
PROPOSAL FOR PROFESSIONAL SERVICES

Task Order 14-01
Architectural & Engineering Design and Technical Services
Police Station Roof Replacement

Prepared for
City of Key West Engineering Services Department

May 15, 2014

William P Horn Architect, PA

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Key West, Florida 33040
305-296-8302

BACKGROUND AND OBJECTIVES

The existing Police Station's roof is in disrepair and leaks. The exact locations of the leaks are not known, the insulation under the roofing seems to be unattached to the roof structure and soft (wet) in numerous locations. The top of the parapet wall (at the roof) is not flashed properly and is leaking and there are numerous problematic flashing details on the entire roof. There is also a foam cornice detail by the top of the wall at the roof that has no flashing and water is getting into the foam and going between the foam cornice and the masonry wall (running down the building facades). It seems that the best way to assure that the roofing system will work (and to get a warranty) is to totally replace the roofing system (roof membrane, insulation and all flashing details).

This task order includes the following components:

- Measure the existing roof and all conditions and details.
- Design the new roofing system and details.
- Final construction plans and specifications
- Bid Phase Services
- Construction Phase Services

SCOPE OF WORK

TASK 1 – SITE EVALUATION AND MEASUREMENT OF ROOF.

- 1.1 Collect and review available as-built documents and existing conditions.
- 1.2 Measure the existing roof and existing details of parapet walls, equipment details, etc..
- 1.3 Draw existing roof plan and existing details.
- 1.4 Prepare a needs assessment summary and recommendation.

TASK 2 – PRELIMINARY DESIGN AND DEVELOPMENT OF NEW ROOFING SYSTEM

- 2.1 Prepare Preliminary Design documents of the new roofing system consisting of roof plan and section details.
- 2.2 Prepare preliminary cost estimates.
- 2.3 Coordinate with City staff to review the preliminary design and cost estimates.

- 2.4 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 CONSTRUCTION DOCUMENTS AND SPECIFICATIONS

- 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, insurance requirements and form of AGREEMENT between the City and CONTRACTOR.
- 3.3 Prepare cost estimates.
- 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 architectural/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.

DELIVERABLES

1. Existing condition drawings.
2. Preliminary design drawings and cost estimate.
3. Construction Drawings & Specifications, cost estimate.

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 **\$38,775.00**

Basic Services

Task 1 – Existing Condition Drawings \$5,845.00

Principal Architect: 5 hours x \$225/ hr = \$1,125.00

Architect: 15 hours x \$150/hr = \$2,250.00

Drafting: 26 hours x \$95/hr = \$2,470.00

Task 2 – Preliminary Design and Cost Estimate \$7,670.00

Principal Architect: 8 hours x \$225/ hr = \$1,800.00
Architect: 20 hours x \$150/hr = \$3,000.00
Drafting: 18 hours x \$95/hr = \$1,710.00
MEP Engineer: 4 hours x \$140/hr = \$560.00
Structural Engineer: 4 hours x \$150/hr = \$600.00

Task 3 – Final Construction Documents \$17,515.00

Principal Architect: 10 hours x \$225/ hr = \$2,250.00
Architect: 28 hours x \$150/hr = \$4,200.00
Intern Architect: 25 hours x \$125/hr = \$3,125.00
Drafting: 56 hours x \$95/hr = \$5,320.00
MEP Engineer: 8 hours x \$140/hr = \$1,120.00
Structural Engineer: 10 hours x \$150/hr = \$1,500.00

Task 4 – Bid Phase Services \$1,935.00

Principal Architect: 4 hours x \$225/ hr = \$900.00
Architect: 4 hours x \$150/hr = \$600.00
MEP Engineer: 1.5 hours x \$140/hr = \$210.00
Structural Engineer: 1.5 hours x \$150/hr = \$225.00

Task 5 – Construction Phase Services \$5,810.00

Principal Architect: 8 hours x \$225/ hr = \$1,800.00
Architect: 18 hours x \$150/hr = \$2,700.00
MEP Engineer: 5 hours x \$140/hr = \$750.00
Structural Engineer: 4 hours x \$150/hr = \$600.00

Total \$ 38,775.00

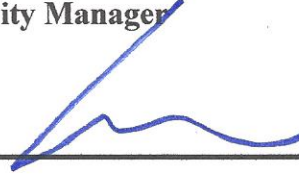
A preliminary construction cost is \$422,400.00. This based on two recent similar completed roofing projects that resulted in about \$32/sf costs (13,200 sf x \$32/sf= \$422,400.00).

Hourly Rates as per Annual Contract:

Principal Architect: \$225.00/HR
Architect: \$150.00/HR
Intern Architect: \$125.00/HR
Drafting: \$95.00/HR
Structural Engineer: \$150.00/HR
MEP Engineer: \$140.00/HR

Bob Vitas
City Manager

Date



5/15/14

William P Horn, RA
Principal

Date