



MEMORANDUM

Date: November 5, 2025

To: Brian L. Barroso, City Manager

From: Alison Higgins, Resiliency Manager

Via Patrick Wright, Director of Growth Management

Subject: 25-4639 – Approving under the General Architectural Services Contract with Bender & Associates, P.A., a Task Order for Condition Assessments of two Key West historic structures provided through RFQ #22-010; Authorizing any necessary budget transfers and adjustments; Authorizing The City Manager to execute any necessary documents upon consent of the City Attorney.

Introduction

Approve Task Order for Bender & Associates, P.A. for Conditions Assessments for Key West Aquarium and the Hospitality House in the amount of \$49,975.00.

Background

The City was awarded a \$50,000.00 grant from the Florida Division of Historical Resources for a “Sustainability Assessment of City of Key West Historic Structures”, of which the deliverables are conditions assessments from a historic preservation architect. The grant covers two buildings (Key West Aquarium and the Hospitality House) which were identified by HARC as priorities.

The conditions assessment will provide the City with a detailed summary of the preservation needs of the building, as well as an estimated budget to complete the work recommended.

Bender & Associates were the highest ranked qualified firm selected through RFQ 22-010 to provide Generic Architectural Services, which includes Historic Preservation (Resolution 22-2569).

Procurement

The Total Cost for the condition assessments is \$49,975 (\$35,125 for the Key West Aquarium and \$14,850 for Hospitality House). The funds for this Task Order are budgeted in Adaptation and Sustainability (108 3806-538 3100).

Recommendation

The City Manager’s Office recommends the approval of a Task Order to Bender & Associates Architects, P.A. for Condition Assessment Reports for Key West Aquarium and the Hospitality House for \$49,975.00.