

RESOLUTION NO. 13-282

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA APPROVING A TASK ORDER BETWEEN THE CITY AND SALTZ MICHELSON ARCHITECTS IN AN AMOUNT NOT TO EXCEED \$100,157.50 FOR ARCHITECTURAL SERVICES FOR REDEVELOPMENT OF THE COMMUNITY SERVICES/UTILITIES FACILITY LOCATED AT 627 PALM AVENUE, PROJECT NUMBER FM 1201; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 12-220, the City Commission approved a three-year contract with Saltz Michelson Architects for General Architectural Services; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the attached Task Order from Saltz Michelson Architects, for redevelopment plans for the Community Services/Utilities facility at 627 Palm Avenue (Project Number FM 1201) is hereby approved in an amount not to exceed \$100,157.50.

Section 2: That funds for this project are allocated under account #101-1905-519-62-00 in the current budget.

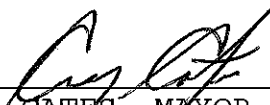
Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 6th day of November, 2013.

Authenticated by the presiding officer and Clerk of the Commission on November 7, 2013.

Filed with the Clerk November 7, 2013.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Yes</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>Yes</u>

  
\_\_\_\_\_  
CRAIG CATES, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

**TO:** Bob Vitas, City Manager

**FROM:** Birchard Ohlinger, P.E., Engineering

**CC:** E. David Fernandez, Assistant City Manager  
Doug Bradshaw, Senior Project Manager

**DATE:** September 26, 2013

**SUBJECT:** **Redevelopment of the Community Services/Utilities Facility located at 627 Palm Avenue: Project Number FM 1201**

**ACTION STATEMENT:**

This resolution awards the attached task order for the Redevelopment of the Community Services/Utilities Facility located at 627 Palm Avenue to Saltz Michelson Architects in the amount of \$100,157.50 dollars.

**BACKGROUND:**

The property located at 627 Palm Avenue currently houses the City's Public Transit Department, Community Services Departments and the Utilities Division. These departments are housed in one main facility, two trailers and three annex structures.

The Public Transit Department is schedule to move to a new facility under construction on Stock Island in August, 2015. City Staff is intending to commence redevelopment of this site after August, 2015.

This award is made under the City's General Architectural Services Agreement passed under Resolution 12-220.

**PURPOSE & JUSTIFICATION:**

All of the existing structures located at 627 Palm Avenue are in need of either major renovation or demolition. This task order will evaluate the suitability of this site for the departments, perform a condition assessment of the existing facilities, develop costs estimates, develop presentations for City Commission and assemble a Major Development Plan for approval.

This project is in support of Goal #4 of the 2011 Key West Strategic Plan, specifically: "Long term sustainability of the City's hard assets"

MEMORANDUM

**OPTIONS:**

1. The City Commission can approve the attached task order for the Redevelopment on the Community Services Facility in the amount of \$100,157.50 dollars
2. The City Commission can elect to not approve the attached task order for the Redevelopment of the Community Services Facility.

**FINANCIAL IMPACT:**

This project is in the current year's budget and will be funded under account #101-1905-519.62-00

**RECOMMENDATION:**

City Staff recommends that the City Commission award the attached task Order.

Community Services/MI

11500 E. 15th St. #1000





Revised September 26, 2013  
Revised September 23, 2013  
Revised July 24, 2013  
June 27, 2013

City of Key West  
Engineering Department  
3140 Flagler Ave  
Key West, FL 33040  
Attn: Birchard Ohlinger, PE

RE: **Redevelopment of the Community Services Facility  
Key West, Florida**

Dear Birch:

Attached please find revised proposal based on your email on September 26, 2013. Also attached is a revised spreadsheet assigning staff time and consultant costs based upon our experience with similar studies, site plan submittals and the adjusted scope of services.

Please give me a call if you have any questions.

Very truly yours,  
Saltz Michelson Architects

A handwritten signature in black ink, appearing to read "Mark L. Saltz", is written over the typed name.

Mark L. Saltz, AIA, LEED AP  
Principal

Encl.

MLS:sm

**CITY OF KEY WEST**  
**Redevelopment of the Community Services Facility**

Revised September 26, 2013  
Revised September 23, 2013  
Revised July 24, 2013  
June 27, 2013

The City of Key West is planning the redevelopment for its Community Services/OMI facility located at 627 Palm Avenue. The redevelopment plan of the Palm Avenue property shall include the following:

- Analysis of site selection: a review of City property assets and development of a pro/con list for the current proposed site and two other alternatives.
- A facility condition assessment for any existing buildings and infrastructure (utilities, information technology, roads, etc.) that are being considered for reuse of selected site.
- An assessment and prioritization of new building needs.
- An assessment of repair and renovation needs for buildings considered for reuse.
- A parking and transportation plan that facilitates access to the site and reviews internal circulation and safety.
- A process for allocating and budgeting space to maximize space utilization.
- A plan to ensure the integration of site development with the community surrounding the facility.

More specifically, the scope of the design professional services will include:

I. Site Selection

- A. Analysis of Site Selection: consultant shall meet with the facility user groups and Planning Staff to determine spatial and vehicular requirements for each of the following Departments:
1. Public Works
  2. Facilities Maintenance Team
  3. OMI
- B. Upon completion, the consultant shall review the City's property assets and, in consultation with the Planning Department, develop a pro/con list for the current proposed site and two alternate viable locations, and research any specific questions City Staff may have concerning the alternate sites. City Staff will have 60 days to review and present to City Commission if needed. City Staff will select site to be analyzed for the redevelopment plan.

**Deliverable: Site Selection Report.**

- II. Preparation of a Redevelopment Plan:
- A. Detailed review of the appropriate Land Development Regulations for the selected site.



- B. Analyze traffic flows on and off selected site. Traffic counts are not required.
- C. Determine landscaping and parking required for all of the proposed uses based upon Land Development Regulations.
- D. Determine impacts to the adjacent properties.
- E. Conduct a structural and infrastructure assessment report for any facilities on site if the potential for reuse exists.
- F. **Deliverable: written report summarizing all findings of above.**

III. Alternative Site Plans of Selected Site

- A. Preparation of three conceptual site plan design alternatives for the property's redevelopment. Site plans shall be prepared illustrating each concept.
- B. Meetings to review concepts with the Departments using the facility.
- C. Revisions to site plans based upon comments.
- D. **Deliverable: three alternative site plans including site calculations.**

IV. Opinion of Probable Cost

- A. Prepare a probable cost estimate for each of the concepts developed above and project costs out 3 years. A spreadsheet shall be prepared comparing the alternatives.

Note: for reuse/renovation, buildings will have to reduce energy and water usage by 15%. New construction will have to meet Green Building Certification Standards (Silver). Costs to be included in Probable Cost.

V. City Presentations

- A. Prepare visual presentation for City Commission.
- B. Present three conceptual site plan options to the City Commission for evaluation.
- C. **Deliverable: written report and City Commission presentation package.**

VI. Schematic Design Phase

- A. Schematic Design Phase services for final site solution.
- B. **Deliverable: site plan, floor plans and exterior elevations describing the project.**





VII. Major Development Plan (MDP)

A. Prepare Major Development Plan applications and supporting documentation per Chapter 108 of the City's Land Development Regulations. The MDP shall include at a minimum the following:

1. Landscape plan prepared by a Landscape Architect per Section 108-511(b) of the Land Development Regulations.
2. Site lighting and photometric plans as required.
3. Storm water drainage plans as required.
4. Attend the following meetings for plan approval. Revise plans as required by each board.
  - a. Development Review Committee (DRC)
  - b. Tree Commission
  - c. Planning Board
  - d. City Commission



**Redevelopment of the Community Services Facility**  
 Key West, Florida  
 Revised September 23, 2013

Task	Description	Staff										Total			
		Principal	Rate/Hour	Project Manager	Rate/Hour	Designer	Rate/Hour	Project Architect	Rate/Hour	Clerical	Rate/Hour		Consultant	Fee	
I. A.	Meet with Public Works, Facilities Maintenance Team and OMI	8	\$ 2,200.00	16	\$ 2,240.00										\$ 4,440.00
B.	Review Alternative Sites and Write Site Selection Report	8	\$ 2,200.00	8	\$ 1,120.00										\$ 3,450.00
II. A.	Review Zoning Ordinance	1	\$ 275.00	8	\$ 1,120.00										\$ 1,395.00
B.	Analyze Traffic Flows	1	\$ 275.00	2	\$ 280.00										\$ 4,265.00
C.	Determine Landscaping and Parking Requirements	0.5	\$ 137.50	2	\$ 280.00										\$ 417.50
D.	Determine Impacts of Adjacent Properties	1	\$ 275.00	8	\$ 1,120.00										\$ 1,605.00
E.	Field Survey and evaluate existing facilities	2	\$ 550.00	32	\$ 4,480.00										\$ 9,410.00
F.	Written Report Summarizing Findings	1	\$ 275.00	12	\$ 1,680.00										\$ 2,215.00
III. A.	Prepare Three Conceptual Site Plan Design Alternatives	4	\$ 1,100.00	8	\$ 1,120.00	40	\$ 4,200.00								\$ 12,020.00
B.	Meeting with departments to review concepts			8	\$ 1,120.00										\$ 1,120.00
C.	Revisions to site plan based on department comments	2	\$ 550.00	8	\$ 1,120.00										\$ 4,470.00
D.	Three Alternative Site Plans and Calcs.	Included in III.A.													
IV. A.	Prepare Probable Cost Estimate for Three Alternatives	2	\$ 550.00	18	\$ 2,520.00										\$ 3,330.00
V. A.	Preparation of Presentation for Commission	2	\$ 550.00	4	\$ 560.00										\$ 3,730.00
B.	Presentation of Alternatives to the City Commission	6	\$ 1,650.00												\$ 1,650.00
C.	Written Report and City Commission Presentation Package	Included in V.A.													
VI. A.	Schematic Design Phase	8	\$ 2,200.00	10	\$ 1,400.00	25	\$ 3,500.00								\$ 10,250.00
B.	Site Plan, Floor Plans and Exterior Elevations	Included in VI.A.													
VII. A.	Prepare Major Development Plan Documents	8	\$ 2,200.00	20	\$ 2,800.00	5	\$ 700.00								\$ 7,270.00
1.	Landscaping Architectural Services														\$ 3,770.00
2.	Site Lighting Design														\$ 1,500.00
3.	Civil Engineering														\$ 18,350.00
4. a.	Attend Development Review Committee Meeting	5	\$ 1,375.00												\$ 1,375.00
b.	Attend Tree Commission Meeting	5	\$ 1,375.00												\$ 1,375.00
c.	Attend Planning Board Meeting	5	\$ 1,375.00												\$ 1,375.00
d.	Attend City Commission Meeting	5	\$ 1,375.00												\$ 1,375.00
e.	Attendance at additional meetings if requested	5	\$ 1,375/Meeting												\$ 1,375.00
															Add. Service
															\$ 100,157.50

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 AA-0002897

RESOLUTION NO. 12-220

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE STAFF RANKING AND AWARDING CONTRACTS ON A TASK ORDER BASIS FOR GENERAL ARCHITECTURAL SERVICES IN RESPONSE TO RFQ NO. 12-003; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a request for Qualifications for firms capable of providing general architectural services; and

WHEREAS, a ranking committee composed of city staff reviewed the seven (7) responses to the RFQ for a General Architectural Services Consultant, and determined that three (3) firms are particularly qualified, and the City wishes to engage each one on a Task Order basis;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the top three responses for general architectural services are hereby ranked by staff, and approved by the City Commission as follows:

- (1) William P. Horn Architect
- (2) Saltz Michelson
- (3) Hayes/Cumming Architect

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts on a task-order basis with each of the three top-ranked companies, upon advice and consent of the City Attorney.

Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the presiding officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 17 day of July, 2012.

Authenticated by the presiding officer and Clerk of the Commission on July 18, 2012.

Filed with the Clerk July 18, 2012.

ATTEST:

  
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CHERYL SMITH, CITY CLERK

  
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CRAIG CARTER, MAYOR



THE CITY OF KEY WEST  
3140 Flagler Ave Key West, FL 33040 (305) 809-3700

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## EXECUTIVE SUMMARY

**TO:** Jim Scholl, City Manager

**FROM:** Don Craig, Planning Director  
Doug Bradshaw, Senior Project Manager  
Nicole Malo, Planner II  
Karen Olson, Special Projects Manager  
John Paul Castro, Operations Manager

**DATE:** June 25, 2012

**RE:** Approving Ranking of firms submitting responses to Request for Qualifications (RFQ) No. 12-003: General Architectural Services

### ACTION STATEMENT:

Approving staff ranking of firms submitting responses to RFQ No. 12-003: General Architectural Services and authorizing City Manager to negotiate and pursuant to legal review enter into a contract.

### BACKGROUND:

The City issued RFQ No. 12-003: General Architectural Services on April 15, 2012 and qualification packages were received on May 16, 2012. The City received the following seven (7) responses to the RFQ:

- Bender & Associates
- CPH Engineers
- Hayes/Cumming Architects
- William P. Horn Architect
- mbi/k2m Architecture
- Saltz Michelson
- Wolfberg Alzarez & Partners

Engineering staff reviewed each proposal to ensure the proposal contained the required submittals, as well as contacted clients of each firm to check past work performances. Results are attached.

At a meeting held on June 13, 2012 a committee of City Staff met at a publicly advertised meeting in order to review the 7 firms that responded.

*Key to the Caribbean – Average yearly temperature 77° F.*

Using the Selection Criteria Matrix in the RFQ, the selection committee developed a short list consisting of the following firms in highest to lowest ranking order:

1. William P. Horn Architect
2. Saltz Michelson
3. Hayes/Cumming Architects

All short-listed firms were highly recommended by past clients. Additionally all short-listed firms submitted proposals that were considered responsive to the RFQ.

As the City has multiple departments that manage projects of all sizes and disciplines simultaneously, the City typically prefers to contract with multiple firms to handle the workload. The term of contracts shall be for a period of three (3) years with the option of one (1) two (2) year renewal.

#### **OPTIONS:**

There are two (2) options:

1. Accept the rankings of staff and authorize City Manager to negotiate and pursuant to legal review enter into a contract with each of the short-listed firms,
2. Modify the staff's ranking and authorize City Manager to negotiate and pursuant to legal review enter into a contract with one or all of the firms of the modified ranking,

#### **FINANCIAL ISSUES**

There are no financial obligations with ranking and entering into contracts with each of the short-listed firms. These will be task order based contracts with which a dollar amount will have to be approved along with the task order per City Ordinance.

#### **RECOMMENDATION**

It is recommended that the City Commission accept the rankings of staff and authorize City Manager to negotiate and pursuant to legal review enter into a contract with each of the short-listed firms.