

RESOLUTION NO. 20-219

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA APPROVING THE ATTACHED TASK ORDER TO WILLIAM P. HORN, ARCHITECT, PA UNDER THE GENERAL ARCHITECTURAL SERVICES CONTRACT, FOR ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR THE NEW KEYS OVERNIGHT TEMPORARY SHELTER (KOTS) PROJECT IN AN AMOUNT NOT TO EXCEED \$298,900.00; AUTHORIZING ANY NECESSARY BUDGET TRANSFERS OR ADJUSTMENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE NECESSARY DOCUMENTS UPON CONSENT OF THE CITY ATTORNEY; PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, in Resolution No. 17-190, the City Commission approved a contract with William P. Horn Architect, PA for General Architectural Services, and the contract was renewed in Resolution 20-141; and

WHEREAS, in Resolution No. 19-295, the City Commission and Monroe County agreed on a permanent site to construct a new code-compliant permanent building for KOTS; and

WHEREAS, City staff recommends approval of the attached 'Fee Proposal' Task Order proposed by William P. Horn, including fees and rates consistent with Horn's General Architectural Services fee schedules, and aligned with the State of Florida Fee Guide Calculator for Architectural and Engineering Services; and

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

Section 1: That the attached Task Order for Architectural and Engineering Design Services for the new KOTS by William P. Horn, Architect, PA is hereby approved in an amount not to exceed \$298,900.00.

Section 2: That this task order is funded in FY 20/21 budget account 101-1900-519-6200 (Project Number IS19002101 - KOTS), any necessary budget adjustments or transfers are hereby authorized.

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

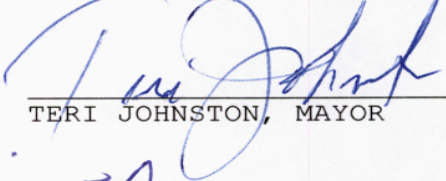
Section 4: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held  
this 4th day of November, 2020.


Authenticated by the Presiding Officer and Clerk of the  
Commission on 5th day of November, 2020.

Filed with the Clerk on November 5, 2020.

Mayor Teri Johnston	<u>Yes</u>
Vice Mayor Sam Kaufman	<u>Yes</u>
Commissioner Gregory Davila	<u>Yes</u>
Commissioner Mary Lou Hoover	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>

  
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TERI JOHNSTON, MAYOR

ATTEST:

  
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CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST  
1300 White Street, Key West, FL 33040 (305) 809-3792

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**EXECUTIVE SUMMARY**

**TO:** Gregory Veliz, City Manager  
**FROM:** Albiona Balliu, Sr. Project Manager  
**DATE:** November 4, 2020  
**SUBJECT:** Keys Overnight Temporary Shelter Design

**ACTION STATEMENT:**

Authorize a Task Order in a total amount of \$298,900.00 for professional design services for a new Keys Overnight Temporary Shelter (KOTS) to William P. Horn Architect, PA (Horn). Authorize City Manager to approve Task Order and any necessary budget transfers/amendments.

**BACKGROUND**

Via Resolution 19-295, the City and Monroe County agreed on a permanent site for construction of a new KOTS at essentially its current location. The City plans to construct a code complaint permanent building. The first phase of the project is to finalize schematic design and attain approval for the major development application.

To support KOTS design, staff requested Task Order proposals from Horn under his General Services agreement with the City (Resolution 17-190, extended Resolution 20-141).

Bill Horn subsequently provided a proposal for \$289,900.00 as presented in the attached proposal dated October 23, 2020, for the following subtasks:

- Concept Plan Development
- Major Development Plan Application
- Construction Documents and Specifications
- Bid Phase Services
- Construction Administration

**PURPOSE & JUSTIFICATION**

Staff compliance with Resolution 19-295 requires architectural, engineering and landscape support to design the new KOTS building and site work.

This resolution supports Key West Strategic Plan Infrastructure Goal #4, *Long term sustainability of the City's hard assets* and Quality of Life Goal #2 *Options for housing are available to meet the needs of our population demographic.*

**FINANCIAL IMPACT:**

The cost to complete the Task Order will not exceed \$298,900.00 and is funded for FY20-21 in budget account 101-1900-519-6200 (Project Number IS19002101 - KOTS).

Staff has reviewed the proposed fee and found the labor hours reasonable for the required work and hourly rates consistent with Horn's General Services fee schedules. The building component of the fees align with the State of Florida Fee Guide Calculator for Architectural and Engineering Services.

**Fee Proposal Breakdown:**

Concept Plan Development	\$ 52,900.00
Major Development:	\$ 43,800.00
Construction Documents and Specifications:	\$ 143,250.00
Bid Phase:	\$ 9,050.00
Construction Administration	\$ 29,900.00
FGBC Certification	<u>\$ 20,000.00</u>
<b>Total Not-to-Exceed Fee:</b>	<b>\$ 298,900.00</b>

**RECOMMENDATION:**

Staff recommends authorizing a Task Order to William P Horn Architect for professional design services for KOTS design in the amount of \$298,900.00, and authorizing City Manager to approve Task Order and any necessary budget transfers/amendments.

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**PROPOSAL FOR PROFESSIONAL SERVICES**

**FEE PROPOSAL**

**Architectural & Engineering Design Services  
Keys Overnight Temporary Shelter (KOTS)  
5537 College Road  
Stock Island, Florida**

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

**October 23, 2020**

**William P Horn Architect, PA**

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

## **BACKGROUND AND OBJECTIVES**

This task order is for developing the design of the new 9,600 sf KOTS building and site, obtaining major development approvals, preparing construction documents and specifications, bidding and construction administration.

This task order includes the following components:

- Finalize concept plan and overall project that was provided to us from the City (subject to review/approval by city).
- Prepare a Major Development Plan package and submit to the City for approval, including DRC, Planning Board, Tree Commission and City Commission (subject to review by State Department of Economic Opportunity (DEO)).
- Complete design development and prepare construction documents and specifications.
- Bid phase services.
- Construction Administration phase services.

## **SCOPE OF WORK**

### **TASK 1 –CONCEPT PLAN DEVELOPMENT/ MAJOR DEVELOPMENT APPROVAL.**

- 1.1 Finalize Concept Plan.
  - A. Obtain input from all sub- consultants, building official, fire department, FEMA coordinator, City Planner, City Engineer and Utility Companies.
  - B. Conduct FGBC meeting to finalize the checklist and final certification point amounts desired and or required.
  - C. Finalize Concept Plan, including Site Plan, Floor Plans, Elevations and Conceptual Sections.
  - D. Construction cost estimates.
  - E. Review with City Staff for approval.
- 1.2 Prepare Major Development Plan Application and obtain approvals.
  - A. Prepare application submittal package, including applications, required design drawings, agency coordination letters and any other requirements necessary to submit the package for review.
  - B. Review submission package with the City Staff for approval.
  - C. Attend DRC, Tree Commission, Planning Board and City Commission meetings as required.
  - D. Revise and or add any additional information or requirements required in order to obtain all approvals.

### **TASK 2 – DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS AND SPECIFICATIONS.**

- 2.1 Design Development
- A. Develop the design in order to finalize selection of all architectural, structural, electrical, mechanical, plumbing, civil and landscape systems.
  - B. Update the FGBC checklist.
  - C. Update the construction cost estimate.
  - D. Review with the City Staff for approval.
- 2.2 Construction Documents and Specifications.
- A. Develop and finalize the construction documents and specifications as required to be able to bid to contractors and submit to the building department and any other agencies and utility companies for approval and permits.
  - B. Update the FGBC checklist if required.
  - C. Update the construction cost estimate if required.
  - D. Review with the City Staff for approval.
  - E. Assist City in the building permitting of the project.

**TASK 3 – BID PHASE SERVICES.**

- 3.1 We shall assist the City Staff during the Bidding Phase, attend pre-bid meeting and answer questions from bidders.
- 3.2 We shall prepare and issue addendums as required to interpret, clarify or expand the bidding documents.
- 3.3 We shall review the bids and coordinate with the City Staff.

**TASK 4 – CONSTRUCTION ADMINISTRATION PHASE SERVICES.**

- 4.1 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.
- 4.2 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 attend the pre-construction meeting, review shop drawings, review draw requests, answer questions through the construction period and provide clarification drawings if needed, go to onsite construction meetings every other week (on average) and go to any other special or additional meetings as required (it is assumed that the City will have someone going to the site on a more regular basis than the architect to inspect the project) and help create the final punch list.



## **ASSUMPTIONS**

1. The City will provide the architect all existing conditions documents and new survey of the property. The survey will show as a minimum all property lines, mean high water lines, existing structures, existing trees with species/caliper size, adjacent landscaping/trees within 25 feet of property lines, utilities and site elevations.
2. Measuring and documenting the existing KOTS building layout is not in the scope of our work. If the City needs floor plans of the existing structures this work can be completed as additional services.
3. The City will pay for all application, impact and permit fees.
4. The City will provide their standard front end of the Project Manual and we will provide the technical specifications as required for the project on our drawings (not in book format).
5. If the FEMA flood maps change prior to us finalizing the project documents any revisions necessary because of the changes to the maps will be additional services. Note: There is going to be changes to the FEMA flood maps but it is unknown at this point when they will change or what the changes will be.
6. Soil boring analysis report for the building foundation design is not in the scope of work but can be completed as an additional service. The City will also provide any other existing site testing as may be required. The City will provide existing building asbestos and lead survey and reports if required.
7. It is assumed that sewer, water and electric utilities are available at the site. Our scope of work does not include any type of offsite utility design. This work can be completed as additional services if required.
8. It is assumed that a traffic study will not be required because it is an existing use so it is not in the scope of work. If required it will be an additional expense.
9. The fire sprinkler and fire alarm system design will be in the form of a signed and sealed shop drawing provided by the contractors Florida registered engineer and will be reviewed by our MEP engineer and approved by the Fire Department.
10. The scope of work does not include the project having a full commercial kitchen at this time so a kitchen consultant (who would select all the kitchen equipment) is not in our fee proposal. It is also assumed that there will not be a commercial kitchen exhaust hood system at this time so this work is not included in our scope of work. Adding a kitchen

consultant and designing the hood system can be completed as additional services if needed.

11. It is assumed that this building will be a pre-fabricated metal building on a raised concrete floor and not be a "Hurricane Shelter" and/or an "Essential Facility" requiring extra protection. A generator for emergency power is not in the scope of our work.

## **COMPENSATION**

The fees per discipline are as follows:

Architectural= \$114,500.00  
Structural Engineering= \$44,650.00  
MEP Engineering= \$50,000.00  
Civil Engineering= \$32,500.00  
Landscape Architectural & Irrigation Design= \$21,250.00  
Planning= \$16,000.00  
FGBC Certification= \$20,000.00  
Total= \$298,900.00

### **COMPENSATION (FEE) PER TASK:**

Task 1 – Concept Plan Design/ Major Development Approval (lump sum compensation)

#### **1.1 Finalize Concept Design/ Code Review**

Architectural: \$19,500.00  
Structural Engineering: \$3,600.00  
MEP Engineering: \$7,800.00  
Civil Engineering= \$5,000.00  
Landscape Architectural & Irrigation Design= \$9,000.00  
Planner: \$8,000.00  
Sub-total: \$52,900.00

#### **1.2 Prepare Conditional Use and Major Development Plan Application**

Architectural: \$16,500.00  
Structural Engineering: \$0.00  
MEP Engineering: \$5,200.00  
Civil Engineering= \$5,100.00  
Landscape Architectural & Irrigation Design= \$9,000.00  
Planner: \$8,000.00  
Sub-total: \$43,800.00

Task 2 – Design Development & Construction Documents and Specifications (lump sum compensation)

#### **2.1 Design Development**

Architectural: \$25,500.00

Structural Engineering: \$9,350.00  
MEP Engineering: \$8,400.00  
Civil Engineering= \$7,700.00  
Landscape Architectural & Irrigation Design= \$1,750.00  
Sub-total: \$52,700.00

2.2 Construction Documents and Specifications

Architectural: \$37,500.00  
Structural Engineering: \$22,350.00  
MEP Engineering: \$20,700.00  
Civil Engineering= \$10,000.00  
Landscape Architectural & Irrigation Design= \$0.00  
Sub-total: \$90,550.00

Task 3 – Bid Phase Service (time and expense compensation billed at our standard hourly rates listed in the Annual Contract). The fees shown are not to exceed amounts.

Architectural: \$3,000.00  
Structural Engineering: \$2,750.00  
MEP Engineering: \$1,600.00  
Civil Engineering= \$1,200.00  
Landscape Architectural & Irrigation Design= \$500.00  
Sub-total: \$9,050.00

Task 4 – Construction Administration Phase Services (time and expense compensation billed at our standard hourly rates listed in the Annual Contract). The fees shown are not to exceed amounts.

Architectural: \$12,500.00  
Structural Engineering: \$6,600.00  
MEP Engineering: \$6,300.00  
Civil Engineering= \$3,500.00  
Landscape Architectural & Irrigation Design= \$1,000.00  
Sub-total: \$29,900.00

Additional Expenses:

1. FGBC Certification: \$20,000.00

Reimbursable expense:

Reimbursable expenses as noted in the annual contract.