




MEMORANDUM

Date: April 11, 2024

To: Caroline Street Corridor and Bahama Village Community Redevelopment Agency

Via: Albert P. Childress
City Manager 

From: Steve McAlearney
Director Port & Marine Services

Subject: **24-5631 Approving a Task Order** – 907 Caroline Housing, Retail and Maintenance Building

Introduction

Resolution approving a Task Order in the amount of \$264,655 to Bender and Associates for major development submittal/approval, 30%, 60% and 100% construction documents, and bid phase and construction services at 907 Caroline Street.

Background

The structure at 907 Caroline Street (Piano Shop) is at the end of its useful life. The current building will be demolished and reconstructed for retail and maintenance space, and four one-bedroom housing units for employees.

This Task Order will provide services in two phases. Phase one scope will include shepherding the project through the city's Major Development process. The phase two scope will involve the completion of all required documents for building permit submittal and associated costs for construction administration services up to the issuance of a Certificate of Occupancy by the City of Key West. Specific tasks of phase two are 30%, 60% and 100% construction documents, and bid and construction services.

The City of Key West advertised RFQ #22-010: General Architectural Services in July 2022. Bender & Associates Architects, PA was awarded the contract through Resolution #22-236 to provide architectural services to the City of Key West.

The Key West Bight Management District Board recommended approval of this item (7-0) at their March 13, 2024, meeting through Resolution KWB #24-08.

Procurement

This project is funded in account 405-7502-575-6200 (KB1501).

Recommendation

The City Manager's Office recommends approving a Task Order in the amount of \$264,655 to Bender and Associates for major development submittal/approval, 30%, 60% and 100% construction documents, and bid phase and construction services at 907 Caroline Street.