/hr= \$675.00
Architect: 4 hours x \$150/hr = \$600.00

Structural Engineer:

Principal Engineer: 8 hours x \$160/hr= \$1,280.00
Administrative: 2 hours x \$58/hr= \$116.00

MEP Engineer:

Mechanical/Plumbing Engineer: 2 hours x \$150/hr= \$300.00
Electrical Engineer: 2 hours x \$150/hr= \$300.00
Drafting: 2 hours x \$95/hr = \$190.00

Additional amount: **\$3,461.00**

Task 5 – Construction Phase Services

Original Task 17.01 fee= \$10,225.00
Added Task 17.01.1 fee= \$1,685.00
Added Task 17.01.2 fee= \$17,201.00

Additional scope and compensation:

Architect:

Principal Architect: 6 hours x \$225/hr= \$1,350.00
Intern Architect: 14 hours x \$125/hr = \$1,750.00
Drafting: 15 hours x \$95/hr- \$1,425.00

Structural Engineer:

Principal Engineer: 16 hours x \$160/hr= \$2,560.00
Drafting: 4 hours x \$95/hr= \$380.00
Administrative: 2 hours x \$58/hr= \$116.00
Construction Site Visits: 2 @ \$3,925.00= \$7,850.00

MEP Engineer:

Mechanical/Plumbing Engineer: 4 hour x \$150/hr= \$600.00
Electrical Engineer: 4 hours x \$150/hr= \$600.00
Drafting: 6 hours x \$95/hr= \$570.00

Additional amount: **\$17,201.00**

ASSUMPTIONS:

1. Third Party Green Certification is not included in the scope of work.

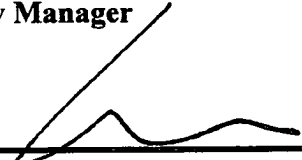
Hourly Rates as per Annual Contract:

Principal Architect: \$225.00/HR
Architect: \$150.00/HR
Intern Architect: \$125.00/HR
Drafting: \$95.00/HR
Structural Engineer: \$160.00/HR
MEP Engineer: \$150.00/HR


_____ 16 AUG 2017

Jim Scholl
City Manager

Date


_____ 7/7/17

William P Horn, RA
Principal

Date

RESOLUTION NO. 14-307

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE STAFF RANKING AND AWARDING CONTRACTS ON A TASK ORDER BASIS FOR GENERAL ARCHITECTURAL SERVICES IN RESPONSE TO RFQ NO. 14-002; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a request for Qualifications for firms capable of providing general architectural services; and

WHEREAS, a ranking committee composed of city staff reviewed the seven (7) responses to the RFQ for a General Architectural Services Consultant, and determined that five (5) firms are particularly qualified, and the City wishes to engage each one on a Task Order basis;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the top five responses in response to RFQ No. 14-002, for general architectural services are hereby ranked by staff, and approved by the City Commission as follows:

- (1) Synalovski Romanik Saye
- (2) Bermello Ajamil and Partners, Inc.
- (3) William P. Horn Architect, P.A.
- (4) Bender and Associates, Architects, P.A.
- (5) AMEC

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts on a task-order basis with each of the five top-ranked companies, upon advice and consent of the City Attorney.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this 21st day of October, 2014.

Authenticated by the Presiding Officer and Clerk of the
Commission on 22nd day of October, 2014.

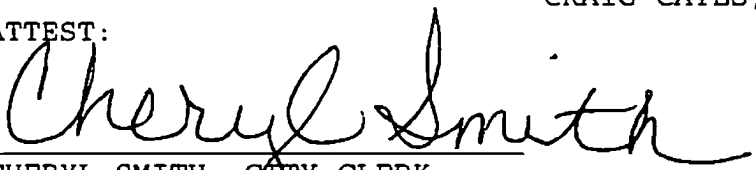
Filed with the Clerk on October 22, 2014.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Yes</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Absent</u>
Commissioner Billy Wardlow	<u>No</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>No</u>



CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST
3140 Flagler Ave Key West, FL 33040 (305) 809-3700

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager

FROM: Devon Steckly, Senior Project Manager
Michael Vieux, Senior Construction Manager
James Bouquet, Engineering Director
Don Craig, Planning Director

DATE: September 12, 2014

RE: Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 14-002 General Architectural Services

ACTION STATEMENT:

Approving staff ranking of firms submitting responses to RFQ 14-002: General Architectural Services and authorizing City Manager to negotiate and pursuant to legal review enter into contracts with the five (5) architectural firms.

BACKGROUND:

To increase the service specialty diversification and quantity of architectural firms currently under General Architectural Services agreements (Resolution 12-220), the City issued RFQ No. 14-002: General Architectural Services on March 22, 2014. Qualification packages were received on April 23, 2014. The City received seven (7) responses to the RFQ from the following firms:

- Bender and Associates, Architects, P.A.
- AMEC
- Bermillo Ajamil and Partners, Inc.
- William P. Horn Architect P.A.
- Synalovski Romanik Saye
- Jorge L. Hernandez Architect
- K2M Design

Responsive firms' proposals are attached.

June 20, 2014, a selection committee of City Staff met at a publicly advertised meeting to present qualification rankings of the seven firms submitting qualifications in response to the RFQ. Selection committee qualification rankings are attached for review.

Key to the Caribbean - Average yearly temperature 77 F.

EXECUTIVE SUMMARY

Using the Selection Criteria Matrix in the RFQ, the selection committee consisting of Engineering and Planning Department staff developed a short list of the following firms in highest to lowest ranking order:

- (1) Synalovski Romanik Saye
- (2) Bermillo Ajamil and Partners, Inc.
- (3) William P. Horn Architect, P.A.
- (4) Bender and Associates, Architects, P.A.
- (5) AMEC

Of the five firms, only William P. Horn Architect, P.A. (WPH) currently has a General Architectural Services agreement under Resolution 12-220. Resolution 12-220 is attached. Agreements associated with this Resolution expire in August 2015.

As multiple City departments simultaneously manage projects of all sizes and service specialty diversifications, the City typically prefers to contract with multiple firms to address the workload. These five recommended firms will provide the City with the necessary diversity in areas such as service area specialty, size/capacity, and local presence to address anticipated needs with future projects.

The term of contracts shall be for a period of three (3) years with the option of one (1) two (2) year renewal.

OPTIONS:

There are three (3) options:

1. Accept the rankings of Staff and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with one or all of the five short-listed firms;
2. Modify Staff ranking and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with one or all of the firms of the modified ranking;
3. Do not expand the current pool of architectural firms under a General Services Agreement with the City.

FINANCIAL IMPACT

There are no financial obligations with ranking and entering into contracts with each of the short-listed firms. These will be task order based contracts with which a dollar amount will have to be approved along with the task order per City Ordinance.

RECOMMENDATION

The Engineering and Planning Departments recommends the City Commission to accept Staff rankings and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with the five short-listed firms.