

**TASK ORDER #4: AFFORDABLE HOUSING PLANNING:  
POINCIANA AND COLLEGE ROAD SITES**

This TASK ORDER #4 is issued under the terms and conditions of the MASTER AGREEMENT TO FURNISH GENERAL ARCHITECTURAL SERVICES TO THE CITY OF KEY WEST ("AGREEMENT") between the City of Key West ("CITY") and EDSA, Inc. ("LANDSCAPE ARCHITECT") executed on July 17 2012, and renewed June 6, 2015 which is incorporated herein by this reference.

**A. SCOPE OF SERVICES**

Specific services which the LANDSCAPE ARCHITECT agrees to furnish are summarized on the attached statement entitled TASK ORDER #4 "AFFORDABLE HOUSING PLANNING: POINCIANA AND COLLEGE ROAD SITES." The "Scope of Services" defines the work effort anticipated for the Work Order. This Work Order, when executed, shall be incorporated in and shall become an integral part of the Master Agreement.

**B. TIME OF COMPLETION**

Work under this Task Order will begin immediately following acceptance and completed expeditiously subject to coordination with the Planning Director. Work will commence upon the receipt of Purchase Order from the City of Key West Planning Department. Assuming timely review and approval by the City of each task listed and other key milestones, we anticipate completion of all tasks 30 - 45 days. Work may be performed at any time as requested by the CITY within 12 months after the date of execution of this Task Order, at which time the Task Order will expire.

**C. COMPENSATION**

Compensation for the work specified will be a lump sum.

**D. ACCEPTANCE**

By signature, the parties each accept the provisions of this TASK ORDER #4, and authorize the LANDSCAPE ARCHITECT to proceed at the direction of the CITY's representative in accordance with the "SCOPE OF SERVICES." Start date for this project will be no later than ten (10) days after execution of this authorization.

For EDSA, Inc.

For CITY OF KEY WEST

By: Paul D. Kissinger  
Paul Kissinger FASLA, PLA  
Principal

By: \_\_\_\_\_  
James K. Scholl  
City Manager

Dated the \_\_\_\_ day of \_\_\_\_\_, 2016

ATTEST: \_\_\_\_\_

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### **SCOPE OF SERVICES**

#### **Project Description**

The following scope of services is for the preliminary conceptual master planning for two affordable housing site located in the City of Key West. The two sites are referred to as Poinciana Affordable Housing and College Road. See Exhibit B for an illustration of the proposed sites. As indicated previously, EDSA, as the lead consultant has added architectural services to our team by the addition of Wayne Berenbaum. Mr. Berenbaum will be responsible for the development of prototypical architecture for the two sites and will work in concert with EDSA on the development of the conceptual master plan.

Hereinafter the above team will be referenced as the “EDSA Team”.

### **PROJECT OBJECTIVES**

The purpose of the project is to assist the City of Key West in understanding the feasibility of the two sites for the development of affordable housing. If the two projects are found viable by the City Commission, the City may move forward with the development of the projects.

In the development of the preliminary conceptual master plan, the EDSA team will address the site layout, parking, open space as well as to develop a sense of community.

### **SCOPE OF SERVICES**

#### **PRELIMINARY PLANNING**

##### 1. Base Maps and Site Opportunities and Constraints

- a. Based on base information provided by the City of Key West, we will prepare base maps to a suitable scale to develop the preliminary conceptual master plan. In addition, the EDSA team will visit the sites in order to understand the context of the sites, surroundings and develop an opportunities and constraints diagram for each of the sites.

##### 2. Preliminary Architecture

- a. Preliminary Conceptual Building Footprints for Density Studies
- b. Preliminary Building Floor Plans
- c. Preliminary Unit Floor Plans
- d. Preliminary Elevations
- e. Preliminary 3D Views

##### 3. Preliminary Conceptual Master Plan Alternatives

- a. Utilizing the preliminary architectural building floor plans, the EDSA team will develop a series of loose concept sketches to test densities and feasibility for the affordable housing project. These sketches will be hand drawn and conceptual in nature and at a scale so that land use take-offs and density can be calculated.

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4. Design Review Web-Ex

- a. Once the preliminary conceptual plans are developed, the EDSA team will facilitate a webex design review meeting. During the design review meeting, the EDSA team will facilitate a design review discussion for the purposes of building consensus on the a master planning direction, as well as architectural design.

**FINAL PLANNING**

1. Final Architecture

- a. Final Conceptual Building footprints
- b. Final Building Floor Plans
- c. Final Unit Floor Plans
- d. Final Elevations
- e. Final 3-perspective views

2. Final Conceptual Master Plan

- a. Utilizing the final architecture and incorporating the comments from the design review meeting, the EDSA team will prepare a final conceptual master plan illustrating the site layout, vehicular circulation, pedestrian circulation, open space and landscape massing. As part of the final conceptual master plan, land-use take offs will be Calculated so that density can be calculated.

3. Supporting Illustrations

- a. Utilizing the final master plan, the EDSA team will develop up to three (3) supporting illustrations, such as cross sections, plan enlargements or section elevations in order to help convey the design intent for the affordable housing projects.

4. Final Presentation

- a. If necessary, the EDSA team will travel to the City of Key West for the purposes of presenting the final conceptual master plan and architectural design.

**COMPENSATION**

Based on the above Scope of Service's description, the EDSA team proposes a lump sum fee of \$40,000 for the above described services.

Attachment: EXHIBIT B



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