



THE CITY OF KEY WEST

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

EXECUTIVE SUMMARY

TO: Patti McLauchlin, City Manager
CC: Todd Stoughton, Asst. City Manager

FROM: Kimberley Frazier, Project Manager Utilities Department

DATE: April 6, 2022

SUBJECT: Approving the Task Order from William P. Horn Architect, PA to provide design, architectural and engineering services pursuant to general services contract resolution 17-190, extended by amendment to resolution 20-141 for the interior renovations of 627 Palm Ave, and the Chlorine and Administration buildings at the WWTP.

Action Statement:

This is a request to approve task order from William P. Horn Architect, PA to provide architectural services, Innovative Engineering Group to provide MEP engineering services, and Artibus Design to provide structural engineering services in the redesign and repurposing of the following three city owned buildings 627 Palm Ave, Key West along with the Chlorine Building and Administration Building located at the Richard A. Heyman Environmental Protection Facility. These services are to be rendered under the general services contract, amendment to resolution 20-141 for total amount of \$67,796.00, including \$12,000 lump sum for additional services with \$55,796 for design of repairs and alterations.

Background:

The City of Key West Utilities Department will be working to rehabilitate the interior office space of 627 Palm Ave, Key West in conjunction with needed exterior and structural repairs. The Utility Department will be moving to this building with up to 8 staff members once construction is completed.

The Chlorine Building located at the Richard A Heyman Environmental Protection Facility will be repurposed utilizing ~ 33% of current unused space within that structure as conditioned storage to protect essential department equipment.

The interior of the Administration Building at the Richard A. Heyman Environmental Protection Facility has not been updated in over 20 years. During these intended updates staff will look to address needs for additional office space and implement a

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

MEMORANDUM

fire sprinkler system to protect this critical facility. The Utility intends to repurpose abandoned space within this building to utilize as a conference room and needed additional office space. The Administration/Ops building will receive updated fixtures, paint, flooring, storage and repurpose areas to maximize utilization of this building.

The City of Key West Utilities department has engaged William Horn, Architect to measure the spaces within these buildings to develop plans, room layouts, and contractor bid specs to meet growth needs within city and utility owned sites under the general services contract, resolution 20-141 for \$67,796.00.

Purpose and Justification:

The Richard A. Heyman Environmental Protection Facility is considered a critical facility. The Administration building requires updates, reconfiguration, and improved safety protocols to increase the useful life and preserve the facility from potential catastrophic fire damage.

The wastewater utility requires additional conditioned storage space to preserve essential equipment at this site. It is the intent of this task order to look at the repurposing of unused space within the Chlorine building to provide the necessary storage without increasing building footprint.

The Utilities department has been requested to reconfigure second story office space located at 627 Palm Ave. The intent is to double the prior full time staff capacity at this location and restore the second story to fully functional office space. Our department will be working with Bill Horn to develop and plan for interior renovations to allow this space to service a staff of up to 8 full time employees. The Utilities team has also been asked to relocate to this space once it is completed.

Strategic Plan:

This task order is consistent with the Key West Forward Strategic Plan, Priority 5: Cleanliness Goal 1: Build Municipal Capacity.

Options:

1. Approve the task order from William P. Horn Architects, PA to design interior building renovations repurposing unused space for increased staffing needs, update building interior fixtures to increase the useful life of facilities and implement safety measures at existing facilities.
2. Do not approve the task order from William P. Horn Architects, PA.

Financial Impact:

The design cost of \$67,796.00 is budgeted in project SE35042201 in account Sewer/WWTP/CIP 401-3504-535-6500.

Recommendation:

Staff recommends option #1, approving the task order from William P. Horn Architects, PA in the amount of \$67,796.00.