
PROPOSAL FOR PROFESSIONAL SERVICES

Task Order 16-02
Architectural & Engineering Design Services
ICE HOUSE BUILDING RENOVATIONS
631 Greene Street
Key West, Florida

Prepared for
City of Key West Engineering Services Department

May 27, 2016

William P Horn Architect, PA

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

BACKGROUND AND OBJECTIVES

This task order is the second part of the work for the Ice House Building. The first task order 15-02, dated March 11, 2015 was to draw existing floor plans and elevations and structurally analyze the building for structural integrity (mainly of the concrete) and make recommendations for repair with cost estimates. The resultant work from the first task order gave direction on the structural concrete and roof repairs. This task order follows up with the development of the repairs and the production of the construction documents and specifications for bidding and for building permits.

This task order includes the following components:

- 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.

SCOPE OF WORK

TASK 1 –DESIGN NEW IMPROVEMENTS, HARC APPROVAL.

SCEDULE: 6 WEEKS TO PREPARE HARC DESIGN PACKAGE

8 WEEKS FOR HARC APPROVAL PROCESS

(DEMOLITION REQUIRES 2 MEETINGS)

- 1.1 Design new improvements; prepare proposed site plan, floor plan, roof plan and elevations for the HARC submittal.
- 1.2 Prepare preliminary cost estimates, review with staff.
- 1.3 Submit HARC application, photos and drawings to HARC.
- 1.4 HARC meeting and approval.

TASK 2 – CONSTRUCTION DOCUMENTS AND SPECIFICATIONS.

Schedule: 10-12 weeks to prepare drawings and specifications

- 2.1 Produce construction documents and specifications.
- 2.2 City will provide front end documents, including bidding forms, conditions of the contract, insurance requirements and form of agreement between the City and the Contractor.
- 2.3 Prepare updated cost estimates.

2.4 Provide City with 95% documents for review by staff.

2.5 Provide 100% complete construction documents and specifications for bidding purposes (hard copies and electronic format).

TASK 3 – BIDDING PHASE SERVICES.

3.1 We shall assist the CLIENT during the bidding phase, attend pre-bid conference, answer questions from contractors and prepare addenda if needed.

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

3.3 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 4 – CONSTRUCTION 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.

DELIVERABLES

1. Construction documents and specifications.
2. Revised cost estimates.

ASSUMPTIONS

1. Work will include items listed in the Structural Condition Assessment of the Ice House dated February 13, 2016 by Atlantic Engineering Services.
2. The option of replacing the concrete roof structure with a new steel framed roof has been chosen by the city.

COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$41,391.00**

Basic Services

Task 1 – Design development and HARC Submittal \$6,394.00

Architect:

Principal Architect:	9 hours x \$225/ hr =	\$2,025.00
Architect:	8 hours x \$150/hr =	\$1,200.00
Drafting:	15 hours x \$95/hr =	\$1,425.00

Structural Engineer:

Principal Engineer:	1 hour x \$160/hr=	\$160.00
Senior Project Engineer:	9 hour x \$136/hr=	\$1,244.00
CADD/Bim Technician:	4 hour x \$85/hr=	\$340.00

Task 2 – Final Construction Documents \$14,996.00

Architect:

Principal Architect:	8 hours x \$225/ hr =	\$1,800.00
Architect:	18 hours x \$150/hr =	\$2,700.00
Drafting:	20 hours x \$95/hr =	\$1,900.00

Structural Engineer:

Principal Engineer:	2 hour x \$160/hr=	\$320.00
Senior Project Engineer:	40 hour x \$136/hr=	\$5,440.00
CADD/Bim Technician:	32 hour x \$85/hr=	\$2,720.00
Administrative:	2 hours x \$58/hr=	\$116.00

Task 3 – Bid Phase Services \$2,267.00

Architect:

Principal Architect:	4 hours x \$225/ hr =	\$900.00
Architect:	4 hours x \$150/hr =	\$600.00

Structural Engineer:

Senior Project Engineer: 5 hour x \$136/hr= \$680.00

Administrative: 1.5 hours x \$58/hr= \$87.00

Task 4 – Construction Phase Services

\$17,734.00

Architect:

Principal Architect: 15 hours x \$225/ hr = \$3,375.00

Architect: 20 hours x \$150/hr = \$3,000.00

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

Structural Engineer:

Senior Project Engineer: 44 hour x \$136/hr= \$5,984.00

CADD/Bim Technician: 2 hour x \$85/hr= \$170.00

Administrative: 2 hours x \$58/hr= \$116.00

Construction Site Visits: 2@ \$1,832= \$3,664.00

Total

\$41,391 .00

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

Jim Scholl
City Manager

Date



William P Horn, RA
Principal

5/27/16
Date



**ATLANTIC
ENGINEERING
SERVICES**

6501 Arlington Expy.
Building B, Suite 201
Jacksonville, FL 32211
PH: 904.743.4633
FX: 904.725.9295
jax@aesj.com
www.aesj.com

May 26, 2016

Mr. William P. Horn, RA, LEED AP, BD + C
William P. Horn Architect, PA
915 Eaton Street
Key West, Florida 33040-6922

Re: Ice House - High Roof and Concrete Repair
Key West, Florida

AES Project: #315-006.01

Dear Bill:

I am writing, at your request, to submit this proposal for consulting structural engineering services on the above referenced project. This proposal is based upon our report, Structural Condition Assessment, Ice House, 631 Greene Street; Key West, Florida dated February 13, 2016; telephone conversations with you on March 23, 2016 and March 28, 2016, and an edited Task Order 16-02.

The Ice House located at 631 Greene Street in Key West, Florida is behind the Conch Republic Seafood Restaurant, and is a former ice plant of approximately 2,400 square feet, which consists of a main, high roof portion and lower roof additions on either side. The main, high roof portion previously had an elevated structure above the roof, which has since been removed. Construction of the main, high roof portion and the western addition consists of a concrete framed roof supported by perimeter concrete columns and beams infilled with stucco clad CMU. The eastern addition consists of a wood frame building with metal panel clad walls. To the south of the main building is a concrete platform with badly deteriorated concrete stairs. The stairs will be removed by the City of Key West. The ground floor of the structure is a concrete slab on grade.

As I understand it, the project will consist of the replacement of the main, high roof with a new steel framed roof; replacement of the storage roof slab, and exterior concrete and wood repair noted in our February 13, 2016 report.

The services to be provided by Atlantic Engineering Services of Jacksonville (AES) shall be:

- 1) Review existing documents that may be available including, but not limited to, construction drawings, specifications, agreements and change orders.
- 2) In the Design Development Phase (DD Phase), based on the SD Phase studies approved by the Architect, perform structural analysis and design and prepare DD Phase documents that will fix and describe the structural dimensions, materials, and types of construction.
- 3) In the Construction Documents Phase (CD Phase), based on the DD Phase documents approved by the Architect, perform structural analysis and design and prepare drawings setting forth in detail the structural requirements of the project.
- 4) In the CD Phase, prepare the structural sections of the contract specifications. You will provide the preferred format for inclusion by AES. You will prepare the final printing of the contract specifications.
- 5) In the Bidding Phase, to answer questions from potential bidders.
- 6) In the Construction Phase, review and take other appropriate action on the structural shop drawings only for conformance with the design concept of the project and compliance with the information given in the contract documents.



- 7) Perform a maximum of two (2) site visits at intervals appropriate to the various stages of the construction to observe the progress and the quality of the work of the contractor(s) and prepare a written report of each site visit.

The total fee for the above services 1) through 7) shall be Twenty One Thousand Forty One Dollars (\$21,041.00) plus expenses, broken down as follows:

Design Development Documents

Principal Engineer	1 @ \$ 160.00	\$ 160.00
Senior Project Engineer	9 @ \$ 136.00	\$ 1,244.00
CADD/Bim Technician	4 @ \$ 85.00	\$ 340.00
Subtotal		\$ 1,744.00

Construction Documents

Principal Engineer	2 @ \$ 160.00	\$ 320.00
Senior Project Engineer	40 @ \$ 136.00	\$ 5,440.00
CADD/ BIM Technician	32 @ \$ 85.00	\$ 2,720.00
Administrative	2 @ \$ 58.00	\$ 116.00
Subtotal		\$ 8,596.00

Bidding

Senior Project Engineer	5 @ \$ 136.00	\$ 680.00
Administrative	1.5 @ \$ 58.00	\$ 87.00
Subtotal		\$ 767.00

Shop Drawing Review and Construction Site Visits

Senior Project Engineer	44 @ \$ 136.00	\$ 5,984.00
CADD/ BIM	2 @ \$ 85.00	\$ 170.00
Administrative	2 @ \$ 58.00	\$ 116.00
Construction Site Visits	2 @ \$1,832.00	\$ 3,664.00
Subtotal		\$ 9,934.00

TOTAL

\$21,041.00

Any services authorized by you, in addition to those set forth above, shall be billed in addition to the above total fee at the following rates:

Principal		\$160.00/hour
Senior Project Engineer/Senior Project Manager		\$136.00/hour
Project Engineer/Project Manager		\$120.00/hour
Engineer/Structural Designer		\$109.00/hour
CADD/BIM Technician		\$ 85.00/hour
Administrative		\$ 58.00/hour
Expenses		1.00 times cost
Construction Site Visits:		\$1,832.00/ per visit – with expenses (One Day & Night)
Senior Project Engineer	5 @ \$ 136.00	\$ 680.00
Administrative	1 @ \$ 58.00	\$ 58.00
Estimated Expenses (Not to Exceed):		
Airfare		\$ 700.00
Hotel		\$ 200.00
Food	2 @ \$ 50.00	\$ 100.00
Auto	1 @ \$ 94.00	\$ 94.00
Subtotal		\$1,832.00/ per visit



Additional services include, but are not limited to, the following:

- Attending a pre-bid meeting with potential contractors.
- Making more than the above number of site visits.
- Providing for the design of reinforcement or repairs to existing structures because of discovered conditions where existing structure to remain is found to be non-compliant with applicable building codes.
- Providing redesign services for Contractor's proposed design modifications or for Contractor's proposed substitutions for materials or structural systems.
- Preparation of component and/or cladding design which is normally provided by the manufacturer such as cold-formed framing or curtainwall framing.
- Preparation of component and/or cladding loading drawings.
- Preparation of component and/or cladding design.
- "Fast-tracking" of structural design documents which requires the issuance of structural construction documents prior to the issuance of architectural construction documents.
- Design of deep foundations.
- Making value engineering revisions at the request of the contractor after the issue of CD Phase documents.

Expenses include travel, parking, photographic processing, copying and printing costs, postage and special shipping costs, costs of tools or special equipment. Rental or leasing of scaffolding equipment, and/or an aerial lift truck, along with the costs of an operator or other construction personnel to install, erect or operate this equipment shall be billed as project expenses and are not included in the fees indicated above. Printing costs for incidental printing for in-house use shall be borne by AES. Printing of full sets of contract documents at milestones of the project such as Schematic Design, Design Development, Contract Documents, Bid Sets, and Permit Sets shall be either provided by you or the costs of those printings shall be reimbursable to AES.

During the course of the investigative work, we will require access to the building. We may also require that minor demolition of finish materials be accomplished so that we can observe concealed conditions. We will coordinate these with you and the owner to minimize disruption to the facility.

As part of our work we may use one or more of the following: cameras with telescopic lenses; a telescope with 35 mm camera mounting; stationary access scaffolding, or an aerial lift truck. In the event that we decide to use a lift truck to facilitate the observation of portions of the building facade, we will acquire the necessary permits, coordinate the truck's use with local authorities, and review the schedule for its use with you.

AES shall submit monthly statements for services rendered. Payment is due within 30 days of the date of the invoice. A service charge of 1 1/2 percent per month of the outstanding balance may be charged on all balances outstanding more than 60 days. AES reserves the right to stop work on its work when the balance for invoiced services is outstanding more than 60 days.

In providing services under this Agreement, AES shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality.

To the fullest extent permitted by law, and notwithstanding any other provision of this agreement, the total liability, in the aggregate, of AES and AES's officers, directors, partners, employees, and sub-consultants, and any of them, to you and anyone claiming by or through you, for any and all claims, losses, costs, or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the project or the agreement from any cause or causes shall not exceed One Million Dollars (\$1,000,000.00). It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.



Mr. William P. Horn, RA, LEED AP, BD + C
May 26, 2016
Page 4 of 4

AES Project: #315-006.01

AES has the ability, through our sister company, Atlantic Integrated Detailing, to provide expedited fabrication documents (structural shop drawings) for steel-framed portions of the structure. These expedited fabrication documents could be made available to steel fabricators selected by the Owner or Developer at an early phase of the project, enabling the lead time for steel delivery to be collapsed into a shorter time frame. Fees for services for the development of these fabrication drawings can be provided after the project has developed through the Design Development phase.

AES shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by contractor(s) or the safety precautions and programs incident to the work of contractor(s). AES's efforts in the Construction Phase will be directed toward providing a greater degree of confidence for you that the completed work of contractor(s) will conform to the contract documents, but AES shall not be responsible for the failure of contractor(s) to perform work in accordance with the contract documents.

In the event that you make a claim or bring an action against AES, its officers and/or its employees arising from the performance of our professional services and such action is dismissed or you fail to prove such a claim, then you agree to pay all legal and other costs (including attorneys' fees) incurred by AES in its defense of such claim.

The contract drawings and reports are instruments of service in respect of the project and AES shall retain ownership and property interest therein whether or not the project is completed. Any reuse without written verification from AES shall be at your own risk and you hereby indemnify and hold harmless AES, its officers and employees from all claims, damages, losses, and expenses arising out of or resulting therefrom. Any such reuse or adaptation will entitle AES to further compensation to be agreed upon by you and AES.

Please indicate your acceptance of this proposal by signing and returning one copy.

Very truly yours,
ATLANTIC ENGINEERING SERVICES OF JACKSONVILLE
FLORIDA CERTIFICATE OF AUTHORIZATION #791



Mark J. Keister, P.E.
Principal

MJK/drg

ACCEPTED BY



Client Signature

William P. Horn
Printed Name and Title

5/27/16
Date