

Alison Higgins
City of Key West
1300 White Street
Key West, FL 33040
October 13, 2025



RE: Sustainability Assessment of Key West Historic Structures

Ms. Higgins:

Thank you for asking us to work with you to complete a Resiliency Sustainability Assessment Report on the following City-owned historic buildings:

1. Hospitality House, Mallory Square, Wall Street
2. Historic Key West Aquarium, 1 Whitehead St.

The physical property addresses listed are per the Monroe County Property Appraiser website.

As I understand the project scope, Bender & Associates Architects will produce a Condition Assessment Reports for City-owned Historic Structures listed in this Scope of Work. These assessments will establish a baseline of existing conditions for the listed structures as related to climatological resiliency and their ability to withstand other-than-normal wind, water, flood and compromised utility conditions. These Assessments will allow the City to prioritize future funding for rehabilitation and upgrade of at-risk structures. The Work of this task order shall conform to the requirements of the Florida Department of State's Division of Historical Resources Small Matching Grant 2026 (FDHR 26.h.sm.100.063), as awarded to the City of Key West.

The Assessment will cover architectural as well as structural issues. The following deliverables will be issued:

1. Codes, Guidelines and Standards Verification Electronic files for all documents
2. Draft Report Submission Report including existing conditions measured drawings (plans and exterior elevations) and written condition assessment with photos. The report will analyze each building's climatological resiliency and the ability to withstand other- than-normal wind, water, flood and compromised utility conditions.
3. Cost Estimate, to be provided in PDF format.

410 Angela Street
Key West, Florida 33040
Telephone (305) 296-1347
info@benderarchitects.com
Florida License AAC002022
www.BenderArchitects.com

4. Final Assessment Report for each building incorporating all review comments with Executive Summary, Findings of Existing Conditions, Recommended Treatment Options with summary Cost Estimates.

A condition assessment is a first step in any significant rehabilitation effort. The condition assessment will include the following elements, although these elements are subject to change during the course of the project.

1. Introductory information, including a table of contents, property identification information, including address, ownership, historic names, etc., and an executive summary, including acknowledgements, why the study is being done and for whom, current use of the property, a summary of the methods used to create the study, etc.
2. Conditions Assessment Report including:
 - Summary description of the structure's existing condition.
 - Detailed existing condition description of the individual exterior material components including foundation, siding, brick, windows, doors, porches, trim, cornice, roof, etc.
 - Evaluation of the physical condition of the structure's materials including: masonry, mortar, roofing, trim, exterior finish materials, plaster (flat and decorative), wood floors, other wood features, structural elements, etc.
 - Summary basic description and evaluation of the structure's building systems: electrical, plumbing, HVAC, fire protection, etc.
3. Recommendations – for repair/replacement/restoration/maintenance treatments for the structure's materials, finishes, features; with an emphasis on climatological resiliency and their ability to withstand other- than-normal wind, water, flood and compromised utility conditions. Recommendations must be consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, consider the potential impact of recommended treatments, and avoid significantly altering the property's historic character and context.
4. Cost estimates will be provided for the recommended option. Cost estimates will be provided for renovation and/or demolition and replacement as appropriate.
5. Existing conditions record information including: Floor plans and exterior elevations, general and detail photographs with descriptions.

We will also measure the buildings and provide measured drawings of the buildings consisting of floor plans and exterior elevations.

Our structural engineer will also complete and provide a structural analysis on the buildings. The structural analysis will take approximately 2 days on site per structure.

Each of the consultants has submitted detailed proposals for this work. The consultant team will include the following:

PRIME & HISTORIC PRESERVATION SPECIALTY ARCHITECT/PROJECT MANAGER

Bender & Associates, Architects, P.A., David Salay, Architect, Partner

410 Angela Street, Key West, Florida 33040, 305-296-1347 phone

www.benderarchitects.com e-mail: dsalay@benderarchitects.com

STRUCTURAL ENGINEERS

Keister Webb Structural Engineers LLC, Mark J Keister, PE

6501 Arlington Expressway, B156, Jacksonville, Florida 32211

O: 904.619.2333 | M: 904.704.8282

Email: Mark@KWengineers.com

www.kwengineers.com

As requested, we are providing separate fee estimates for each building, so that the budget can be met. Per your request, we are tailoring our fee to match your available budget. All reimbursable expenses are included in the below fees.

The buildings are numbered based on work priority as follows:

1. Hospitality House
2. Key West Aquarium

ESTIMATE OF FEES – CONDITION ASSESSMENT AND MEASURED DRAWINGS

1. HOSPITALITY HOUSE

Task Description	Senior Principal	Project Architect	Admin. Support
Measure building on location and draw existing conditions drawings (Alvarez)		8	
Assessment work on location of building. (Salay)	8		
Write assessment reports (Salay)	8		
Compile final report and findings (Salay)	5	1	2.5
Coordination with Structural Engineer		2	
Cost Estimate for renovations	2		
Total Hours	23	11	2.5
\$/hour	\$240	\$200	\$90
Labor cost	\$5,520	\$2,200	\$225
Total Architectural Labor Cost	\$7,945		
Structural Analysis	\$5,905		
Structural Engineer Expenses	\$1,000		
TOTAL ARCHITECTURAL FEE for Hospitality House Assessment Report	\$14,850		

2. KEY WEST AQUARIUM

Task Description	Senior Principal	Project Architect	Admin. Support
Measure building on location and draw existing conditions drawings (Alvarez)		20	
Assessment work on location of building. (Salay)	16		
Write assessment reports (Salay)	6		
Compile final report and findings (Salay)	4	14	1
Coordination with Structural Engineer		1	
Cost Estimate for renovations	2		
Total Hours	28	35	1
\$/hour	\$240	\$200	\$90
Labor cost	\$6,720	\$7,000	\$90
Total B&A Labor Cost	\$13,810		
Structural Analysis	\$17,715		
Structural Engineer Expenses	\$3,600		
TOTAL FEE for KW Aquarium Assessment Report	\$35,125		

TOTAL HOSPITALITY HOUSE PROJECT FEE	\$ 14,850
TOTAL KEY WEST AQUARIUM PROJECT FEE	\$ 35,125
TOTAL FEE:	\$ 49,975

We propose to distribute the fee as follows:

Field work: Analyze buildings. Measure and draw buildings.	40%	\$ 19,990
Complete drawings of all buildings and draft assessment.	25%	\$ 12,493
Complete assessment report.	35%	\$ 17,492
TOTAL PROJECT FEE		\$ 49,975

PROJECT TIMELINE:

The project timeline is as follows. Please note that the estimates are cumulative, meaning if two projects are authorized, the time estimates should be added together.

Hospitality House: 5 weeks from Notice to Proceed

Key West Aquarium: 6 weeks

It is an honor to work on these two incredibly important historic buildings, and we thank the City for their continuing stewardship of these important structures. Please call if you have any questions, and we look forward to working with you.



Sincerely,
David J Salay, Architect