



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041 (305) 809-3883

MEMORANDUM

**TO:** Jim Scholl, City Manager

**FROM:** Jim Bouquet, P.E., Director of Engineering

**DATE:** June 5, 2015

**RE:** Task Order for Architectural Engineering Design Services associated with the Frederick Douglass Band Room

### **ACTION STATEMENT:**

Resolution approving a Task Order to Bender and Associates Architects, P.A. for Architectural Engineering and Design Services associated with the renovations to the Frederick Douglass Band in the amount of \$35,500. Authorize City Manager to execute Task Order.

### **BACKGROUND:**

The Frederick Douglass Community Band Room building was constructed using traditional masonry block and poured, steel-reinforced concrete structural elements. The building has deteriorated due to spalling and water intrusion. The City desires to structurally stabilize the building and “white box” the interior to prepare the structure for future development following end-use determination.

The City of Key West has a General Architectural Services Agreement with Bender and Associates Architects, P.A. (Bender) as authorized by Resolution 14-307. The Scope of Work and deliverables for this Task Order are as follows:

- Update the existing Engineer’s report on structural condition and recommend repair strategies.
- Prepare construction and permitting plans including construction specifications for:
  - Removal of all interior partition walls.
  - Removal of electrical and plumbing fixtures.
  - Replacement of exterior doors.
  - Infilling concrete masonry unit (CMU block) associated with bay doors and windows.
  - Repairing/replacing structural elements of building elements deemed deficient.
  - Repair of roofing.

*Key to the Caribbean - Average yearly temperature 77°*

- Replacement of HVAC systems.
- Prepare a construction cost estimate.

Contractors will be solicited using an invitation to bid (ITB) document prepared by City staff and incorporating Bender's Task Order deliverables.

#### **PURPOSE AND JUSTIFICATION:**

Approval of the Task Order for Frederick Douglass Band Room Structural Repairs aligns with elements of several stated goals of the City's Strategic Plan:

- Infrastructure Goal #4 – Long term sustainability of the City's hard assets.
- Culture Goal #1 – Identification and promotion of the “unique” character of Key West.

#### **FINANCIAL ISSUES**

Upon Commission approval, existing budgeted funds will be allocated from the FY2014-2015 budget, Account 101-7201-572-6200 (Project PR1102), for issuance of a Purchase Order to Bender in the amount of **\$35,500**.

#### **RECOMMENDATION**

Staff recommends approval of the Task Order to Bender and Associates Architects, P.A. for the design and preparation of construction and permitting plans for renovations to the Frederick Douglass Community Band Room in the amount of \$35,500. This resolution will authorize City Manager to execute the Task Order.