



October 20, 2025

Mr. Keith Bring
Project Manager
City of Key West
P.O. Box 1409
Key West, Fl. 33041

**RE: Professional Engineering Services – Martin Luther King, Jr.
Community Center Renovations (Task Order 25-06)**

Dear Keith:

Perez Engineering & Development, Inc. is pleased to submit this proposal to assist you with professional engineering and architectural services for some renovations to the Martin Luther King, Jr. Community Center. The following sub-consultants will be used.

- Jim Reynolds, P.E.
Reynolds Engineering Services, Inc.
- William Horn, R.A.
William P. Horn Architect, PA.

Summary of Work

The scope of the work includes renovations of the existing two-story masonry building. Renovations include removing the existing solar panel system and roofing and adding a new roof system, new impact rated exterior windows and doors, new interior doors, new exterior paint, new interior finishes and painting, insulation of rooms to be air conditioned, possible relocation of the second-floor chemical room, code compliance review, new plumbing fixtures and restroom accessories, modifications to the front knee wall, modifications to adjacent planters (exterior drainage), re-plaster the pool, evaluate and specify new pool equipment, evaluate and specify new air-conditioning systems for the downstairs rooms (2) and the upstairs lifeguard station room, re-locate the electrical panel upstairs, electrical upgrades.

Work will include measuring existing conditions and preparing existing site plan, floor plans, building elevations, existing electrical power and lighting plans, code

compliance review, HARC review and approval, construction documents and specifications. Construction drawings will include proposed site plan, roof plan, floor plans, building elevations, sections and details as required for the new work, door, window and finish schedules, structural plans, mechanical plans, electrical plans, and plumbing plans.

Deliverables

We shall furnish copies of the 30%, 90%, and 100% Complete Design documents and present and review them with the City for final comments and revisions. 100% design documents are anticipated to be complete within 120 days.

Bid and Construction Phase Services

We shall assist the City and Design Team in obtaining bids or negotiated proposals, assist in awarding and preparing contracts for construction, attend pre-bid conferences, and prepare addenda.

We shall issue addenda as appropriate to interpret, clarify or expand the Bidding Documents.

Shop Drawing Review – We shall review sets of shop drawings supplied by Contractor for conformance with the 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.

Limited Construction Observation – We shall provide limited construction observation services as shown below:

- We shall provide project representation by staff to provide construction observation to determine, in general, if it is proceeding in accordance with the contract documents and permit conditions.
- We shall conduct at least one (1) walk through at the end of construction to determine if the project is substantially complete and one (1) final construction observation visit to determine if the project has been completed in substantial accordance with the contract documents and permit conditions.

ITEMS NOT INCLUDED

- Offsite utility work is not included. Adequate Utility services are anticipated to be readily available on the site.
- Landscape/irrigation plans
- Boundary/topo survey
- Environmental testing/analysis

*The City shall provide existing lead/asbestos testing.

COMPENSATION

Compensation for this task order shall be a lump sum fee of \$168,550 with \$24,000 of allowances for a total fee of \$192,550. See attached fee summary.

Task 1 Existing Conditions and Code Compliance	\$ 26,800
Task 2 HARC Application and Meeting	\$ 7,550
Task 3 Construction Documents and Specifications	\$114,800
Task 4 Bid and Construction Administration Services	<u>\$ 19,400</u>
Sub-Total	\$168,550

Allowance No. 1 – Public Meetings

Preparation and attendance at public meetings, such as City Commission. We shall assist staff with appropriate documents and attend meetings as requested to assist with the presentation of materials.

Allowance No. 1 \$ 6,500

Allowance No. 2 – Removal/Replacement of Pool Decking

Preparation of appropriate drawings, details, and specifications for the removal and replacement of the existing pool decking.

Allowance No. 2 \$ 12,500

Allowance No. 3 – Renderings

Preparation of a rendering depicting the proposed improvements to the exterior of the building

Allowance No. 3 \$ 5,000

Total Fee \$192,550

If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,



Allen E. Perez, P.E.
President



FEE SUMMARY

Martin Luther King Community Center

Summary of Billable Costs									
Sub-Task Description	Principal	Senior Engineer	Project Engineer	Senior CADD Designer	MEP	Reynolds Engineering	William Horn, Architect	TOTAL HOURS	TOTAL BILLABLE COSTS
Hourly Rate	225.00	185.00	165.00	90.00	1.00	1.00	1.00		
A. Exist. Conditions/Code Review	28	0	0	0	\$6,500	\$5,500	\$8,500	28	\$26,800.00
B. HARC Application/meeting	18	0	0	0	\$0	\$1,000	\$2,500	18	\$7,550.00
C. Const. Drawings and Specifcations	48	0	8	52	\$35,500	\$25,000	\$37,500	108	\$114,800.00
D. Bid and Construction Phase Services	24	0	0	0	\$2,500	\$8,000	\$3,500	24	\$19,400.00
SUBTOTAL LABOR	118	0	8	52				178	
TOTAL BILLABLE COSTS	\$26,550.00	\$0.00	\$1,320.00	\$4,680.00	\$42,000.00	\$31,500.00	\$48,500.00	\$154,550.00	\$168,550.00