



THE CITY OF KEY WEST  
1300 White Street, Key West, FL 33040 (305) 809-3792

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## EXECUTIVE SUMMARY

**TO:** Gregory Veliz, City Manager  
**FROM:** Albiona Balliu, Sr. Project Manager  
**DATE:** November 4, 2020  
**SUBJECT:** Keys Overnight Temporary Shelter Design

### ACTION STATEMENT:

Authorize a Task Order in a total amount of \$298,900.00 for professional design services for a new Keys Overnight Temporary Shelter (KOTS) to William P. Horn Architect, PA (Horn). Authorize City Manager to approve Task Order and any necessary budget transfers/amendments.

### BACKGROUND

Via Resolution 19-295, the City and Monroe County agreed on a permanent site for construction of a new KOTS at essentially its current location. The City plans to construct a code compliant permanent building. The first phase of the project is to finalize schematic design and attain approval for the major development application.

To support KOTS design, staff requested Task Order proposals from Horn under his General Services agreement with the City (Resolution 17-190, extended Resolution 20-141).

Bill Horn subsequently provided a proposal for \$289,900.00 as presented in the attached proposal dated October 23, 2020, for the following subtasks:

- Concept Plan Development
- Major Development Plan Application
- Construction Documents and Specifications
- Bid Phase Services
- Construction Administration

## **PURPOSE & JUSTIFICATION**

Staff compliance with Resolution 19-295 requires architectural, engineering and landscape support to design the new KOTS building and site work.

This resolution supports Key West Strategic Plan Infrastructure Goal #4, *Long term sustainability of the City's hard assets* and Quality of Life Goal #2 *Options for housing are available to meet the needs of our population demographic.*

## **FINANCIAL IMPACT:**

The cost to complete the Task Order will not exceed \$298,900.00 and is funded for FY20-21 in budget account 101-1900-519-6200 (Project Number IS19002101 - KOTS).

Staff has reviewed the proposed fee and found the labor hours reasonable for the required work and hourly rates consistent with Horn's General Services fee schedules. The building component of the fees align with the State of Florida Fee Guide Calculator for Architectural and Engineering Services.

### Fee Proposal Breakdown:

Concept Plan Development	\$ 52,900.00
Major Development:	\$ 43,800.00
Construction Documents and Specifications:	\$ 143,250.00
Bid Phase:	\$ 9,050.00
Construction Administration	\$ 29,900.00
FGBC Certification	<u>\$ 20,000.00</u>
<b>Total Not-to-Exceed Fee:</b>	<b>\$ 298,900.00</b>

## **RECOMMENDATION:**

Staff recommends authorizing a Task Order to William P Horn Architect for professional design services for KOTS design in the amount of \$298,900.00, and authorizing City Manager to approve Task Order and any necessary budget transfers/amendments.