



April 2, 2026

Mr. Keith Bring
Project Manager
City of Key West
P.O. Box 1409
Key West, Fl. 33041

RE: Professional Engineering Services – Conch Republic Parking Lot and Renovations (Task Order 26-02)

Dear Keith:

Perez Engineering & Development, Inc. is pleased to submit this proposal to assist you with professional engineering and architectural services for some renovations and improvements to the Conch Republic Parking Lot and the Icehouse/Reef Relief building. The following sub-consultants will be used.

- Haven Burkee
Bender & Associates Architects, PA.
- Michael Flaugh Landscape Architect
Code Compliant Landscape and Irrigation Design
- KAD Engineering & Consulting, LLC
Site Photometrics and Lighting Design (parking lot only)

Summary of Work – Parking Lot

The City of Key West is interested in making some improvements to the existing parking lot adjacent to the Conch Republic Seafood Company. The improvements will include reconfiguring the lot/drive aisles and new landscaping with irrigation. Utility adjustments will be made accordingly, including replacement of the existing domestic and fire backflow devices. The new lot will include bike/moped parking and ADA parking stalls.

Summary of Work – Icehouse/Reef Relief Building

The scope of work includes the demolition of the City of Key West’s current Reef Relief tenant space and renovations to the ‘Icehouse’ building that is currently being used for storage purposes. The adjacent ‘fish-market’ building will remain as it is with minimal repair work to be executed for the relocation of fire suppression equipment.

It is our understanding there will be (2) Phases to this project. ‘Phase 1’ will entail professional services to determine the cost of renovating the ‘Icehouse’ compared to the cost of building a new structure to replace the ‘Icehouse’. This phase will encompass the typical Architectural services of Schematic Design and Design Development.

Phase ‘2’ will be the production of permit documents based on the outcome of the ‘Phase 1’ process (renovation or building new) and will include construction support services. This phase will encompass the typical Architectural services of Construction Documents, Bidding, and the Construction Phase.

The ‘Phase 1’ scope of work will include the following:

- Existing conditions analysis. This work will entail the documentation of the existing mechanical, plumbing and electrical systems (MEP) and documentation of the existing wood framed additions to the principal masonry structures (non-structural documentation as it is assumed these structures will be demolished).

It is our understanding that a complete structural assessment was completed in 2023 of the Reef Relief and Icehouse structures (updated from the 2016 assessment). This assessment will be utilized as the existing condition analysis of those buildings (structure only), and we will not need to measure or draw those buildings.

The main purpose of the existing conditions analysis will be to identify all existing utility locations/runs. This will allow us to develop a plan for disconnecting the existing building from site utilities without interrupting services to adjacent buildings and will also aid us in determining what services will need to be upgraded and coordinated with the overall Civil engineering scope of work to be executed on the project.

- Once the existing conditions are complete, we will utilize the City of Key West program requirements for this project to develop (2) design options. The first option will include the demolition of the Reef Relief building, demolition of the attached wood framed structures, and renovation of the existing ‘Icehouse’ structure. The second option will include the demolition of all the structures, including the ‘Icehouse’ structure, and the construction of a new building to replace the ‘Icehouse’ structure.

The program requirements for both options will be the same (building volume and interior build-out requirements) and include the creation of a second story within the ‘Icehouse’ building, the creation of new storage

spaces, a maintenance / office area for the Fury (current tenant), and other miscellaneous spaces for current tenants and Key West Bight maintenance services.

- Each design option will be developed with sufficient detail to provide cost estimates for each option. The cost estimates will then be presented to the Bight Board where they will decide what option to proceed with.

The information and design work included in 'Phase 1' will be utilized in 'Phase 2' to produce permit level documents. We are assuming 'Phase 1' will represent the Schematic Design and Design Development phases of a typical project.

- **The Phase Two Scope of Work** will involve the completion of all required documents for building permit submittal and associated costs for construction administration services up to the issuance of a Certificate of Occupancy by the City of Key West. These plans will be developed based on the outcome of the 'Phase 1' scope of work (renovation or build-back new).

Our services will include all building-related documentation that will be required for the City of Key West Development Review process. However, our proposal does not include services related to the submittal and presentation for Development Review (i.e. submittal paperwork / forms, representation, planning consultation, variance applications, etc.).

Deliverables

We shall furnish copies of the 30%, 90%, and 100% Complete Design documents and present and review them with the City for final comments and revisions.

Bid and Construction Phase Services

We shall assist the City and Design Team in obtaining bids or negotiated proposals, assist in awarding and preparing contracts for construction, attend pre-bid conferences, and prepare addenda.

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

Shop Drawing Review – We shall review sets of shop drawings supplied by Contractor for conformance with the 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.

Limited Construction Observation – We shall provide limited construction observation services as shown below:

- We shall provide project representation by staff to provide construction observation to determine, in general, if it is proceeding in accordance with the contract documents and permit conditions.

- We shall conduct at least one (1) walk through at the end of construction to determine if the project is substantially complete and one (1) final construction observation visit to determine if the project has been completed in substantial accordance with the contract documents and permit conditions.

ITEMS NOT INCLUDED

- Offsite utility work is not included. Adequate Utility services are anticipated to be readily available on the site.
- Boundary/topo survey
- Environmental testing/analysis
- Geotechnical Engineering

COMPENSATION

Compensation for this proposal shall be a lump sum fee of \$364,275.

Task 1 Site Analysis and Phase 1 Icehouse/Reef Relief	\$111,345
Task 2 Construction Documents and Phase 2 Icehouse/Reef Relief	\$157,600
Task 3 Bid and Construction Administration Services	<u>\$ 73,830</u>
Sub-Total	\$342,775

Allowance No. 1 – Public Meetings and Planning Consultation

Preparation and attendance at public meetings, such as DRC, Planning Board, and City Commission. We shall assist staff with appropriate documents and attend meetings as requested to assist with the presentation of materials. These services shall also include planning consultation/legal review and assistance with the preparation of submittal/application documentation.

Allowance No. 1	\$ 21,500
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Total Fee	\$364,275
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If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,



Allen E. Perez, P.E.
President

FEE SUMMARY

Summary of Billable Costs										
Sub-Task Description	Principal	Senior Engineer	Project Engineer	Senior CADD Designer	Bender & Associates	Mike Flaugh Landscape	KAD Engineering		TOTAL HOURS	TOTAL BILLABLE COSTS
Hourly Rate	225.00	185.00	165.00	90.00	1.00	1.00	1.00	1.00		
A. Site Analysis and Phase 1 Ichehouse/Reef Relief	16	0	32	56	\$93,865	\$2,860	\$700	\$0	104	\$111,345
B. Const. Dwgs. and Phase 2 Ichehouse/Reef Relief	28	0	56	172	\$106,410	\$12,820	\$7,350	\$0	256	\$157,600
C. Bid and Construction Phase Services	24	0	32	36	\$59,910	\$0	\$0	\$0	92	\$73,830
SUBTOTAL LABOR	68	0	120	264					452	
TOTAL BILLABLE COSTS	\$15,300.00	\$0.00	\$19,800.00	\$23,760.00	\$260,185.00	\$15,680.00	\$8,050.00	\$0.00	\$342,775.00	\$342,775.00
Total										\$342,775.00

Bender & Associates										
Sub-Task Description	Principal Arch.	Associate Arch.	Admin.	Senior Engineer MEP	Designer MEP	Senior Engineer Structural	Project Engineer Structural	Estimator	TOTAL HOURS	TOTAL BILLABLE COSTS
Hourly Rate	240.00	160.00	90.00	200.00	85.00	225.00	165.00	120.00		
A. Site Analysis and Phase 1 Ichehouse/Reef Relief	80	128	6	48	80	45	48	160	595	\$93,865
B. Const. Dwgs. and Phase 2 Ichehouse/Reef Relief	122	184	6	52	90	56	100	0	610	\$106,410
C. Bid and Construction Phase Services	70	104	2	28	50	32	56	0	342	\$59,910
SUBTOTAL LABOR	272	416	14	128	220	133	204	160	1547	
TOTAL BILLABLE COSTS	\$65,280.00	\$66,560.00	\$1,260.00	\$25,600.00	\$18,700.00	\$29,925.00	\$33,660.00	\$19,200.00	\$260,185.00	\$260,185.00
Total										\$260,185.00

Mike Flaugh, Landscape Architect						
Sub-Task Description	Principal	Senior Landscape Architect	Designer	Field Technician	TOTAL HOURS	TOTAL BILLABLE COSTS
Hourly Rate	290.00	225.00	110.00	85.00		
A. Site Analysis and Phase 1 Ichehouse/Reef Relief	0	10	4	2	16	\$2,860
B. Const. Dwgs. and Phase 2 Ichehouse/Reef Relief	2	28	54	0	84	\$12,820
C. Bid and Construction Phase Services	0	0	0	0	0	\$0
SUBTOTAL LABOR	2	38	58	2	100	
TOTAL BILLABLE COSTS	\$580	\$8,550	\$6,380	\$170	\$15,680	\$15,680

KAD Engineering				
Sub-Task Description	Senior Engineer		TOTAL HOURS	TOTAL BILLABLE COSTS
Hourly Rate	175.00			
A. Site Analysis and Phase 1 Ichehouse/Reef Relief	4.0		4.00	\$700
B. Const. Dwgs. and Phase 2 Ichehouse/Reef Relief	42.0		42.0	\$7,350
C. Bid and Construction Phase Services	0.0		0.0	\$0
SUBTOTAL LABOR	46.0		46.0	
TOTAL BILLABLE COSTS	\$8,050		\$8,050	\$8,050