



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


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											
			Principal	Rate/Hour	Project Manager	Rate/Hour	Designer	Rate/Hour	Project Architect	Rate/Hour	Clerical	Rate/Hour	Consultant	Fee
			\$ 275.00		\$ 140.00				\$ 105.00		\$ 65.00			
I. A.	Meet with Public Works, Facilites Maintenance Team and OMI	8	\$ 2,200.00	16	\$ 2,240.00									\$ 4,440.00
	Review Alternative Sites and Write Site Selection Report	8	\$ 2,200.00	8	\$ 1,120.00					2	\$ 130.00			\$ 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			2	\$ 210.00			Traffic	\$ 3,500.00	\$ 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			2	\$ 210.00					\$ 1,605.00
E.	Field Survey and evaluate existing facilities	2	\$ 550.00	32	\$ 4,480.00			24	\$ 2,520.00	4	\$ 260.00	Structural	\$ 1,600.00	\$ 9,410.00
F.	Written Report Summarizing Findings	1	\$ 275.00	12	\$ 1,680.00					4	\$ 260.00			\$ 2,215.00
III. A.	PrepareThree Conceptual Site Plan Design Alternatives	4	\$ 1,100.00	8	\$ 1,120.00	40	\$ 5,600.00	40	\$ 4,200.00					\$ 12,020.00
	Meeting with departments to review concepts			8	\$ 1,120.00									\$ 1,120.00
	Revisions to site plan based on department comments	2	\$ 550.00	8	\$ 1,120.00	8	\$ 1,120.00	16	\$ 1,680.00					\$ 4,470.00
	Three Alternative Site Plans and Calcs.	Included in IIIA.												
IV. A.	Prepare Probable Cost Estimate for Three Alternatives	2	\$ 550.00	18	\$ 2,520.00					4	\$ 260.00			\$ 3,330.00
V. A.	Preparation of Presentation for Commission	2	\$ 550.00	4	\$ 560.00			20	\$ 2,100.00	8	\$ 520.00			\$ 3,730.00
	Presentation of Alternatives to the City Commission	6	\$ 1,650.00											\$ 1,650.00
	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	30	\$ 3,150.00					\$ 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	10	\$ 1,050.00	8	\$ 520.00	Landscape	\$ 3,770.00	\$ 7,270.00
	1. Landscape Architectural Services											Electrical	\$ 1,500.00	\$ 3,770.00
	2. Site Lighting Design											Civil	\$ 18,350.00	\$ 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	\$1375/Meeting											Add. Service
													Total	\$ 100,157.50

3501 GRIFFIN ROAD, FORT LAUDERDALE, FL 33312-5444
(954) 266-2700 FAX: (954) 266-2701

www.saltzmichelson.com | e-mail: sma@saltzmichelson.com

AA-0002897