
PROPOSAL FOR PROFESSIONAL SERVICES

Task Order 12-01
Architectural & Engineering Design and Technical Services
Garrison Bight Marina Transient Restrooms/Dock Master Building

Prepared for
City of Key West Utilities Department

September 14, 2012

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Key West, Florida 33040
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BACKGROUND AND OBJECTIVES

The City has been awarded a Federal Boating Infrastructure Grant for the construction of a new transient restroom facility and electrical upgrades to several docks. The City intends to incorporate a new dock master's office into the proposed facility. The overall project will include demolishing the existing restroom building and dock master building. The facility is anticipated to be around 2,800 SF and will include several restrooms, laundry, dock master's office, conference room, storage area, stairs/ covered walkways/ elevator or ramp, parking lot improvements, landscaping, and utility services. The electrical upgrades to the docks are not part of this project and are in a separate task order outside of this scope of work.

This task order includes the following components:

- Site analysis, site survey
- Project design, Minor Development Plan Approval
- Final construction plans and specifications
- Bid Phase Services
- Construction Phase Services

SCOPE OF WORK

TASK 1 – SITE EVALUATION, DATA COLLECTION AND SURVEY

- 1.1 Collect and review available as-built documents and the SWPPP prepared for the marina in 2006.
- 1.2 Review the Storm Water Master Plan with City staff to identify the specific locations and limits of the proposed improvements.
- 1.3 Perform project area inspections to determine and confirm existing physical conditions pertaining to current stormwater drainage elements, patterns and characteristics.
- 1.4 Update 2006 survey of the project site.

TASK 2 – PRELIMINARY DESIGN AND DEVELOPMENT PLAN APPROVAL

- 2.1 Prepare Preliminary Design documents consisting of site analysis and site and building design.
- 2.2 The drawings shall consist of a cover sheet, overall site plan/key map, floor plans, elevations, utility plans, conceptual grading and drainage plans, and conceptual landscape plan. These drawings will be of presentation quality intended to reflect the final product.

- 2.3 Coordinate with City staff and prepare appropriate drawings and documents necessary for Development Plan approval.
- 2.4 Attend DRC and Planning Board meetings for Development Plan approval.
- 2.5 Upon receipt of complete written comments from all applicable CITY departments, we shall address the comments, provide the necessary revisions and prepare final drawings.

TASK 3 – FINAL DESIGN

- 3.1 Prepare construction documents which shall include but not be limited to drawings and technical specifications, general and supplementary conditions, bid forms, invitations to bid, instructions to bidders, with technical criteria, descriptions and design data necessary for permitting by governmental authorities, and shall include any further adjustments in the scope or quality of the project or in the construction budget authorized by the City.
- 3.2 Use front end bid documents provided by the City including bidding forms, conditions of the contract, and form of AGREEMENT between the City and CONTRACTOR.
- 3.3 Make available all design calculations and associated Data.
- 3.4 Furnish five (5) copies of the 95% Complete Design documents and present and review them with the City for final comments and revisions.
- 3.5 Provide 100% complete contract documents for bidding purposes (hardcopies and electronic format).

TASK 4 – BID PHASE SERVICES

- 4.1 We shall assist the CLIENT in obtaining bids or negotiated proposals, assist in awarding and preparing contracts for construction, attend pre-bid conferences, and prepare addenda.
- 4.2 We shall issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.
- 4.3 We shall consult with and advise the CLIENT as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the prime contractor(s) (herein called CONTRACTOR(S)) for those portions of the work as to which such acceptability is required by the Bidding Documents.

TASK 5 – CONSTRUCTION PHASE SERVICES

- 5.1 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.
- 5.2 Limited Construction Observation – We shall provide limited construction observation services as shown below:
- We shall provide project representation by staff to determine, in general, if it is proceeding in accordance with the contract documents and permit conditions.
 - We will as a minimum attend the pre-construction meeting, review shop drawings, review draw requests, answer questions through the construction period and provide clarification drawings if needed, go the onsite construction meetings every other week and go to any other special or additional meetings as required (it is assumed that the City will have someone going to the site on a more regular basis than the architect to inspect the project) and create the final punch list.
 - Our civil engineering representatives will attend the appropriate utility system tests (water main pressure test), as required to make engineering certifications to appropriate governmental agencies.
- 5.3 Record Drawings (for underground utilities only) – We shall prepare record drawings based on “as-built” drawings to be provided to the engineer by the contractor. The “as-built” drawings must be signed and sealed by a Professional Land Surveyor registered in the State of Florida. The contractor shall also provide the ACAD files of the survey for our use in development of the record drawings. The record drawings prepared by us shall be submitted to the Client and to the applicable municipal/regulatory agencies. Record drawings for the building will be provided by the contractor.

TASK 6 – Florida Green Building Coalition (FGBC) SUBMITTAL/ CERTIFICATION SERVICES

- 6.1 Review FGBC minimum requirements to determine if project qualifies for FGBC certification.
- 6.2 Submittal process, including registering project online, kick off charette meeting, create action plan and pick desired credits, coordination and submittal of all required information onto FGBC online web site (including all required drawings, data, documentation & calculations).
- 6.3 Project registration and certification (paid to FGBC).

DELIVERABLES

1. Minutes of team and City meetings to all participants and designees
2. Task 2 Preliminary Design / Minor Development Plan Approval
3. Task 3 Final Design / Const. Drawings & Specifications

ASSUMPTIONS

1. City will furnish all pertinent documents and site specific data in its possession regarding the project area in a timely matter.
2. City will bring to attention in a timely matter other consultants under contract having information pertinent to project scope of work and complete its review of draft/progress deliverables in a timely manner.

COMPENSATION

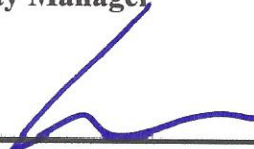
The proposed total lump sum fee compensation for this scope of work is **\$122,204.00**

Basic Services

Task 1 – Site Evaluation, Data Collection, and Survey	\$ 5,185.00
Task 2 – Preliminary Design and Development Plan	\$ 41,482.00
Task 3 – Final Design	\$ 36,297.00
Task 4 – Bid Phase Services	\$ 5,185.00
Task 5 – Construction Phase Services	<u>\$ 15,555.00</u>
Sub Total	\$ 103,704.00

Additional Services

Task 6 – FGBC Submittal/Certification	<u>\$ 18,500.00</u>
Total	\$122,204.00

Bob Vitas	Date
City Manager	
	9/19/12
William P Horn, RA	Date
Principal	
