



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

**To:** Jim Scholl, City Manager

**From:** Kreed Howell, Senior Construction Manager

**Cc:** Greg Veliz, Assistant City Manager

**Date:** 13 July 2017

**Subject:** Task Order approval for additional interior renovation for the Gymnasium at Glynn Archer School.

### Action Statement

Approve Task Order 17-01.2 to William P. Horn Architect, PA, for *additional interior renovations* in the amount of \$65,904.00 and authorize the City Manager to execute the Task Order and necessary documents.

### Background

Resolution 17-069 of the City Commission of the City of Key West approved Task Order 17-01 for William P. Horn Architect, P.A. (Horn) to provide architectural services for the *Gymnasium at Glynn Archer School, Roof and Window Replacement Project*. The original Task Order for the lump sum fee of \$39,475.00. At the City's request, Horn subsequently submitted Task Order 17-01.1 for the *Design of a New Air Conditioning System and Additional Electric Services*. Task Order 17-01.1 increased the services fee by \$9,825.00 for a total lump sum fee of \$49,300.00 ratified under Resolution 17-155.

Based on City Commission Resolution 17-180 approving use of the Gymnasium at the Josephine Parker City Hall at Historic Glynn R. Archer School by the Key West Police Athletic League (PAL), staff was directed to increase Horn's work scope to include *additional interior renovations*. This work includes, but not limited to, removing the existing wood bleachers and lower level restrooms and showers, infilling the lower level so the main floor is at a consistent elevation, adding new restrooms and showers, restoring and/or adding new wall and floor finishes, concrete spalling repair, new air conditioning and exhaust in said restrooms and new lighting and electrical as required for the new uses.

Horn subsequently submitted Task Order 17-01.2 (add interior renovations) for Architectural and Engineering Design Services dated July 7, 2017. The proposed total additional fee of \$65,904.00 includes:



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

Site Evaluation and Existing Conditions  
Design Development and HARC Submittal  
Final Construction Documents  
Bid Period Services  
Construction Phase Services

### **Purpose and Justification**

The proposed design of the new interior renovations is consistent with the previous two Task Orders and will facilitate year-round future use(s) of the structure by PAL consistent with Resolution 17-180.

This project supports the Key West Strategic Plan including meeting Infrastructure Goal #4 *Long term sustainability of the City's hard assets*

### **Financial Impact**

This design expenditure is fully funded under budget account 101-1900-519-6300 / Project Number IS19001701. Upon approval, Purchase Order P083816 will be increased by \$65,904.00 for a total lump sum fee of \$115,204.00. Work will be performed in accordance with Horn's General Architectural Services Agreement with the City (Resolution 14-307).

Staff has reviewed Task Order 17-01.2 and determined the fee fair and responsible for the services to be provided.

### **Recommendation**

Staff recommends approving Task Order 17-01.2 to William P. Horn Architect, PA, for *additional interior renovations* in the amount of \$65,904.00 and authorizing the City Manager to execute the Task Order and necessary documents.