

RESOLUTION NO. 17-069

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA APPROVING A DESIGN SERVICES TASK ORDER TO WILLIAM P. HORN, ARCHITECT, PA UNDER THE GENERAL ARCHITECTURAL SERVICES CONTRACT, FOR THE GLYNN ARCHER SCHOOL GYMNASIUM ROOF AND WINDOW REPLACEMENT PROJECT IN AN AMOUNT NOT TO EXCEED \$39,475.00; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 14-307, the City Commission approved a contract with William P. Horn Architect, PA for General Architectural Services; and

WHEREAS, the gymnasium has been experiencing significant water intrusion, a visual inspection of the existing roof system and upper floor windows of the Glynn Archer School Gymnasium indicates that roof replacement is necessary, and upper floor windows are in need of repair and detract from the appearance of the building; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That a Design Services Task Order for William P. Horn, Architect, PA for design services for the Glynn Archer School Gymnasium Roof and Window Replacement Project is hereby approved in an amount not to exceed \$39,475.00.

Section 2: That adequate funding is allocated in budget account 101-1900-519-63.00/project number IS19001701.

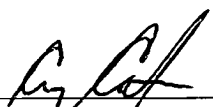
Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 22 day of February, 2017.

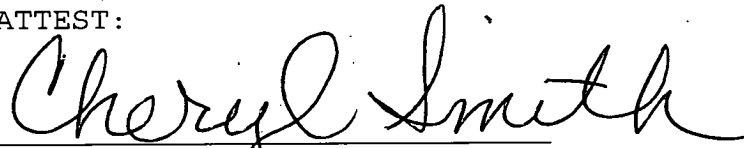
Authenticated by the Presiding Officer and Clerk of the Commission on 23 day of February, 2017.

Filed with the Clerk on February 23, 2017.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Clayton Lopez	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Richard Payne	<u>Yes</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Absent</u>

  
\_\_\_\_\_  
CRAIG CATES, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST  
1300 White Street, Key West, FL 33040 (305) 809-3700

## EXECUTIVE SUMMARY

**Date:** January 26, 2017  
**To:** Jim Scholl, City Manager  
**From:** James Bouquet, P.E., Director of Engineering  
**Cc:** Greg Veliz, Assistant City Manager  
**Subject:** Approval of Design Services Task Order for the *Gymnasium at Glynn Archer School Roof and Window Replacement Project* to William P. Horn Architect, P.A., in the amount of \$39,475.00.

### Action Statement

Approving a Design Services Task Order for *Gymnasium at Glynn Archer School Roof and Window Replacement Project* to William P. Horn Architect, PA, in the amount of \$39,475.00. Authorize City Manager to execute the Task Order.

### Background

The building was constructed circa 1975 and consists of a 3,900 square foot gymnasium and 5,694 square foot, single story office and locker room. The existing roof system is experiencing significant leaks and water intrusion into the building interior. A recent visual evaluation of the existing roof condition and past repairs recommended roof replacement. Additionally, the existing upper floors windows are in need of repair and detract from the overall appearance of the structure.

Following a structural evaluation of the existing roof system, design would be completed and construction drawings prepared for a replacement roof system and new windows. Window replacement would be an additive alternate bid to the lump sum base bid for roof replacement. New windows would be visually consistent with the adjacent new City Hall windows and meet Florida Building Code requirements.

William P. Horn Architect, P.A. (Horn) was requested by Engineering Services to prepare a Task Order Proposal for design and post-design services for the *Gymnasium at Glynn Archer School, Roof and Window Replacement Project*. Work is to be performed for the lump sum fee of \$39,475.00 in accordance with their General Architectural Services Agreement with the City (Resolution 14-307). As indicated in the attached *Proposal for Professional Services Task Order 17-01 Architectural and Engineering Design Services Gymnasium at Glynn Archer School Window and Roof Replacement – United Street- Key West Florida* dated January 26, 2017, Horn's scope of work includes, but is not limited to:

APPROVED

<u>Task No.</u>	<u>Description</u>	<u>Lump Sum Fee</u>
1	Site evaluation and existing conditions	\$6,720.00
2	Design development and HARC Submittal	\$6,965.00
3	Final Construction Documents and Specifications	\$13,510.00
4	Bid Phase Services	\$2,025.00
5	Construction Phase Services	<u>\$10,255.00</u>
<b>Total Lump Sum Fee</b>		<b>\$39,475.00</b>

**Purpose and Justification**

The proposed replacement of the Gymnasium at Glynn Archer School roof and windows is necessary for protecting building interior integrity and facilitate future use(s) of the structure.

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, a purchase order will be issued to William P. Horn Architect, P.A., for the lump sum fee of \$39,475.00.

**Recommendation**

Staff recommends approval Design Services Task Order for *Gymnasium at Glynn Archer School, Roof and Window Replacement Project*, to William P. Horn Architect, PA, in the amount of \$39,475.00 and authorize City Manager to execute the Design Task Order.

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**PROPOSAL FOR PROFESSIONAL SERVICES**

**Task Order 17-01  
Architectural & Engineering Design Services  
Gymnasium at Glynn Archer School  
Window and Roof Replacement  
United Street  
Key West, Florida**

**Prepared for  
City of Key West Engineering Services Department**

**January 26, 2017**

**William P Horn Architect, PA**

**915 Eaton Street  
Key West, Florida 33040  
305-296-8302**

## **BACKGROUND AND OBJECTIVES**

This task order is for replacing the windows and doors in the old gymnasium building and replacing the roofing on the old gymnasium and the rear old art buildings on the property that is now the Key West City Hall on the corner of White and United Streets.

This task order includes the following components:

- Measure existing buildings and draw existing conditions.
- Develop the design of the new improvements (repairs).
- Submit to and obtain HARC approval.
- Final construction documents and specifications.
- Bid phase services.
- Construction phase services.

## **SCOPE OF WORK**

### **TASK 1 –SITE EVALUATION AND MEASURE EXISTING BUILDINGS AND DRAW EXISTING CONDITIONS.**

**SCHEDULE: 4 WEEKS**

- 1.1 Collect and review available as-built documents and existing conditions.
- 1.2 Measure the existing building and roof/ window details.
- 1.3 Draw existing roof plan, floor plan and elevations.
- 1.4 Coordinate with City staff on design options and direction.

### **TASK 2 –DESIGN NEW IMPROVEMENTS, HARC APPROVAL.**

**SCHEDULE: 6 WEEKS TO PREPARE HARC DESIGN PACKAGE**

**8 WEEKS FOR HARC APPROVAL PROCESS**

**(DEMOLITION REQUIRES 2 MEETINGS)**

- 2.1 Design new improvements; prepare proposed site plan, floor plan, roof plan and elevations for the HARC submittal.
- 2.2 Prepare preliminary cost estimates, review with staff.
- 2.3 Submit HARC application, photos and drawings to HARC.
- 2.4 HARC meetings and approval.

### **TASK 3 – CONSTRUCTION DOCUMENTS AND SPECIFICATIONS.**

**Schedule: 10-12 weeks to prepare drawings and specifications**

- 3.1 Produce construction documents and specifications.

3.2 City will provide front end documents, including bidding forms, conditions of the contract, insurance requirements and form of agreement between the City and the Contractor.

3.3 Prepare updated cost estimates.

3.4 Provide City with 95% documents for review by staff.

3.5 Provide 100% complete construction documents and specifications for bidding purposes (hard copies and electronic format).

#### **TASK 4 – BIDDING PHASE SERVICES.**

4.1 We shall assist the City staff during the bidding phase, attend pre-bid conference, answer questions from contractors and prepare addenda if needed.

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

4.3 We shall review the bids and coordinate with the City staff .

#### **TASK 5 – CONSTRUCTION PHASE SERVICES**

5.1 Shop Drawing Review – We shall review all shop drawings supplied by Contractor for conformance with the architectural/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.

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

- We shall provide project representation by staff to determine, in general, if it is proceeding in accordance with the contract documents and permit conditions.
- We will as a minimum attend the pre-construction meeting, review shop drawings, review draw requests, answer questions through the construction period and provide clarification drawings if needed, go to onsite construction meetings every other week (on average) and go to any other special or additional meetings as required (it is assumed that the City will have someone going to the site on a more regular basis than the architect to inspect the project) and help create the final punch list.

#### **ASSUMPTIONS**

1. The City will provide the architect all existing conditions documents and survey of the property.
2. The City will provide an existing building asbestos and lead survey and report.

## COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$39,475.00**

### Basic Services

Task 1 – Site evaluation and existing conditions \$6,720.00

Architect:

Principal Architect: 7 hours x \$225/ hr = \$1,575.00

Architect: 10 hours x \$150/hr = \$1,500.00

Drafting: 35 hours x \$95/hr = \$3,325.00

Structural Engineer:

Principal Engineer: 2 hour x \$160/hr= \$320.00

Task 2 – Design development and HARC Submittal \$6,965.00

Architect:

Principal Architect: 9 hours x \$225/ hr = \$2,025.00

Architect: 12 hours x \$150/hr = \$1,800.00

Drafting: 28 hours x \$95/hr = \$2,660.00

Structural Engineer:

Principal Engineer: 3 hour x \$160/hr= \$480.00

Task 3 – Final Construction Documents \$13,510.00

Architect:

Principal Architect: 12 hours x \$225/ hr = \$2,700.00

Architect: 30 hours x \$150/hr = \$4,500.00

Drafting: 42 hours x \$95/hr = \$3,990.00

Structural Engineer:

Principal Engineer: 5 hour x \$160/hr= \$800.00

CADD/Bim Technician: 16 hour x \$95/hr= \$1,520.00

Task 4 – Bid Phase Services \$2025.00

Architect:

Principal Architect: 5 hours x \$225/ hr = \$1,125.00

Architect: 6 hours x \$150/hr = \$900.00

Task 5 – Construction Phase Services \$10,255.00

Architect:

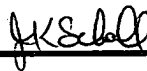


Principal Architect: 15 hours x \$225/ hr = \$3,375.00  
Architect: 30 hours x \$150/hr = \$4,500.00  
Drafting: 20 hours x \$95/hr = \$1,900.00  
Structural Engineer:  
Principal Engineer: 3 hour x \$160/hr= \$480.00

**Total** **\$39,475 .00**

Hourly Rates as per Annual Contract:

Principal Architect: \$225.00/HR  
Architect: \$150.00/HR  
Intern Architect: \$125.00/HR  
Drafting: \$95.00/HR  
Structural Engineer: \$160.00/HR  
MEP Engineer: \$150.00/HR

 23 FEB 2017

**Jim Scholl** **Date**  
**City Manager**

 1/26/17

**William P Horn, RA** **Date**  
**Principal**

RESOLUTION NO. 14-307

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE STAFF RANKING AND AWARDING CONTRACTS ON A TASK ORDER BASIS FOR GENERAL ARCHITECTURAL SERVICES IN RESPONSE TO RFQ NO. 14-002; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a request for Qualifications for firms capable of providing general architectural services; and

WHEREAS, a ranking committee composed of city staff reviewed the seven (7) responses to the RFQ for a General Architectural Services Consultant, and determined that five (5) firms are particularly qualified, and the City wishes to engage each one on a Task Order basis;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the top five responses in response to RFQ No. 14-002, for general architectural services are hereby ranked by staff, and approved by the City Commission as follows:

- (1) Synalovski Romanik Saye
- (2) Bermello Ajamil and Partners, Inc.
- (3) William P. Horn Architect, P.A.
- (4) Bender and Associates, Architects, P.A.
- (5) AMEC

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts on a task-order basis with each of the five top-ranked companies, upon advice and consent of the City Attorney.

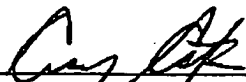
Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held  
this 21st day of October, 2014.

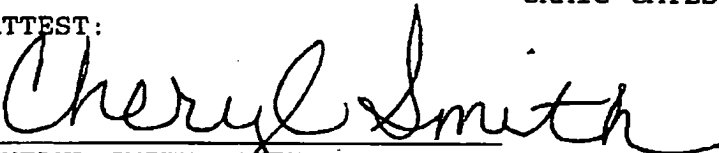
Authenticated by the Presiding Officer and Clerk of the  
Commission on 22nd day of October, 2014.

Filed with the Clerk on October 22, 2014.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Yes</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Absent</u>
Commissioner Billy Wardlow	<u>No</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>No</u>

  
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CRAIG CATES, MAYOR

ATTEST:

  
\_\_\_\_\_  
CHERYL SMITH, CITY CLERK

### Building Summary

Number of Buildings: 1  
Number of Commercial Buildings: 1  
Total Living Area: 7218  
Year Built: 1958

### Building 1 Details

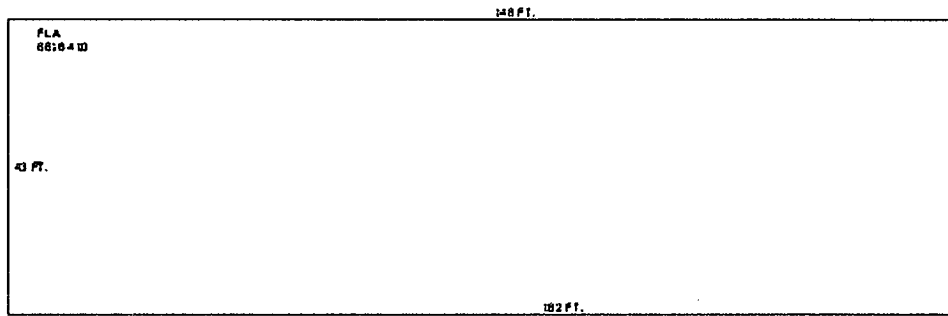
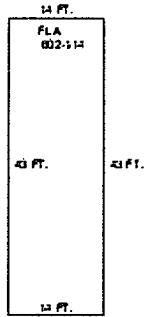
Building Type	Condition A
Effective Age 25	Perimeter 524
Year Built 1958	Special Arch 0
Functional Obs 0	Economic Obs 0

Inclusions:

Roof Type	Roof Cover
Heat 1	Heat 2
Heat Src 1	Heat Src 2

Extra Features:

2 Fix Bath	0
3 Fix Bath	0
4 Fix Bath	0
5 Fix Bath	0
6 Fix Bath	0
7 Fix Bath	0
Extra Fix	13



**Sections:**

Nbr	Type	Ext Wall	# Stories	Year Built	Attic	A/C	Basement %
1	FLA		1	1986			
2	FLA		1	1986			

**Interior Finish:**

Section Nbr	Interior Finish Nbr	Type
	3626	CLUBS-LDGE-HALLS C
	3627	CLUBS-LDGE-HALLS C

**Exterior Wall:**

Interior Finish Nbr	Type
961	C.B.S.

**Misc Improvement Details**

Nbr	Type	# Units	Length	Width	Year Built	Roll Year	Grade	Life
1	PT3:PATIO	168 SF	14	12	1957	1958	2	50

2 AC2:WALL AIR COND 2 UT 0 0 1984 1985 1 20

**Appraiser Notes**

2002-11-19 - MOOSE LODGE - TAXABLE:2085SF/7175S FLA=18% TAXABLE 82% EXEMPT

**Building Permits**

Bldg Number	Date Issued	Date Completed	Amount	Description	Notes
09-0386	02/12/2009	08/03/2011	2,400	Commercial	RELOCATE KITCHEN SUB-PANEL TO EXTERIOR OF BUILDING, INSTALL HOOD EXHAUST AND INTAKE BLOWERS
08-4499	12/17/2008	08/03/2011	4,000	Commercial	NEW UL300 FIRE SUPPRESSION SYSTEM FOR 12' EXHAUST HOOD
08-4319	12/01/2008	08/03/2011	7,000	Commercial	INSTALL KITCHEN HOOD VENTILATION SYSTEM.
08-2527	07/17/2008	08/03/2011	21,000	Commercial	CHANGE OUT THREE 5 TON PACKAGE UNIT AND ONE 3 TON A/C UNIT WITH FOUR DROPS.
08-2980	08/15/2008	08/03/2011	54,000	Commercial	REROOF WITH METAL ROOF
08-2840	08/09/2008	08/03/2011	20,102	Commercial	INSTALL WALK IN FREEZER/COOLER.
06-6700	01/10/2007	08/03/2011	24,000	Commercial	HURRICANE WILMA REPAIRS TO CONCRETE COLUMNS/STEEL.
M940497	02/01/1994	07/01/1994	1,600	Commercial	REPLACE 5 TON AC
9901595	05/18/1999	11/02/1999	5,000	Commercial	INSTALL NEW FIXTURES
9901595	05/18/1999	11/02/1999	5,000	Commercial	REMODEL BATH FOR HANDICAP
9900105	01/11/1999	11/02/1999	4,000	Commercial	ROOFING
01-3405	10/18/2001	11/26/2001	4,000	Commercial	INTERIOR REPAIRS

**Parcel Value History**

Certified Roll Values.

[View Taxes for this Parcel.](#)

Roll Year	Total Bldg Value	Total Misc Improvement Value	Total Land Value	Total Just (Market) Value	Total Assessed Value	School Exempt Value	School Taxable Value
2016	610,228	1,088	637,167	1,248,483	1,248,483	1,023,756	224,727
2015	637,552	943	637,167	1,275,662	1,275,662	1,046,043	229,619
2014	637,552	858	611,423	1,249,833	1,249,833	1,024,863	224,970
2013	673,983	858	482,703	1,157,544	1,157,544	949,186	208,358
2012	673,983	858	482,703	1,157,544	1,157,544	949,186	208,358
2011	637,552	858	831,857	1,470,267	1,470,267	1,205,619	264,648
2010	637,552	858	1,390,601	2,029,011	2,029,011	1,663,789	365,222

2009	673,983	858	1,357,125	2,031,966	2,031,966	1,666,212	365,754
2008	673,983	858	1,575,000	2,249,841	2,249,841	1,844,870	404,971
2007	459,972	858	1,575,000	2,035,830	2,035,830	1,669,381	366,449
2006	459,972	858	1,050,000	1,169,341	1,169,341	958,860	210,481
2005	459,972	858	735,000	1,195,830	1,195,830	980,581	215,249
2004	459,970	858	525,000	985,828	985,828	808,379	177,449
2003	459,970	858	399,000	859,828	859,828	705,059	154,769
2002	459,970	858	399,000	859,828	859,828	601,880	257,948
2001	459,970	858	399,000	859,828	859,828	601,880	257,948
2000	459,970	488	210,000	670,458	670,458	469,321	201,137
1999	459,970	0	210,000	669,970	669,970	468,979	200,991
1998	307,364	0	210,000	517,364	517,364	362,154	155,210
1997	307,364	0	189,000	496,364	496,364	347,454	148,910
1996	279,421	0	189,000	468,421	468,421	327,894	140,527
1995	279,421	0	189,000	468,421	468,421	327,894	140,527
1994	279,421	0	189,000	468,421	468,421	327,894	140,527
1993	279,421	0	189,000	468,421	468,421	327,894	140,527
1992	279,421	0	189,000	468,421	468,421	327,894	140,527
1991	279,421	0	189,000	468,421	468,421	327,894	140,527
1990	227,222	0	160,125	387,347	387,347	271,142	116,205
1989	226,035	0	157,500	383,535	383,535	268,474	115,061
1988	217,372	0	136,500	353,872	353,872	237,094	116,778
1987	213,988	0	71,925	285,913	285,913	191,561	94,352
1986	179,719	0	69,300	249,019	249,019	166,842	82,177
1985	160,731	0	45,360	206,091	206,091	138,080	68,011
1984	159,314	0	45,360	204,674	204,674	137,131	67,543
1983	159,314	0	45,360	204,674	204,674	137,131	67,543
1982	137,589	0	45,360	182,949	182,949	122,575	60,374

### Parcel Sales History

NOTE: Sales do not generally show up in our computer system until about two to three months after the date of sale. If a recent sale does not show up in this list, please allow more time for the sale record to be processed. Thank you for your patience and understanding.

There are no sales to display for this parcel.

This page has been visited 229,330 times.

Monroe County Property Appraiser  
 Scott P. Russell, CFA  
 P.O. Box 1176 Key West, FL 33041-1176