



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

Date: November 15, 2012

To: Bob Vitas, City Manager

From: Karen Olson, Special Projects Designer

CC: David Fernandez, ACM
Mark Finigan, ACM
Doug Bradshaw, Senior Project Manager

Subject: **Authorize Change Order #1 in the amount of \$6,687.50 to Michael Miller, Architect.**

Action Statement

This Resolution authorizes Change Order #1 for additional design / technical services and reimbursable expenses for the Sexton's House to Michael Miller, Architect.

Background

The City of Key West issued a Request for Quote for the design of a new Sexton's House located in the City Cemetery on January 15, 2012. The respondents quoted on the design of a single story, 950 square foot, building that was to include a Sexton's office, bereavement room, archival space, ADA restroom and storage.

Four local Architectural firms submitted pricing with Michael Miller Architect coming in as low bid at \$18,750.00. The City and Michael Miller entered into a Consulting Agreement for design dated May 1, 2012.

Purpose and Justification

During the conceptual design process it was determined that creating a story and half structure would provide much needed document storage. The increase in building cost would be minimal, approximately 25%. This scope change also increases the design effort by 25% or \$4,687.50.

The Consulting Agreement did not include post design services but did include

MEMORANDUM

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

the ability to add these services based on negotiated hourly rates. In the best interest of the City, we are adding \$1,000.00 for these services. Post design services will include bid analysis, contract and submittal review and site observation. These services will not exceed the proposed \$1,000.00.

There are also reimbursable expenses that were not covered in the original purchase order that are allowed by the Consultant agreement. As of October 2012 we have accrued \$388.00 in reimbursable expenses which mainly comprise of printing costs. We foresee up to \$1,000.00 in reimbursable expenses for this project.

Per the attached request from Michael Miller Architect dated November 7, 2012 we are requesting an increase of \$6,187.50 for increase in design scope, post design services and reimbursable expenses. We are also requesting \$500.00 to cover reimbursable expenses to date for a total change order of \$6,687.50.

The increase in fees was negotiated between Mark Finigan, ACM and Michael Miller, Architect. We request that the City Commission ratify this change order.

Options

Option #1 Approve proposed change order #1 to Michael Miller, Architect for additional design / technical services and reimbursable expenses in the amount of \$6,687.50.

Option #2 Reject proposed change order #1.

Financial Issues

The City will transfer \$6,687.50 to PO #71921 from account 101-1905-6200.

Recommendation

Staff recommends option #1, Approve proposed change order #1 to Michael Miller, Architect for additional design / technical services and reimbursable expenses in the amount of \$6,687.50.