
PROPOSAL FOR PROFESSIONAL SERVICES

FEE PROPOSAL

**Architectural & Engineering Design Services
627 Palm Avenue & Waste Water Treatment Plant Buildings**

**Prepared for
City of Key West Utilities Department
Interior Renovations**

March 22, 2022

William P Horn Architect, PA

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

BACKGROUND AND OBJECTIVES

This task order is for providing Architectural and Engineering services to City of Key West Utilities Department for interior building renovations for two existing City of Key West facilities, including 627 Palm Avenue and the Waste Water Treatment Facility out on Fleming Key. Work on 627 Palm Avenue will include interior renovations to about 1,821 sf of space mostly on the second floor. Work on the Waste Water Treatment Plant Buildings will include interior renovations to about 3,250 sf of space in the Admin/Opps Building and interior renovations to about 540 sf in the Chlorine Building.

Please see the attached preliminary cost estimate for further scope of work.

This task order includes the following components:

- Existing condition verification and schematic design.
- Complete design development and prepare construction documents and specifications.
- Bid phase services.
- Construction Administration phase services.

SCOPE OF WORK

TASK 1 –EXISTING CONDITIONS AND SCHEMATIC DESIGN.

- 1.1 Existing conditions
 - A. Visit project sites and clarify scope of work needed.
 - B. Measurement of existing conditions to verify existing drawings, draw floor plans on computer.
 - C. Update preliminary cost estimates and adjust the A&E fee if needed.
- 1.2 Schematic design
 - A. Design preliminary floor plan layouts.
 - B. Review with City Staff for approval of design.
 - C. Update cost estimates as needed.

TASK 2 – DESIGN DEVELOPMENT, CONSTRUCTION DOCUMENTS AND SPECIFICATIONS.

- 2.1 Design Development
 - A. Develop the design in order to finalize selection of all architectural, plumbing, electrical and mechanical items and systems.
 - B. Update the construction cost estimate if needed.
 - C. Review with the City Staff for approval.
- 2.2 Construction Documents and Specifications.
 - A. Develop and finalize the construction documents and specifications as required to be able to bid to contractors and submit to the building department and all other applicable local, state and federal agencies for approval and permits.

- B. Update the construction cost estimate if required.
- C. Review with the City Staff for approval.
- D. Assist City in the building permitting of the project.

TASK 3 – BID PHASE SERVICES.

- 3.1 We shall assist the City Staff during the Bidding Phase, attend pre-bid meeting and answer questions from bidders.
- 3.2 We shall prepare and issue addendums as required to interpret, clarify or expand the bidding documents.
- 3.3 We shall review the bids and coordinate with the City Staff.

TASK 4 – CONSTRUCTION ADMINISTRATION PHASE SERVICES.

- 4.1 Shop Drawing Review – We shall review all shop drawings (including fire sprinkler) 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.
- 4.2 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 for each building.
- 2. The City will pay for all application, impact and permit fees.
- 3. The City will provide their standard front end of the Project Manual and we will provide the technical specifications as required for the project on our drawings (not in book format).

4. If the FEMA flood maps change prior to us finalizing the project documents any revisions necessary because of the changes to the maps will be additional services. Note: There is going to be changes to the FEMA flood maps but it is unknown at this point when they will change or what the changes will be.
5. The City will provide existing building asbestos and lead survey and reports (or other existing toxic conditions reports) if required.
6. It is assumed that sewer, water and electric utilities are available at the site. Our scope of work does not include any type of offsite (more than 5' away from building) utility design. This work can be completed as additional services if required.
7. The fire sprinkler and fire alarm system design will be in the form of a signed and sealed shop drawing provided by the contractors Florida registered engineer and will be reviewed by our MEP engineer and approved by the Fire Department.
8. IT system design will be by owner or their contracted specialty contractor.
9. Furnishings will be selected by owner.

COMPENSATION

William P. Horn Architect, PA will be providing architectural services, Innovative Engineering Group will be providing MEP engineering and Artibus Design will be providing structural engineering services.

The fee was calculated by putting the construction costs (\$611,425.00- see attached preliminary cost estimate) into the Fee Guide Calculator for Architectural and Engineering Services by the State of Florida Web Site. By selecting the type of project ("C"-repairs and alterations) the fee = \$55,796.00 (9.13% of construction costs) plus \$12,000.00 for measured drawings of existing facilities (additional services). The total fee will be \$67,796.00.

COMPENSATION (FEE) PER TASK:

Task 1 – Existing conditions and Schematic design- 15% of total fee.

1.1 Existing conditions- 5% of total fee plus measured drawings (additional services)

$$\text{Fee} = \$2,789.80 + \$12,000.00 = \$14,789.80$$

1.2 Schematic design- 10% of total fee

$$\text{Fee} = \$5,579.60$$

Task 2 – Design Development & Construction Documents and Specifications-65% of total fee

2.1 Design Development- 20% of total fee

Fee = \$11,159.20

2.2 Construction Documents and Specifications-45% of total fee

Fee = \$25,108.20

Task 3 – Bid Phase Service- 5% of total fee

Fee = \$2,789.80

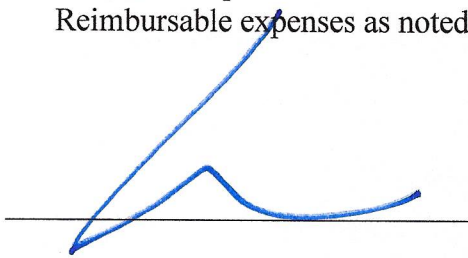
Task 4 – Construction Administration Phase Services- 15% of total fee

Fee = \$8,369.40

Total Fee = \$55,796.00 + \$12,000.00= \$67,796.00

Reimbursable expense:

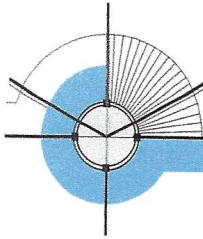
Reimbursable expenses as noted in the annual contract.

A handwritten signature in blue ink, appearing to read "William P Horn", is written over a horizontal line.

William P Horn
Principal Architect

A handwritten date "3/22/22" in blue ink is written over a horizontal line.

Date



WILLIAM P. HORN ARCHITECT, PA.

Lic. #0003040

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City of Key West Utilities Dept. Interior Renovations – Preliminary Cost Est.

March 22, 2022

Waste Water Treatment Plant Building:

- Chlorine Building: 540 SF x \$175/SF	= \$ 94,500.00
- Admin/Ops Building:	
o Painting/Floor/Ceiling: 1,510 SF x \$30/SF	= \$ 45,300.00
o Bathroom/Kitchen: 920 SF x \$100/SF	= \$ 92,000.00
o Communications Room: 120 SF x \$100/SF	= \$ 12,000.00
o New offices in Electric Vault Rooms: 700 SF x \$200/SF	= \$140,000.00
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	\$383,800.00

*(Costs do not include IT wiring or fire sprinkler system – by others)

Palm Avenue Building:

- Interior Work: 1,821 SF x \$125/SF	= \$227,625.00
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Total: \$611,425.00

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Fee Guide Calculator For AE Services

Instructions: Fill in probable construction cost at left and the calculations will automatically appear in the corresponding cells.

Project Name	COMPLEXITY GROUP - PERCENTAGE						
CONSTRUCTION COST FOR BUILDING (Sitework Not Included)	A	B	C	D	E	F	G
\$ 611,425	9.89%	9.02%	9.13%	8.17%	7.32%	6.48%	10.70%
CALCULATED FEE	\$60,443	\$55,164	\$55,796	\$49,961	\$44,749	\$39,603	\$65,439

GROUP DEFINITIONS

"A" - CONSIDERABLY MORE THAN AVERAGE COMPLEXITY: Complex Laboratories, Medical Hospitals

"B" - MORE THAN AVERAGE COMPLEXITY: Average Laboratories, Mental Hospitals, Simple Medical Hospitals, Clinics, Court Houses, Theatres, Complex University Buildings, Special Purpose Classrooms, Laboratory Classrooms, Libraries, Auditoriums, Museums, Air Terminals, Food Service Facilities, Specialized Detention Areas, Detention-Treatment Areas, Residences, Emergency Management Centers

"C" - REPAIRS AND RENOVATIONS: Miscellaneous Repairs and Renovations, Alterations to Office Space or Dormitory Space, Fire Code Corrective Work

"D" - AVERAGE COMPLEXITY: General Office Space, General Teaching Space, Gymnasiums, General Detention Living Facilities, Factory Buildings

"E" - LESS THAN AVERAGE COMPLEXITY: Apartment Buildings, Dormitory Buildings, Service Garages, Stadiums, Repetitive Design Facilities, Office Buildings With Undefined Interior Space (open for later partitioning), Specialized Parking Structures

"F"- CONSIDERABLY LESS THAN AVERAGE COMPLEXITY: Warehouses, Parking Garages, Storage Facilities

"G" -BUILDING ENGINEERING SERVICES: Mechanical, Electrical and Structural not exceeding \$1,000,000 in construction (Not including Site Civil)

ADDITIONAL SERVICES & EXPENSES:

The following services are considered Additional to Basic Services and are not included within the basic fee represented by the fee guides:

- Feasibility Studies/ Analysis

- LEED Consultation

- Facility Programming
- Master Planning
- Soils Investigations/Reports
- Surveys -Topographic/Boundary
 - Vegetation/Improvements/Utilities
- * —• Measured Drawings of Existing Facilities
- Existing Facilities Analysis
- Toxic Substance Mitigation Surveys and Consultation
- Site Environmental Assessments
- Site DRI, PUD, Site Plan Review and/or Zoning Modifications
- Traffic Analysis and Traffic Signal Warrant Studies
- Civil Engineering Design including Paving/Grading/Utilities/Drainage/Storm-water Management/Environmental & All Site Permitting
- Existing Site Utility Infrastructure Improvements
- Site Lighting Design
- Landscape Architectural & Irrigation Design
- Specialty Consultants
 - Voice/Data Communications; Electronic/Audio Visual; Food Service Equipment; Hazardous Material; Hospital/Laboratory; Interior Design; Indoor Air Quality; Quality Control; Theater/Acoustical; Security
- Life Cycle Cost (ROI) and/or Federal DOE Energy Analysis

- Graphic and Signage Design
- Special Code Reviews including ACHA
- Detailed Cost Estimates
- Documents Prepared For:
 - Alternate Bids Exceeding Contract Scope
 - Excessive Change Orders
 - Multiple Construction Contracts
 - Record Documents/As Builts
- Prolonged Construction Contract Administration Services
- Structural Threshold Inspections
- Project Representation During Construction Beyond Bi-Monthly Administration
- Additional Construction Contract
 - Administration Services for Multiple Contracts
- Building Commissioning and Training Services
- Post Occupancy Inspections/ Evaluations
- Renderings/ Models
- Substantive Changes to Scope, Size or Complexity
- Owner Requested Changes to Approved Documents
- Reimbursable Expenses*
 - Including, but not limited to, reproduction/ printing costs, travel expenses, and special mail service expenses

* As defined in the Division of Real Estate Development and Management Form of Agreement Between Owner and Architect - Engineer.