

Original Application



Print Form

Community Redevelopment Area Application for Tax Increment Appropriation for the Bahama Village Subarea 2013 Allocation

Please completely fill out this application. Please use inserts for all attachments in proper order. Applications for funding are accepted between Monday, July 2, 2012 and Friday, September 28, 2012. After staff review, additional information may be requested. Please see the 2012 Schedule for Application Cycles and Review for details related to the process. By law funding for the Community Redevelopment Agency occurs after January 1st. The attached Community Redevelopment Agency Use of Tax Increment Funding Guidelines includes additional information to assist in the application process.

A. PROJECT NAME: Frederick Douglass Community Center Condition Assessment and Improvements

B. PROJECT LOCATION/ADDRESS: 111 Olivia Street, Key West, FL

C. APPLICANT (PLEASE EXECUTE ATTACHED AUTHORIZATION FORMS)

Entity: City of Key West

Authorized Representative: Doug Bradshaw

Role or Capacity of Authorized Representative: Senior Project Manager

Address: 3140 Flagler Ave, Key West, FL 33040

Telephone Number: 305-809-3792

Cellular Number: 305-797-8361

E-Mail Address: dbradsha@keywestcity.com



D. PROJECT INFORMATION

What type of project is proposed: *Check one:* Construction/Restoration Program

Provide a brief description of the project and how it meets specific objectives of the CRA Plan.

Description attached

Provide a description of the population served by the project.

Description attached

Please attach proper authorization and verification forms from the property owner(s) for the proposed project facility location.

Property location authorization and verification form attached

For Construction/Restoration Project, please provide information that fully describes the physical boundaries of the proposed project as follows:

map(s) attached

deeds(s) attached

boundary survey attached

Monroe County Property Appraiser data for the site (<http://www.mcpafl.org>)

If a Program provide the address of the program facility location:

E. OWNERSHIP AND LEGAL STRUCTURE

Provide the full name(s) of the person(s) or entity(s) expected to own (or operate if a program) the project and fully describe their legal structure (i.e. principals, ownership interests, relationship to parent organization, subsidiaries, etc.). Include a complete list of officers, directors and board members (as applicable) associated with entity who requested the appropriation. Attach additional information if necessary.

The structure is owned by the City of Key West

Is the facility or program open to the public regardless of the individual's race, color, sex, gender identity or expression, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, or source of income and is there a charge associated with public use or entry to the facility or program? Please describe if necessary or explain if facility or programs have limitations to access. Attach additional information if necessary.

Facility is open to the public

F. PREAPPLICATION MEETING

A pre-application with the City Planner and Historic Preservation Planner is required prior to application submittal. Please contact the Planning Department to make appointments at 305-809-3778. Please provide the following pre-application meeting dates:

Sep 25, 2012 Planning Department Sep 25, 2012 Historic Preservation Planner

G. PROJECT BUDGET

Note: Applicants are encouraged to consider the total amount available for TIF funding in 2013 relative to their project request.

1. Is funding requested for multiple phases (over more than one funding cycle?)
 yes no

2. Project Cost for 2013 190000

Total Project Cost Estimated \$1,545,000 (if multiphase, for all years)

3. Amount of TIF Funding Requested for 2013 190000

Total Amount of TIF Funding Requested TBD
(if multiphase, for all years)

4. Total Amount of matching funds provided for 2013 0

Total Amount of matching funds provided TBD
(if multiphase, for all years)

Describe the source and amount of matching funds

The City of Key West has not budgeted any matching funds for the Condition Assessment Report. Once the assessment is completed and a course of action determined for repairs, the City believes that a combination of TIF funding and budgeted matching funds will be required to complete the repairs.

5. Attach a detailed budget for the project describing each key element and estimated costs (if multiphase, for all years)

Detailed budget attached

H. PROJECT SCHEDULE

Please provide a schedule for approvals, construction and implementation of proposal, including multiyear phasing if relevant.

Schedule attached

I. GREEN FEATURES

Although not specifically required by Chapter 163, part 3, Florida Statutes of the Community Redevelopment Act, it is important to encourage the concept of going green within the context of implementation of a community redevelopment. Going green in this instance means conscious attempts to reduce overall negative environmental impacts by individuals, businesses and government. Community redevelopment activities including the appropriation and use of tax increment when reasonably feasible should consider a focus on conserving the earth's resources, energy efficient activities, production of consumption of energy, use of sustainable materials, elimination of waste, compliance with environmental regulations and the use of environmentally friendly products, equipment and services. In this context green services are earth friendly, ethically produced and made energy efficient and employ the use recyclable materials. Please indicate how this application will promote green services. **Projects with green features will be given priority for funding.**


Green Features response attached

J. CERTIFICATION

By making this application, Applicant certifies that he or she has read Section 163.340(9), Florida Statutes (the definition of "community redevelopment") and the City's Community Redevelopment Plan (including any amendment or restatement thereof, and understands that any funding pursuant to application must be consistent with the City's community redevelopment policy objectives and City of Key West guidelines and procedures.)

The undersigned has read this form, authorized its preparation and, under penalty of perjury, hereby certifies that, to the best of his or her knowledge and belief that the information provided is true, accurate and complete. Applicant understands that any appropriation is subject to available funds and if requested agrees to provide any and all additional information in a timely fashion as requested by the CRA or City.

Chapter 837.06 Florida Statues - False Official Statements - Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree punishable as provided for in S. 775.082 or S. 775.083.

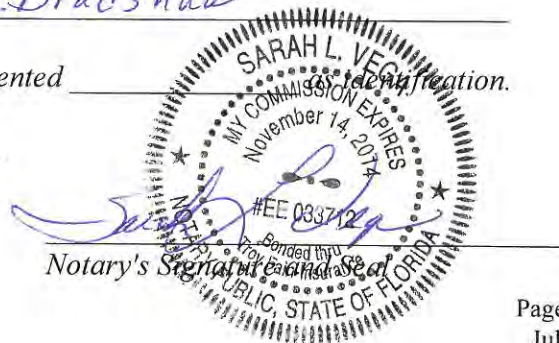
Applicant's Signature:  Date: 9-26-12

Subscribed and sworn to (or affirmed) before me on Sept 26, 2012 (date) by Douglas Bradshaw.

Please Print Name of Affiant Douglas Bradshaw

He/She is personally known to me or has presented identification.

SARAH L. VEGA Name of Acknowledger
Notary Public Title or Rank
EG033712 Commission Number



RECEIVED

SEP 26 2012

CITY MANAGER

City of Key West
Planning Department

Authorization Form
(Where Owner is a Business Entity)

Please complete this form if someone other than the owner is representing the property owner in this matter.

I, Bogdan Vitas, Jr. as
Please Print Name of person with authority to execute documents on behalf of entity

City Manager of the City of Key West
Name of office (President, Managing Member) *Name of owner from deed*

authorize Doug Bradshaw
Please Print Name of Representative

to be the representative for this application and act on my/our behalf before the City of Key West.

Bogdan Vitas
Signature of person with authority to execute documents on behalf on entity owner

Subscribed and sworn to (or affirmed) before me on this 26th day of October, 2012

Bogdan Vitas
Name of Authorized Representative

He is personally known to me or has presented _____ as identification.

Portia Y. Navarro
Notary's Signature and Seal

PORTIA Y. NAVARRO
Name of Acknowledger typed, printed or stamped



**City of Key West
Planning Department**

Verification Form

(Where Authorized Representative is an Entity)

I, Doug Bradshaw, in my capacity as Sr. Project Manager
(print name) *(print position, president, managing member)*
of the City of Key West
(print name of entity serving as Authorized Representative)

being duly sworn, depose and say that I am the Authorized Representative of the Owner (as appears on the deed), for the following property identified as the subject matter of this application:

111 Olivia St., Key West, FL
Street Address of subject property

All of the answers to the above questions, drawings, plans and any other attached data which make up the application, are true and correct to the best of my knowledge and belief. In the event the City or the Planning Department relies on any representation herein which proves to be untrue or incorrect, any action or approval based on said representation shall be subject to revocation.

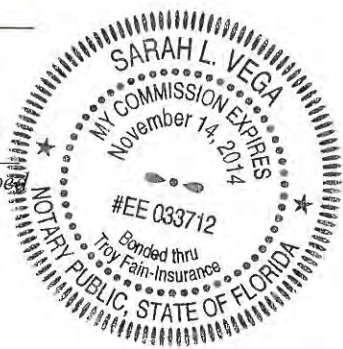
[Signature]
Signature of Authorized Representative

Subscribed and sworn to (or affirmed) before me on this Sept 26, 2012 by
Douglas Bradshaw
Name of Authorized Representative
date

He/She is personally known to me or has presented _____ as identification.

[Signature]
Notary's Signature and Seal

SARAH L. VEGA
Name of Acknowledger typed, printed or stamped



***PLEASE USE
THE FOLLOWING
INSERTS TO ASSEMBLE
YOUR APPLICATION***

ITEM D
PROJECT INFORMATION

Bahama Village Corridor Community Redevelopment Application for Tax Increment Funding for Frederick Douglass Community Center Condition Assessment and Improvements

PROJECT DESCRIPTION

The Frederick Douglass Community Center located at 111 Olivia Street is the community hub for children's activities including an indoor basketball court and activity room. The center primarily serves the residents of Bahama village but is utilized by residents throughout the City. The center offers a tutorial program after school Monday through Friday to children in need of after school tutoring. This program is free. There is also a basketball league housed at the gym that runs from December through March and consists of a boys and girls leagues. The community center has served numerous functions in the past including a school and educational classrooms.

The original main structure consists of a large gymnasium and side adjoining building. The buildings appear to be from the early 1970s and consist of poured concrete as well as concrete block. An addition to the main structures was added in the 1980s and consists of primarily wood construction. Throughout the years the main structure side building has been modified internally both in layout as well as for mechanical and electrical systems. Main structural concrete beams have been removed or drastically altered compromising the structural integrity of not only the side structure but possibly the large gymnasium structure. There are common structural elements between the buildings. Additionally, heavy spalling is seen throughout the structure.

This project seeks to address many concepts listed in the Community Redevelopment Plan:

- Improve community facilities
- Recognition of Unique Community Characteristics
- Promote Sustainable Community Redevelopment
- Support Community Redevelopment
- Emphasize a Safe and Clean Environment

PROJECT SCOPE

This project proposes a full condition assessment for both buildings including structural and environmental. The project will also include development of potential courses of action, preliminary cost, 40% design documents, and selection of final course of action (See attached Task Order).

PROJECT AREA

Location Map

Frederick Douglass Community Center Condition Assessment and Improvements
City of Key West Community Redevelopment Area



Northeast View of Building



Southwest View of Building



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FRK

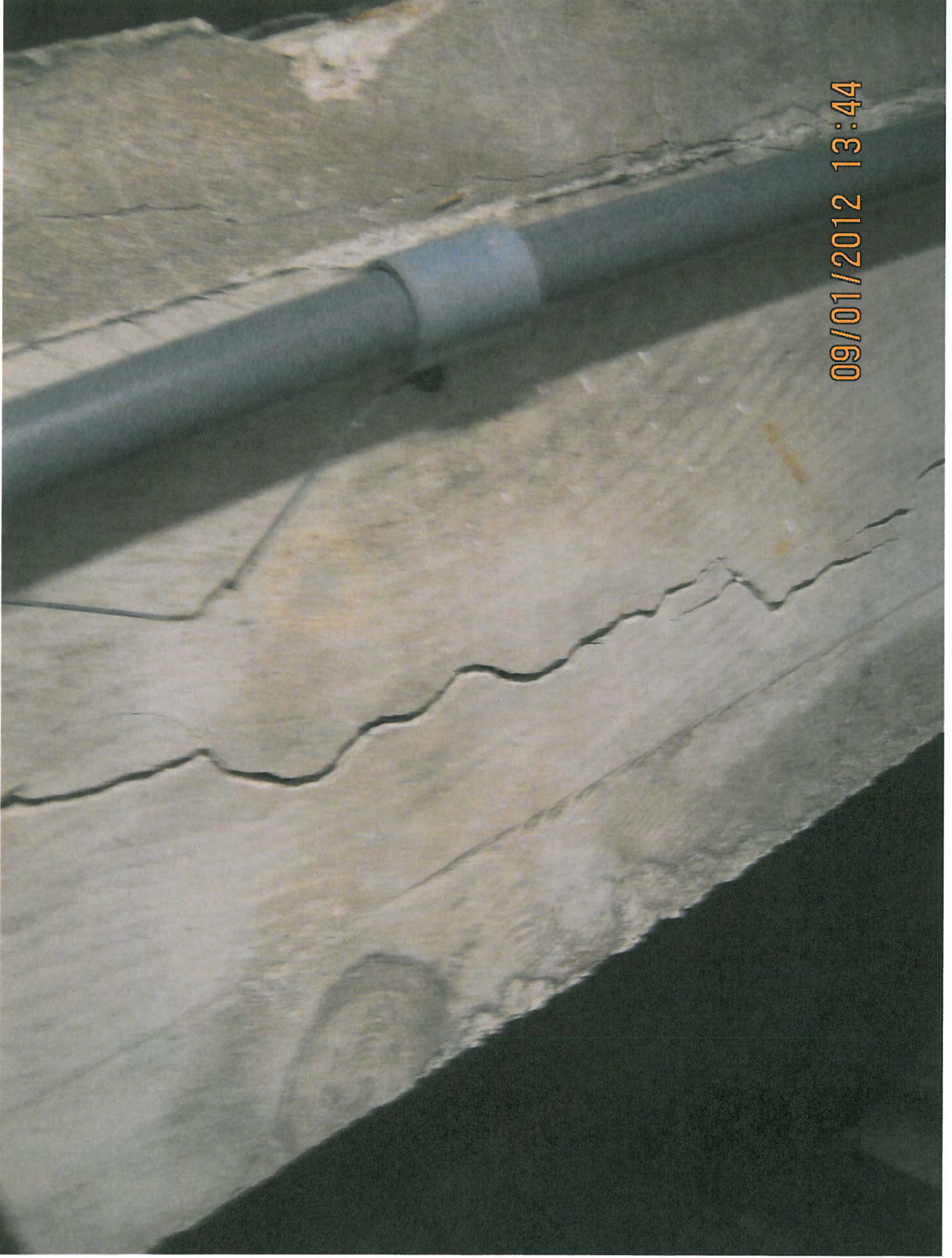
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REFLECTIVE INSULATION

REFLECTIVE INSULATION

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09/01/2012 13:36

TASK ORDER 12.0D01.A

ARCHITECTURAL SERVICES FOR CONDITION ASSESSMENT OF THE FREDRICK DOUGLAS RECREATION CENTER

This TASK ORDER 12.0D01.A is issued under the terms and conditions of the MASTER AGREEMENT TO FURNISH GENERAL ARCHITECTURAL SERVICES TO THE CITY OF KEY WEST ("AGREEMENT") between the City of Key West ("CITY") and HAYES | CUMMING ARCHITECTS, P.A. ("ARCHITECT") executed on August 7, 2012, which is incorporated herein by this reference.

A. SCOPE OF SERVICES

Specific services which the ARCHITECT agrees to furnish are summarized on the attached statement entitled TASK ORDER 12.0D01.A "SCOPE OF SERVICES." The "Scope of Services" defines the work effort anticipated for the Work Order. This Work Order, when executed, shall be incorporated in and shall become an integral part of the Master Agreement.

B. TIME OF COMPLETION

Work under this Task Order will begin immediately following acceptance and completed expeditiously subject to coordination with the City of Key West staff. Work may be performed at any time as requested by the CITY within 6 months after the date of execution of this Task Order, at which time the Task Order will expire.

C. COMPENSATION

Compensation for the labor portion of TASK ORDER 12.0D01.A Tasks A, B and C will be on a lump sum fee basis as stipulated in Article 5, Paragraph 5.1.1 of the AGREEMENT. Compensation for all expenses will be on a Cost Reimbursable-Per Diem basis as stipulated in Article 5, Paragraph 5.1.2 of the AGREEMENT. The estimated compensation is shown on the attached statement entitled TASK ORDER 12.0D01.A COMPENSATION.

D. ACCEPTANCE

By signature, the parties each accept the provisions of this TASK ORDER 12.0D01.A, and authorize the ARCHITECT to proceed at the direction of the CITY's representative in accordance with the "SCOPE OF SERVICES." Start date for this project will be no later than ten (10) days after execution of this authorization.

For HAYES | CUMMING ARCHITECTS

For CITY OF KEY WEST

By: _____
Andrew M. Hayes, AIA
Managing Principal

By: _____
Bob Vitas
City Manager

Dated the ____ day of _____, 2012

ATTEST: _____

TASK ORDER 12.0D01.A

ARCHITECTURAL SERVICES FOR CONDITION ASSESSMENT OF THE FREDRICK DOUGLAS RECREATION CENTER

SCOPE OF SERVICES

Project Description

The CITY is currently analyzing the feasibility and usefulness of the Fredrick Douglas Recreation Center to determine the appropriate course of action. If feasible, the City could repair and utilize the facility to continue recreation services. Due to the age of the existing building, the City has concerns with the potential structural, architectural and environmental issues as well as the ability (and cost) of bringing the building up to current Florida Building Codes.

Purpose

The CITY has requested that the ARCHITECT provide assistance with preliminary inspections, the preparation of a condition assessment report of the existing building and determining a course of action. This assessment is necessary to determine the feasibility of renovation of this structure and its ability to comply with current Florida Building Codes. It is also necessary to determine the extent of work that will be required for repair and renovation of the building if the CITY chooses to continue utilizing this facility.

This assessment will require significant testing (some destructive) to identify potential structural, architectural, mechanical, electrical and environmental issues; such as asbestos, lead based paint, mold and mildew.

This Task Order 12.0D01.A is to provide the City with a complete condition assessment of the existing Fredrick Douglas recreation facility and assist the CITY to determine the appropriate course of action with regard to future use. The condition assessment will address the following items:

- Structural Integrity
- Architectural & Building Systems Issues
- Environmental Assessments

The inspection, testing and condition assessment of the Fredrick Douglas recreational facility will include: Gymnasium & Stage, Restrooms, Offices, Kitchen and Storage areas.

Scope of Services

The following tasks describe the activities to be performed for the analysis, testing, reporting, supporting documentation, preliminary design and construction cost data to be prepared by the ARCHITECT.

Task A – On-Site Structural Analysis, Evaluation and Assessment Report

Task B – Condition Assessment Report

- Task B.1- On-site Building Envelope & Hazardous Materials Assessment
- Task B.2 – Preparation of a Condition Assessment Report

Task C – Potential Courses of Action & Preliminary Costs

- Task C.1 – Conceptual Design Approaches
- Task C.2 – Preliminary Construction Budget
- Task C.3 – Select Course of Action & Determine Costs

TASK ORDER 12.0D01.A

ARCHITECTURAL SERVICES FOR CONDITION ASSESSMENT OF THE FREDRICK DOUGLAS RECREATION CENTER

Task A – On-Site Structural Analysis, Evaluation and Assessment Report

The ARCHITECT's team will include structural personnel along with the contracted services of a local responsible and professional General Contractor to provide on-site testing, exploratory demolition and repair. Based on the data obtained the inspection team will prepare a Structural Assessment Report.

An initial observation walk through will be conducted to generally assess the overall condition of the building structure. This preliminary assessment will document existing conditions of the facility and seek to discover the problems and challenges that exist. An initial determination will be made on the ability of existing recreation activities to continue within the building.

STRUCTURAL

The structural testing and evaluation will include the following:

- Concrete Roof Deck: Concrete core samples (3 3/4" diameter) to be taken for compressive strength, chloride content and determine reinforcement in the concrete roof deck (Approximately 10 locations).
- Concrete Wall: Concrete core samples (3 3/4" diameter) to be taken at three typical gymnasium column conditions; sidewall, end wall and corner. Concrete core samples to be taken 2 to 3 feet above top of window openings and at mid-height tie beam. Core samples also to be taken along southwest wall between gymnasium and one story office/restroom area; within each structural bay along common tie beam at mid-wall height (Approximately 24 total locations).
- Floor/Foundation: Provide access to the foundation by providing 24" by 24" minimum openings along the exterior of the building perimeter in approximately 6 locations. Obtain concrete core samples (3 3/4" diameter) from the floor slab to be taken for compressive strength, chloride content and determine reinforcement along gymnasium floor, adjacent to stage and along common wall between gymnasium and office/restroom area. In approximately 6 locations (Approximately 12 total locations).

The building structural information obtained on member sizes, locations and connections will be used to perform a structural analysis of the building and suggestions for retrofitting the building to meet 2010 Florida Building Code and hurricane requirements. The results of the structural analysis will be used to determine if the existing structure has sufficient structural capacity to continue to be used as a recreation center. ARCHITECT will work with the City to obtain any available information on the buildings.

A \$52,000 budget allowance has been included in this subtask for selected removal and repair of the existing roof, floor and walls, as well as any required permitting. The ARCHITECT will obtain quotes from three (3) local general contractors (if available) prior to entering into an agreement for the work.

A Structural Evaluation report will be provided for the City's review and the ARCHITECT will schedule a review meeting where up to two team members will attend, (all others will attend via conference call, as required) to review the report and address questions.

TASK ORDER 12.0D01.A

ARCHITECTURAL SERVICES FOR CONDITION ASSESSMENT OF THE FREDRICK DOUGLAS RECREATION CENTER

A determination will be made at this point as to what portions of the building, if any, are feasible to renovate. ARCHITECT will incorporate comments and discussion items into the final report and deliver final documents.

Deliverables

- An electronic copy of the draft Structural Assessment for review by CITY staff
- Four (4) copies of final Structural Assessment and two (2) electronic copies in PDF format.

Task B - Condition Assessment Report

Upon acceptance of the Structural Assessment Report by the City the ARCHITECT shall obtain an authorization to proceed with Task B. This task will be limited to the portion of the existing building determined to be viable for renovation in Task A.

This report will include hazardous materials, architectural, electrical, and mechanical personnel. The ARCHITECT's inspection team, along with the contracted services of responsible and professional sub-contractors, will provide on-site evaluations, inspections and testing of the existing Fredrick Douglas Recreation Facility. Based on the data obtained the inspection team will prepare a Condition Assessment Report.

Task B.1- On-site Building Envelope & Hazardous Materials Assessment

The ARCHITECT'S team will need to obtain sufficient information to perform a building envelope and hazardous materials analysis. HAYES | CUMMING ARCHITECTS will retain the services of a licensed and insured roofing contractor and industrial hygienist to complete the testing, removal and repairs necessary.

ARCHITECTURAL & BUILDING SYSTEMS

The Architectural testing and evaluation will include the following:

- Building & Fire Code Compliance
- Life Safety & Egress Compliance
- ADA Compliance
- Roof Membrane Investigation: Remove 2'-0" by 2'-0" area of existing roof membrane and roofing material down to the top of the structural deck. This will occur in three locations; two above the gymnasium and one above the one story office/restroom area. The top of concrete decking must be exposed and clear of debris.
- Roof drainage discharge system and recommendations for modifications if necessary.
- Exterior Envelope - Walls/Windows/Doors: Test mill thickness of paint and inspect caulking/sealing of all joints and corners. Inspect flashing/caulking at selected window/door openings and attempt to determine pressure strength of existing windows/doors.
- Insulation – determine 'R' values of exterior wall systems and compliance to Florida Energy Code Requirements

Destructive testing methods will be performed to determine the assembly and condition of the buildings' exterior envelope and interior components. Core samples of the roof systems will be taken to identify membrane and type of insulation. Portions of the interior ceilings will

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ARCHITECTURAL SERVICES FOR CONDITION ASSESSMENT OF THE FREDRICK DOUGLAS RECREATION CENTER

be removed to observe the underside of the decking. Portions of the interior walls will be removed to determine insulation type and wall components. Samples of each system will be tested to determine if they contain hazardous materials. The openings described above in the structural task will also be used for the architectural assessment.

The building systems testing and evaluation will include the following:

Assessment of the types and condition of HVAC equipment and plumbing in the building using consultant staff. We will:

- interview maintenance staff to obtain information on the current and past condition and problems of the plumbing in the building; access will be required for the crawl spaces and ceiling spaces
- determine the location and sizes of domestic water and sewer piping and the location of connections to the city utility piping mains; access to these locations will be coordinated with the access required for structural and architectural considerations.
- Provide a report detailing the location and condition of existing HVAC related equipment and its suitability for reuse. The report will also detail the condition of the domestic water and sewer piping and its suitability for reuse.

An electrical investigation and evaluation using consultant staff will include the following:

- General overview inspection of main electrical service, existing electrical feeders/ sub-feeders and distribution panels
- Inspection of:
 - conductors and raceways above the dropped ceilings in several locations within the building
 - concealed conductors and raceways above fixed ceilings utilizing openings cut for structural and architectural inspections.
- Provide a report detailing the location and condition of existing electrical equipment and its suitability for reuse.

HAYES | CUMMING ARCHITECTS requests copies of any existing building architectural, structural, mechanical, plumbing and electrical plans and specifications.

ENVIRONMENTAL

The Environmental testing and evaluation will include the following:

- Environmental inspection and testing will focus on determining the location and extent of materials containing asbestos, lead-based paint and/or mold contamination;
- HAYES | CUMMING ARCHITECTS will retain the services of a certified industrial hygiene consulting firm. A lead inspector, asbestos inspector and Florida-licensed Mold Assessor will be onsite to examine materials, collect samples of representative materials, and to test for lead-based paint on materials.
- Asbestos: A walk-through of the interior and exterior of the subject building to visually assess suspect friable and non-friable asbestos-containing materials (ACM) for condition, homogenous areas, and functional spaces. They will collect representative bulk samples from the interiors/exterior and roofs of the structure and transport the samples to an in-house asbestos laboratory for analysis. They estimate a maximum of ___ samples will be required to assess each reasonably accessible homogenous area (HA) in the building.

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Bulk samples will be analyzed using Polarized Light Microscopy (PLM). Any friable materials found to contain less than 10% asbestos by visual estimation will require analysis by the objective Point Count Method for confirmation of asbestos content, per United States (US) Environmental Protection Agency (EPA) regulations.

- Lead Based Paint: The industrial hygienist will conduct a limited lead-based paint survey in reasonably accessible representative rooms, common areas, and exteriors of the subject structure using the X-ray fluorescence (XRF) method of lead detection. The survey will be performed using state of the art work practices based on a modified version of the protocol established by the Department of Housing and Urban Development (H.U.D.). Up to 10 confirmatory paint chip samples may be collected, if necessary, to verify any "inconclusive" findings produced by the XRF method. The paint chip samples will be analyzed using Atomic Absorption Spectrophotometry (A.A.S.) methods.
- Mold: The industrial hygienist will conduct a walk-through inspection of the building using visual assessment to determine suspect mold growth on building materials. In addition, they will use infrared thermography and direct reading moisture meters to determine possible areas of water intrusion into the building that could provide the moisture necessary for mold growth. If suspect mold growth is observed, up to 15 direct "tape lift" samples will be collected for examination using optical microscopy by an Environmental Microbiology Laboratory Accreditation Program (EMLAP) certified laboratory.
- The industrial hygienist will require access to all areas of the building to conduct the testing.

A \$20,000 budget allowance has been included in this subtask for the roofing and environmental testing services.

HAYES | CUMMING ARCHITECTS requests copies of any previous reports detailing the locations of asbestos and/or lead containing materials in the buildings.

Deliverables: Test reports and field documentation from above tasks will be included in the Condition Assessment Report.

Task B.2 – Preparation of a Condition Assessment Report

The ARCHITECT will prepare and submit a Condition Assessment Report (including testing data) of the Fredrick Douglas facility to the CITY.

The Condition Assessment Report will include the following information;

- Results of the structural investigation.
- Structural analysis of the building to include connection assessment, floor loadings, load bearing walls, and overall condition of the building.
- Suggestions for modifications to bring the building into compliance with the 2010 Florida Building Code, as well as recommendation for potential reuse/retrofit approaches.
- Condition of the building envelope and a description of all areas that do not meet the current Code.
- Results of the investigation of the roof drainage discharge system and recommendations for modifications if necessary.
- Assessment information on the location and condition of
 - existing HVAC-related equipment and its suitability for reuse.

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ARCHITECTURAL SERVICES FOR CONDITION ASSESSMENT OF THE FREDRICK DOUGLAS RECREATION CENTER

- domestic water and sewer piping and its suitability for reuse.
- electrical system investigation and suggestions for modifying the system to meet current National Electric Code (NEC) and Florida Building Code.
- Industrial hygienist will produce a report detailing areas of materials containing asbestos, lead-based paint, and mold and suggested methods of remediation.

Deliverables: The ARCHITECT will submit an electronic copy of the draft Condition Assessment Report for the City's review. Upon completion of City's review the ARCHITECT will schedule a review meeting where up to two team members will attend, (all others will attend via conference call, as required) to review document and address questions. ARCHITECT will incorporate comments and discussion items and deliver final documents.

Deliverables

- An electronic copy of the draft Structural Assessment for review by CITY staff
- Four (4) copies of final Structural Assessment and two (2) electronic copies in PDF format.

Task C – Potential Courses of Action & Preliminary Costs

Upon acceptance of the Final Condition Assessment Report by the City the ARCHITECT shall obtain an authorization to proceed with Task C. Once authorization is received from the CITY, the ARCHITECT shall use the Condition Assessment Report from Task A to complete Task B.

Task B will develop the minimum conceptual design drawings and outline specifications necessary to allow a General Contractor consultant to prepare preliminary construction cost data for the following possible courses of action (plus any others developed during Task A):

- A. Demolition of the building, removal from the site and any required hazardous material remediation
- B. Minimal repair/renovation necessary to bring the building into compliance with 2010 Florida Building Code and hurricane requirements
- C. Repair/renovation necessary to obtain 25-30 additional years use of the structure as currently utilized by the CITY.

Task C.1 – Conceptual Design Approaches

A set of conceptual drawings and outline specifications will be developed to the level of 40% Construction Documents in order to create a construction budget for each course of action.

Course of Action A - Demolition of the building, removal from the site and any required hazardous material remediation

Conceptual Drawings

- Architectural Site Plan

Outline Scope of Work

- Single Page Overview

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ARCHITECTURAL SERVICES FOR CONDITION ASSESSMENT OF THE FREDRICK DOUGLAS RECREATION CENTER

Course of Action B – Minimal repair/renovation necessary to bring the building into compliance with 2010 Florida Building Code and hurricane requirements

Conceptual Drawings

The above items listed in Course of Action A plus:

- Architectural Floor Plan
- Architectural Roof Plan
- Exterior Elevations
- Wall Sections
- Building Envelope Details
- Window/Door Schedule & Typical Details
- Structural Foundation Plan
- Structural Roof Framing Plan
- Structural Connection Details
- Structural Framing Repair/Remediation Details

Outline Specifications

- Scope of Work Overview /Concrete/Masonry/Insulation/Roofing/Paint/Exterior Doors/Windows

Course of Action C - Repair/renovation necessary to obtain 25-30 additional years use of the structure as currently utilized by the CITY.

Conceptual Drawings

- The above items listed in Courses of Action A & B plus:
- Reflected Ceiling Plan
- Room Finish Schedule
- Interior Partition Details & Finish Schedule
- Mechanical Plan & Equipment Schedule
- Plumbing Plan & Fixture Schedule
- Electrical Plan & Light Fixture Schedule

Outline Specifications

- The above items listed in Courses of Action A & B plus:
- Interior Metal Framing/Gypsum Board/Finishes/Mechanical-General/Plumbing-General/Electrical-General

Task C.2 – Preliminary Construction Budget

The ARCHITECT will retain the services of a construction manager to develop construction cost budgets associated with each of the possible courses of action considered in Task B.1.

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ARCHITECTURAL SERVICES FOR CONDITION ASSESSMENT OF THE FREDRICK DOUGLAS RECREATION CENTER

Task C.3 – Select Course of Action & Determine Costs

The ARCHITECT will submit an electronic copy of the draft Conceptual Drawings & Outline Specifications along with construction cost budgets for each course of action for the City's review.

Upon completion of City's review the ARCHITECT will schedule a review meeting where a course of action will be selected. Up to two team members will attend, (all others will attend via conference call, as required) to review documents and address questions. ARCHITECT will incorporate comments and discussion items and deliver final documents.

Deliverables

- An electronic copy of the draft 40% Construction Documents, Outline Specifications and Construction Cost Budgets for review by CITY staff
- Four (4) copies of final 40% Construction Documents, Outline Specifications and Construction Cost Budgets and two (2) electronic copies in PDF format.

Assumptions

The following assumptions were used in the development of this Task Order:

- ARCHITECT does not mark-up any expenses or subcontractor costs per the current Master Services Agreement (MSA).
- Complete access to the facility will be provided.
- City will assist ARCHITECT team to obtain access to roofs and high ceiling areas.
- Budget allowances have been included for the following: repair of wall, ceiling, and floor openings; repair of the roof; concrete coring; and hazardous materials testing services.
- This scope of work does include limited cost estimating for the project.
- This scope of work does not include zoning, setback or historical research.
- Any inspection reports, testing results and drawings will be made available to the ARCHITECT.

Obligations of the CITY

To assist in performing the activities outlined in this proposal, the CITY will provide the following:

- The CITY will obtain and provide all available information on this facility from its archives within 15 days of signing this task order.
- The CITY will coordinate access to the facility for the inspections.
- The CITY will provide all required zoning, setback and/or historical requirements.

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ARCHITECTURAL SERVICES FOR CONDITION ASSESSMENT OF THE FREDRICK DOUGLAS RECREATION CENTER

- The CITY will arrange for employee(s) familiar with the facility to be present during the testing phase.
- Required CITY employees will be available during the preliminary inspections.

Additional Services

The ARCHITECT will, as directed, provide additional services that are related to the project but not included within this Scope of Services. These and other services can be provided, if desired by the CITY, as an amendment to this Task Order upon the mutual agreement of the parties. Work will begin for the Additional Services after receipt of a written notice to proceed from the CITY. Such Additional Services may include:

- Phase 2 Environmental Site Assessment if required.
- Containment and disposal of hazardous materials generated when the openings are cut into the ceiling, floor, walls and roof if hazardous materials are present.
- Additional building inspections other than the those listed under Task A and B.

Compensation

The estimated compensation for TASK ORDER 12.0D01.A is shown on the attached statement entitled TASK ORDER 12.0D01.A COMPENSATION.

TASK ORDER 12.0D01.A

ARCHITECTURAL SERVICES FOR CONDITION ASSESSMENT OF THE FREDRICK DOUGLAS RECREATION CENTER

Attachment A

TASK ORDER 12.0D01.A COMPENSATION

TASK ORDER 12.0D01.A COMPENSATION

ARCHITECTURAL SERVICES FOR THE CONDITION ASSESSMENT OF FREDRICK DOUGLAS FACILITY

Task	Hours	Labor	Expenses	Total Cost
Task A - On-site Analysis & Assessment	168	\$ 23,978	\$ 3,575	\$ 27,553
Task B - Condition Assessment Report	340	\$ 46,972	\$ 75,875	\$ 122,847
Task C - Courses of Action & Preliminary Costs	296	\$ 36,658	\$ 725	\$ 37,383
Total	804	\$107,608	\$ 80,175	\$ 187,783

ITEM E
OWNERSHIP AND
LEGAL STRUCTURE

OWNERSHIP-CITY OF KEY WEST



NAME	ADD1	ADD2	UNIT	CITY	STATE	ZIP	COUNTRY	PC	RECHAR	AK	MILLGROUP	NBHD	MARKET	FLA	SALE1	M1Y
CITY OF KEY WEST	P O BOX 1409			KEY WEST	FL	33041			89 00014720-000000	1015091	11KW		32060 OT32		18053	

ITEM G
PROJECT BUDGET

Proposed Douglass Gym Building Condition Assessment and Improvements
Proposed Cost Schedule

Phase	2013 Cost	2014 Cost
Condition Assessment/Preliminary Design	\$ 190,000.00	
Construction Documents (estimated)		\$ 75,000.00
Survey (estimated)		\$ 5,000.00
Demolition (estimated)		\$ 50,000.00
Construction (estimated)		\$ 1,200,000.00
CEI (estimated)		\$ 25,000.00
Total (estimated)	\$ 190,000.00	\$ 1,355,000.00

ITEM H
PROJECT SCHEDULE

ITEM I
GREEN FEATURES

GREEN ELEMENTS

This project will meet the requirement of Florida Statue 255.2575: Energy-efficient and sustainable buildings.

Request for Additional Information



THE CITY OF KEY WEST

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

November 1, 2012

VIA ELECTRONIC MAIL

Mr. Doug Bradshaw
Senior Project Manager
City of Key West
3120 Flagler Avenue
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation
Frederick Douglas Community Center Condition Assessment and Improvements Project
Request for Additional Information and Clarification**

Dear Mr. Bradshaw:

The City is in receipt of your timely submitted application for the Frederick Douglas Community Center Condition Assessment and Improvements Project. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Is the proposed scope of the project still valid based on the findings of the most recent structural analysis performed on October 12, 2012? Please include the findings of the report and revise the scope of the request and the scope of the budget based on those findings.
- Revise the budget to include the cost of the most recent structural analysis performed on the building on October 12, 2012, include it and any other associated improvements as part of the total project cost as an in-kind cost to the City. Please specify whether the proposed cost are based on maximum demolition and reconstruction cost.

This additional information is requested by November 12, 2012.

Your project presentation is scheduled before the Bahama Village Redevelopment Advisory Committee (BVRAC) at their regularly scheduled meeting on Thursday, December 6, 2012, starting at 5:30 p.m. Please be prepared to describe the key aspects of your project in 10 minutes or less and to answer questions that may be posed by the board. In addition, staff or board members may have additional information or clarification requests during the review period. The BVRAC is expected to meet on January 3, 2013, to recommend funding allocations.

Please do not hesitate to contact me with any questions or concerns.

November 1, 2012

Page 2

Sincerely,

Nicole Mals on behalf of Don Craig

Donald Leland Craig, AICP
Planning Director

Xc: Mark Finigan, Assistant City Manager
Shawn Smith, City Attorney
CRA File

Additional Application Information



THE CITY OF KEY WEST
3140 Flagler Ave
KEY WEST, FLORIDA 33040
www.keywestcity.com

Engineering
(305) 809-3792

November 8, 2012

Donald Leland Craig, AICP
City of Key West
3140 Flagler Ave
Key West, FL 33040

**RE: Application for Tax Increment Appropriation
Frederick Douglas Community Center Condition Assessment and Improvements Project
Request for Additional Information and Clarification**

Dear Mr. Craig:

Per your letter dated November 1, 2011, I am submitting the additional information you requested in order to clarify the City's application for Tax Increment Funding.

1. Is the proposed scope of the project still valid based on the findings of the most recent structural analysis performed on October 10, 2012? Please include the findings of the report and revise the scope of the request and the scope of the budget based on those findings.

The Initial Visual Inspection performed by hayes/cumming architects and McCarthy and Associates, Inc. Consulting Engineers on October 10, 2012 was to determine if the City could allow for continued use of the structure. The findings by both firms determined that an unsafe condition did exist at the facility and the recommendation was to immediately close the offices, restrooms, kitchen and other miscellaneous spaces in the single story bay of the community center (see attached). This application is requesting funding for a full structural and environmental assessment on the facility. Once that assessment is complete the City can provide an updated budget and scope for future work.

2. Revise the budget to include the cost of the most recent structural analysis performed on the building on October 10, 2012, include it and any other associated improvements as part of the total project cost as an in-kind cost to the City. Please specify whether the proposed costs are based on maximum demolition and reconstruction cost.

A revised budget is attached that includes the \$17,000 Initial Visual Inspection task order from hayes/cumming architects that the City has already completed. The costs provided are estimates. Once the full assessment is complete the City can provide an updated budget for the future work.

If you have further questions or need additional information, please do not hesitate to call me at 305-809-3792.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Bradshaw".

Doug Bradshaw
Senior Project Manager



October 10, 2012

VIA VERBAL NOTICE, EMAIL & OVEZRNIGHT DELIVERY

Mr. John Woodson, Chief Building Official
City of Key West
P.O. Box 4109
Key West, FL 33041-1409

Re: Fredrick Douglas Gymnasium
UNSAFE CONDITION – IMMEDIATE ACTION REQUIRED

Mr. Woodson:

This letter is a follow up to my visit to your office today; unfortunately you were in a meeting. I was able to speak to Mr. Larry Erskine, Assistant City Attorney, and Mr. Doug Bradshaw, Engineering Department, in order to convey our concerns.

Our firm is currently under continuing contract with the City of Key West for general architectural services. We were authorized by Mr. Bradshaw (PO#072430) to conduct a structural inspection of the one story portion of Fredrick Douglass Gym. Today we were at the facility to conduct the inspection. After visiting the building and visually observing the existing conditions throughout the one story support (offices, restrooms and kitchen) spaces we must report that an unsafe condition exists at this facility. This letter shall serve as formal notice of fulfilling our statutory obligation to alert you, as the building official, to any unsafe conditions we encounter within your jurisdiction.

We recommend immediate closure of the offices, restrooms, kitchen and other miscellaneous spaces in the single story bay of the building immediately southwest of the gymnasium. There has been significant structural demolition and deterioration that has compromised the structural integrity of that portion of the building. That portion of the building is no longer fit for human occupancy. See the photographs on the following pages.

There is an additional concern. Approximately six feet of concrete slab cantilevers over the interior space of the adjacent health clinic. Because of our limited access to the Clinic is unclear to us at this time the degree of risk to occupants of that space.

This situation requires immediate action! You may reach me on my cellular telephone at 813.340.3405 to discuss this matter further.

Very truly yours,
hayes | cumming architects, p.a.



Andrew M. Hayes, AIA, LEED BD+C
Managing Principal

Cc: Mr Larry Erskine, Assistant City Attorney
Mr. Don Craig, Director of Planning
Mr. Douglas Bradshaw, Senior Project Manager



Note bottom of concrete 8" of concrete beam has been chipped away and rebar exposed



Note wall below beam has been removed and rebar cut



Note missing 6" plus of concrete with exposed severely rusted rebar

October 19, 2012

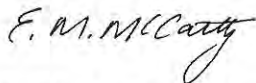
Mr. Andy Hayes
Hayes/Cumming Architects P.A.
2210 Central Avenue, Suite 100
St. Petersburg, FL 33712

**Re: Frederick Douglas Recreation Center
McCarthy Project No. 12302**

Dear Andy:

A copy of our field report when Mark Erkkila accompanied you to the site on October 10, 2012 is enclosed. The older section of the building was deemed to be unsafe and you and Mark met with Key West officials on that day to close the facility. Subsequently, at your request, we are finalizing the temporary shoring drawings to allow occupancy of the gymnasium only.

Sincerely,
McCarthy and Associates, Inc.



E. Michael McCarthy, P.E.
President

Enclosure

FIELD REPORT

SITE VISIT #01

Project: Frederick Douglas Recreation Center Temporary Shoring
McCarthy Project No.12302

Location: Key West, Florida

Date: October 10, 2012

Contractor: N/A

Present: Andy Hayes, Hayes/Cumming Architects P.A.
Mark Erkkila

Comments:

1. I arrived on site to further investigation the existing modified structural conditions of the original single story area adjacent to the gymnasium.
2. Workers were removing the existing ceiling to expose the roof system.
3. There are numerous locations where original load bearing masonry walls have been removed that were supporting the concrete roof slab. The only portion of the existing walls that remain is the top of wall tie beams. These beams were obviously not designed as clearspan beams.
4. There were two concrete columns that have been cut and removed.
5. There are three large areas on the bottom of the roof slab that have spalled with heavily rusted exposed rebar. This to be due to long term water intrusion.
6. There are many locations where concrete/tie beam reinforcing is exposed at the bottom of the beams and is also heavily rusted.
7. The worst case of exposed beam reinforcing is over the men's room where what was apparently a 28" deep concrete beam spanning the entire width of the building has had 5" ± of concrete chipped off for the entire span exposing the bottom reinforcing. This condition has seriously compromised the structural integrity of the beam and possibly transferred stresses/damage into the gymnasium wall concrete beam and column.
8. There is also a piece of concrete roof slab that now cantilevers over the health department building addition within the ceiling space. This slab was presumably part of an exterior covered walkway that was partially removed which was not intended to cantilever.
9. Given the existing conditions observed while on site it is our opinion that the overall structural integrity of the building has created an unsafe condition.
10. See attached photos.

Copy to: Andy Hayes, Hayes/Cumming

By: Mark Erkkila
Mark Erkkila, Construction Admin.

**Frederick Douglas Recreation Center Temporary Shoring Photographs
McCarthy Project No. 12302**

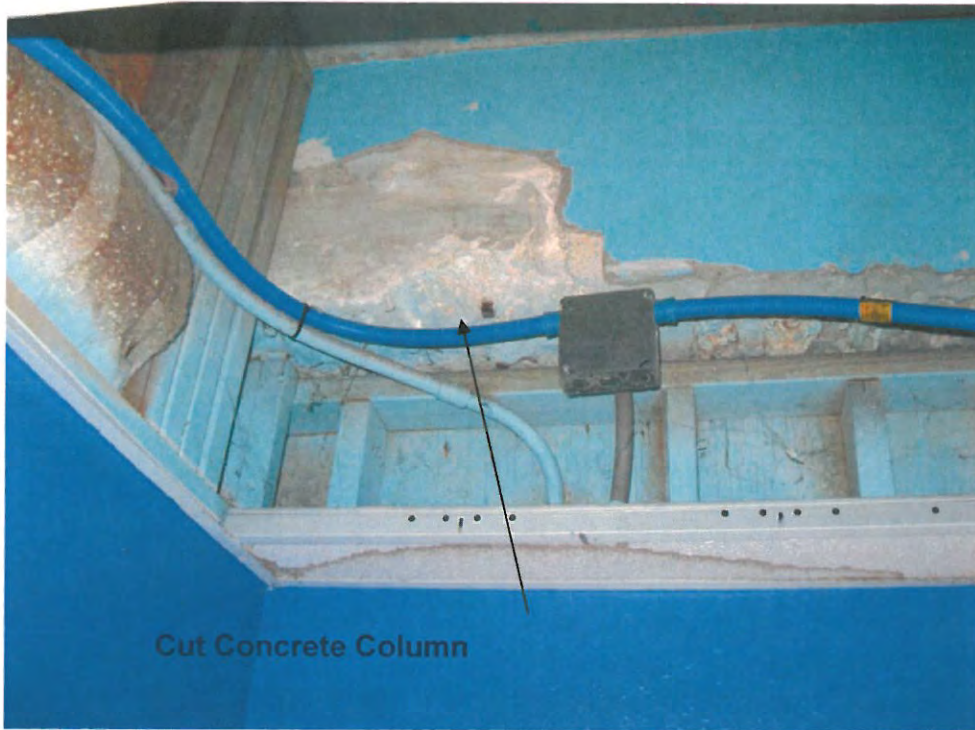


Photo #1



Photo #2

**Frederick Douglas Recreation Center Temporary Shoring Photographs
McCarthy Project No. 12302**

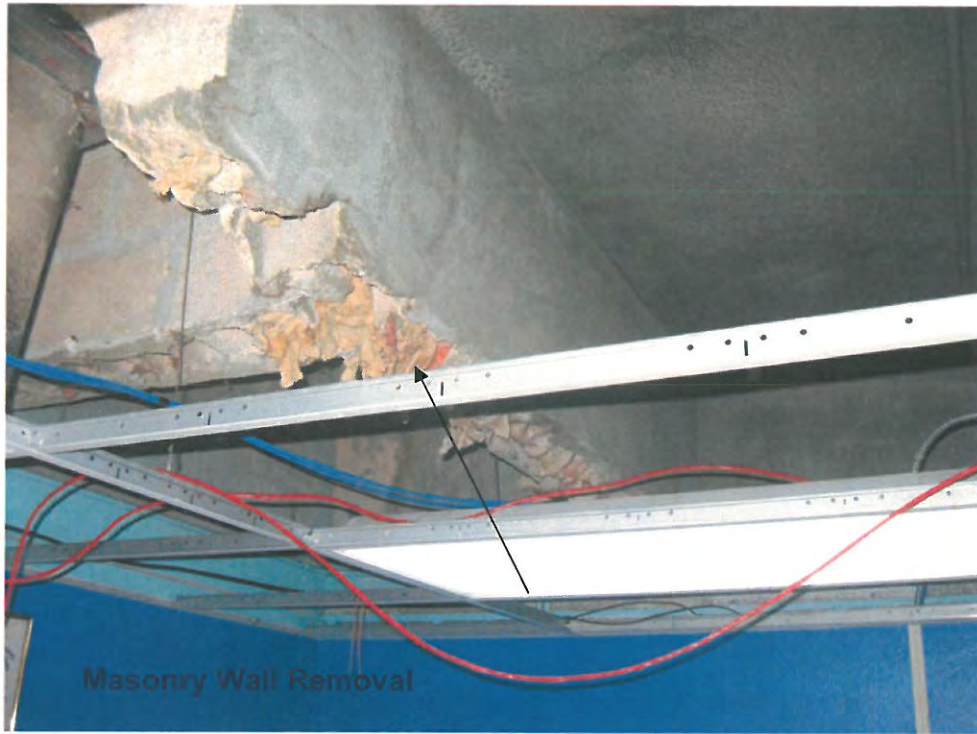


Photo #3

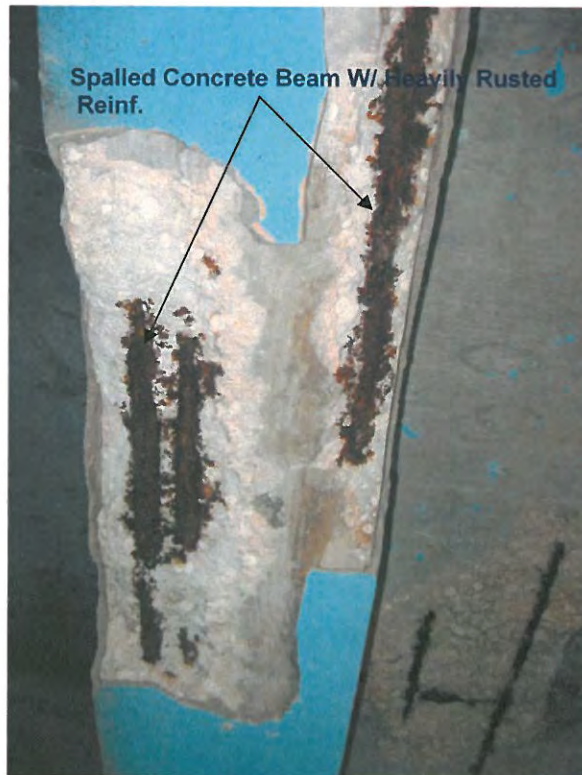


Photo #4

**Frederick Douglas Recreation Center Temporary Shoring Photographs
McCarthy Project No. 12302**



Photo #5



Photo #6

**Frederick Douglas Recreation Center Temporary Shoring Photographs
McCarthy Project No. 12302**



Photo #7



Photo #8

**Frederick Douglas Recreation Center Temporary Shoring Photographs
McCarthy Project No. 12302**



Photo #9



Photo #10

**Frederick Douglas Recreation Center Temporary Shoring Photographs
McCarthy Project No. 12302**

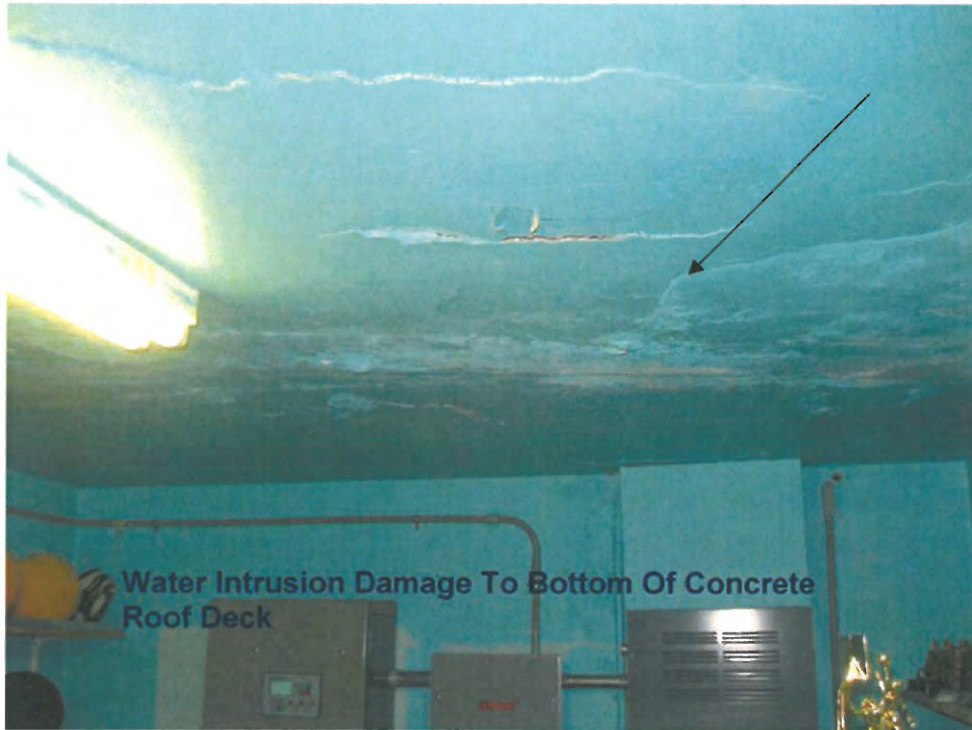


Photo #11

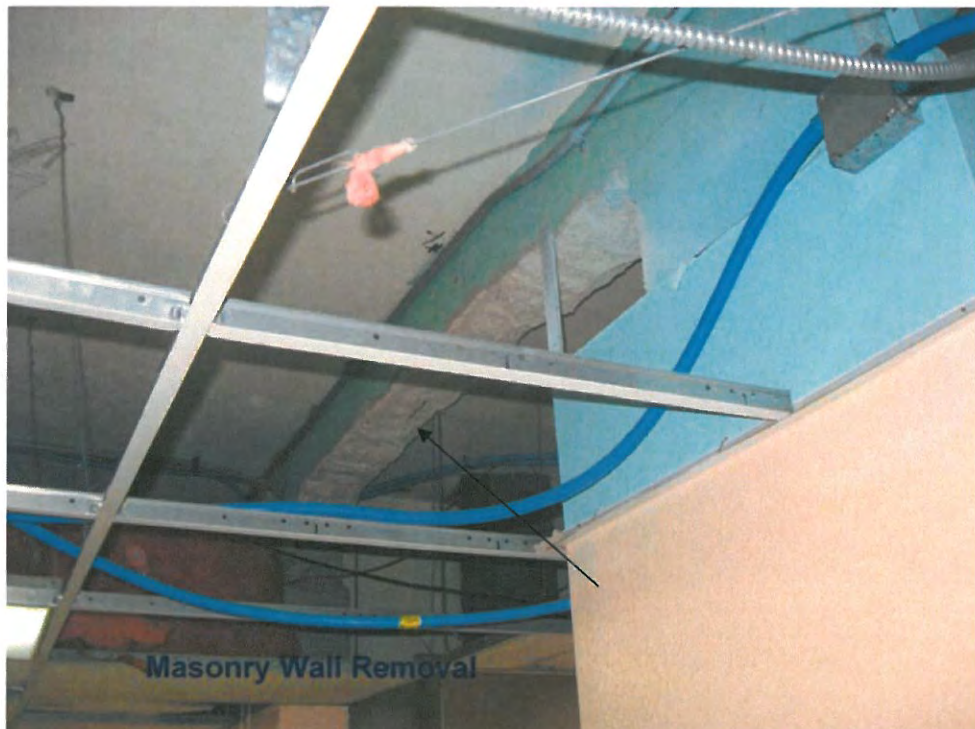


Photo #12

Proposed Douglass Gym Building Condition Assessment and Improvements
Proposed Cost Schedule

Phase	2012 Cost	2013 Cost	2014 Cost
Initial Visual Inspection*	\$ 17,000.00		
Condition Assessment/Preliminary Design		\$ 190,000.00	
Construction Documents (estimated)			\$ 75,000.00
Survey (estimated)			\$ 5,000.00
Demolition (estimated)			\$ 50,000.00
Construction (estimated)			\$ 1,200,000.00
CEI (estimated)			\$ 25,000.00
Total (estimated)	\$ 17,000.00	\$ 190,000.00	\$ 1,355,000.00

*Task Completed