
PROPOSAL FOR PROFESSIONAL SERVICES

Task Order 23-02
Coffee Butler Amphitheater Enhancements
Conceptual Design Services

Prepared for
City of Key West

August 2023



1010 Kennedy Drive, Suite 202
Key West, Florida 33040
305-293-9440

BACKGROUND AND OBJECTIVES

The City of Key West is interested in making some enhancements/improvements to the existing amphitheater. To address this interest, Perez Engineering & Development, Inc. will be using the following sub-consultant team on this task order due to their significant experience in successful operations of amphitheaters.

Les Thomas Architect

Les Thomas – Architecture and Architectural Planning

Gabe Pellicer – Amphitheater Operations Consultant

Alex Bragg – Amphitheater & Tour Back of House Consultant

Les Thomas Architect's complete proposal is attached to this task order.

The objective is to create conceptual design improvements, combining innovative design with the history and culture of the area. The improvements will consist of practical solutions to foster a venue where artists are motivated to perform, patrons consistently choose to return and is more beneficial to the City of Key West.

SCOPE OF WORK

TASK 1 – SITE ANALYSIS

Research, obtain, and review available data and construction drawings. Analyze existing structures, pedestrian access, truck access and off-loading, existing dressing rooms and restrooms, and existing seating (concrete and lawn).

TASK 2 – SITE EVALUATION

The following items shall be evaluated:

- Pedestrian entrance and guest services area to include accessibility and flow patterns.
- Stage area improvement such as: flat rear sound wall, adding wings to stage right and stage left, move electric services to more appropriate areas.
- Front of house improvements such as: premium seating, lawn seating, and patron restrooms.
- Back of house improvements such as: new loading dock, access to stage for loading, dressing rooms with full bathrooms, production office, catering services including kitchen, and sound/light functionality and improvements.

TASK 3 – CONCEPT DESIGN SKETCHES

The design team shall attend one on site meeting and two virtual meetings. The concept design shall include sketches, plans, sections and elevations, including site plans, restrooms and

premium seating. The concepts shall also include any necessary changes/additions to the site stormwater management system and water/sewer utility connections.

Visual Renderings will also be provided to include the following:

- Sketch with color of Main Entrance view
- Sketch with color of view from the stage
- Sketch with color of view from the seating or lawn area
- Sketch with color of visualization of the premium seating/boxes
- Digital Professional Rendering of birds-eye view showing a before and after visual comparison

We will provide a preliminary construction cost estimate for the enhancements to the Coffee Butler Amphitheater to provide a foundational understanding of the overall cost.

ITEMS NOT INCLUDED

- Preparation of a survey.
- Geotechnical/sub-surface investigation.
- Traffic engineering and/or traffic studies.

COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$68,930**. A summary of compensation is shown below.

Task 1 Site Analysis	\$ 7,120
Task 2 Site Evaluation	\$ 8,430
Task 3 Concept Design	\$49,880
Reimbursable Expenses billed at actual costs	\$ <u>3,500</u> (not to exceed)
Total	\$68,930

See fee summary below:

Summary of Billable Costs									
Sub-Task Description	Principal	Senior Engineer	Project Engineer	CAD Designer	Clerical	Les Thomas		TOTAL HOURS	TOTAL BILLABLE COSTS
Hourly Rate	225.00	185.00	165.00	90.00	60.00	1.00	1.00		
A. Site Analysis	4	0	0	8	0	5500		12	\$7,120.00
B. Site Evaluation	6	0	0	12	0	6000		18	\$8,430.00
C. Concept Design	20	0	0	36	0	42140		56	\$49,880.00
SUBTOTAL LABOR	30	0	0	56	0			86	
TOTAL BILLABLE COSTS	\$6,750.00	\$0.00	\$0.00	\$5,040.00	\$0.00	\$53,640.00	\$0.00	\$65,430.00	\$65,430.00

Albert Childress
City Manager

Date

A handwritten signature in blue ink, appearing to read "Allen E. Perez", is written over a light blue rectangular background.

Allen E. Perez, P.E.
President

Date

EXHIBIT A
Les Thomas Architect Proposal

August 26, 2023

Allen E. Perez, P.E.
Perez Engineering & Development, Inc.
1010 Kennedy Drive Suite 202
Key West, FL 33040

Please consider this my proposal for the conceptual architectural design for the enhancement to the Coffee Butler Amphitheater. I will furnish architectural design services for a fixed fee of \$53,640.

Project Description

- The objective of the project is to create conceptual design improvements, combining innovative design with the history and culture of the area with practical solutions, to foster a venue where artists are motivated to perform, patrons consistently choose to return and is more beneficial to the City of Key West.

Scope of Work

- Analysis of site:
 - Including existing structures, pedestrian access, truck access and off loading, existing dressing rooms and restrooms, existing seating including stage front concrete pad and grass lawn seating.
- Evaluate:
 - Pedestrian entrance and guests services area to include accessibility and flow patterns.
 - Improvements necessary to stage area including:
 - Flat rear sound wall
 - Adding wings to stage right and stage left
 - Move electric service to more appropriate area
 - Front of house improvements to include:
 - Premium seating
 - Lawn seating
 - Patron restrooms
 - Back of house improvements to include:
 - New loading dock
 - Access to stage for loading
 - Dressing rooms with full bathrooms
 - Production office
 - Catering services including kitchen
 - Sound and light functionality and improvements

Scope of Services

We propose to provide the following services as part of our Basic Services:

One site meeting, two virtual meetings, and a comprehensive virtual presentation summarizing the visual renderings, and addressing client questions.

Conceptual design, sketches, plans, sections and elevations, including site plans, restrooms and premium seating.

Visual Renderings to include the following:

Sketch with color of Main Entrance view

Sketch with color of view from the stage

Sketch with color of view from the seating or lawn area

Sketch with color of visualization of the premium seating/boxes

Digital Professional Rendering of birds-eye view showing a before and after visual comparison

We will provide a preliminary construction cost estimate for the renovation of the Coffee Butler Amphitheater to provide a foundational understanding of the overall cost.

Consultant Team

Les Thomas Architect - Architecture and Architectural Planning

Gabe Pellicer - Amphitheater Operations Consultant

Alex Bragg - Amphitheater & Tour Back of House Consultant

Base Fee:

The above outlined professional services will be on a billed lump sum basis at \$53,640 (Fifty Three Thousand Six Hundred Forty dollars). Invoicing and payments of the fee are made on a monthly basis, in proportion to services performed. Payment is due within 10 (ten) days. The Architect reserves the right to charge a 15% per month carrying charge for invoices not paid within 15 (fifteen) days, and if collection of the debt becomes necessary, reasonable attorney fees and court costs may be collected by the prevailing party.

Site analysis and existing plans - \$ 11,500

Design Concept - 30% - \$ 13,000

Design Concept - 60% - \$ 14,000

Final Conceptual/Theme Design - \$ 15,140

Total - \$ 53,640

Reimbursable Expenses:

Reimbursable expenses are in addition to the base fee and will be billed at one-and-fifteen hundredths (a 1.15 multiplier). Reimbursable expenses include expenses incurred by the architect and consultants as they directly relate to the project. They are as follows:

- a. Reproduction, plots, standard form documents for Architect, Engineer, Owner and Contractor.
- b. Shipping, postage, delivery, courier, and express mail expenses.
- c. Transportation (mileage) in connection with the project and authorized out of town travel.

- d. Cost of materials and labor charges associated with mounting of framing finish presentations, drawings, or illustrations.
- e. All typographic, photographic, and presentation material costs required throughout the duration of this project.

Additional Services:

We would be pleased to provide services beyond those specified in this proposal. We will provide these services whether they are requested verbally or written. Additional work that is completed beyond the defined scope of service as described and for which we shall be entitled to extra fees will be billed on an hourly basis. Consultant's additional services will be billed with a 15% markup.

The following services are not included in the base fee:

- Providing services in connection with public hearings, dispute resolution proceedings or legal proceedings except where the Architect is party thereto.
- Civil, Landscape and Irrigation design services.
- Storm water/drainage - conceptual evaluation to modification of existing storm water facilities.
- Review existing utilities to determine conflicts and potential re-routing of utilities. • Determine points of connection for water and sewer (if required). • Determine adequate point of connection for fire service (if required).

General Provisions:

This Agreement represents the entire and integrated agreement between both parties and supersedes all prior negotiations, representations, or agreements either written or oral. This Agreement may be amended only by written instruments.

The laws of the State of Florida shall govern this agreement. If the terms of this Agreement meet with your approval, please execute both copies and return one (1) original for our files, retaining the second for your records. By signing and returning a copy of this proposal, you are entering into a binding contract with Les Thomas Architect. If this contract is not executed within 30 days, Les Thomas Architect reserves the right to revise fees and services as necessary. If the first invoice is made without an executed contract, it is understood that the signed check will act as written acceptance of this Agreement. Please refer to Attachment 'A' Hourly Billing Rate Schedule that form a part of this agreement.

Thank you for considering me for this project. This proposal is valid for ninety days. If it is satisfactory, please sign and return a copy of this proposal. Please do not hesitate to call with any questions or concerns.

Sincerely,



Les Thomas, Architect
lesthomasarchitect@gmail.com
904.824.9508

Confirmed and accepted:

Signature

Date

Print Name

Title

Company

Billing Address

Attachments:

Attachment A

LES THOMAS ARCHITECT
2023 Hourly Billing Rate Schedule

Principal Architect/Designer \$195.00
Operations Consultant \$150.00
Back of House Consultant \$150.00
Landscape Architect \$150.00