



Alison Higgins
Janice Slivko
City of Key West
1300 White Street
Key West, FL 33040
January 9, 2024
Updated February 17, 2025
Updated February 24, 2025

RE: Sustainability Assessment of Key West Historic Structures

Ms. Higgins and Ms. Slivko:

Thank you for asking us to work with you to complete a Resiliency Sustainability Assessment Report on the following City-owned historic buildings:

1. Waterfront Playhouse, 310 Wall Street
2. Casa Cayo Hueso, 420 Wall Street

The physical property addresses listed are per the Monroe County Property Appraiser website.

As I understand the project scope, Bender & Associates Architects will produce a Condition Assessment Reports for City-owned Historic Structures listed in this Scope of Work. These assessments will establish a baseline of existing conditions for the listed structures as related to climatological resiliency and their ability to withstand other-than-normal wind, water, flood and compromised utility conditions. These Assessments will allow the City to prioritize future funding for rehabilitation and upgrade of at-risk structures. The Work of this task order shall conform to the requirements of the Florida Department of State's Division of Historical Resources Small Matching Grant 2023 (FDHR 25.h.sm.100.074), as awarded to the City of Key West.

The Assessment will cover architectural as well as structural issues. The following deliverables will be issued:

1. Codes, Guidelines and Standards Verification Electronic files for all documents
2. Draft Report Submission Report including existing conditions measured drawings (plans and exterior elevations) and written condition assessment with photos. The report will analyze each

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building's climatological resiliency and the ability to withstand other- than-normal wind, water, flood and compromised utility conditions.

3. Cost Estimate, to be provided in PDF format.
4. Final Assessment Report for each building incorporating all review comments with Executive Summary, Findings of Existing Conditions, Recommended Treatment Options with summary Cost Estimates.

A condition assessment is a first step in any significant rehabilitation effort. The condition assessment will include the following elements, although these elements are subject to change during the course of the project.

1. Introductory information, including a table of contents, property identification information, including address, ownership, historic names, etc., and an executive summary, including acknowledgements, why the study is being done and for whom, current use of the property, a summary of the methods used to create the study, etc.
2. Conditions Assessment Report including:
 - Summary description of the structure's existing condition.
 - Detailed existing condition description of the individual exterior material components including foundation, siding, brick, windows, doors, porches, trim, cornice, roof, etc.
 - Evaluation of the physical condition of the structure's materials including: masonry, mortar, roofing, trim, exterior finish materials, plaster (flat and decorative), wood floors, other wood features, structural elements, etc.
 - Summary basic description and evaluation of the structure's building systems: electrical, plumbing, HVAC, fire protection, etc.
3. Recommendations – for repair/replacement/restoration/maintenance treatments for the structure's materials, finishes, features; with an emphasis on climatological resiliency and their ability to withstand other- than-normal wind, water, flood and compromised utility conditions. Recommendations must be consistent with the *Secretary of the Interior's Standards for the Treatment of Historic Properties*, consider the potential impact of recommended treatments, and avoid significantly altering the property's historic character and context.
4. Cost estimates will be provided for the recommended option. Cost estimates will be provided for renovation and/or demolition and replacement as appropriate.
5. Existing conditions record information including: Floor plans and exterior elevations, general and detail photographs with descriptions.

We will also measure the buildings and provide measured drawings of the buildings consisting of floor plans and exterior elevations.

Our structural engineer will also complete and provide a structural analysis on the buildings. The structural analysis will take approximately 2 days on site per structure.

Each of the consultants has submitted detailed proposals for this work. The consultant team will include the following:

PRIME & HISTORIC PRESERVATION SPECIALTY ARCHITECT/PROJECT MANAGER

Bender & Associates, Architects, P.A., David Salay, Architect, Partner
 410 Angela Street, Key West, Florida 33040, 305-296-1347 phone
www.benderarchitects.com e-mail: dsalay@benderarchitects.com

STRUCTURAL ENGINEERS

Keister Webb Structural Engineers LLC, Mark J Keister, PE
 6501 Arlington Expressway, B156, Jacksonville, Florida 32211
 O: 904.619.2333 | M: 904.704.8282
 Email: Mark@KWengineers.com
www.kwengineers.com

As requested, we are providing separate fee estimates for each building, so that the budget can be met. Per your request, we are tailoring our fee to match your available budget. All reimbursable expenses are included in the below fees.

The buildings are numbered based on work priority as follows:

1. Waterfront Playhouse
2. Casa Cayo Hueso

ESTIMATE OF FEES – CONDITION ASSESSMENT AND MEASURED DRAWINGS

1. WATERFRONT PLAYHOUSE

Task Description	Senior Principal	Project Architect	Admin. Support
Measure building on location and draw existing conditions drawings (Alvarez)		25	
Assessment work on location of building. (Salay)	19		
Write assessment reports (Salay)	8		
Compile final report and findings (Salay)	5	1	2.25
Coordination with Structural Engineer		2	
Cost Estimate for renovations	2		
Total Hours	34	28	2.25
\$/hour	\$240	\$200	\$90
Labor cost	\$8,160	\$5,600	\$202.50
Total Architectural Labor Cost	\$13,962.50		
Structural Analysis	\$10,625		
Structural Engineer Expenses	\$2,300		

TOTAL ARCHITECTURAL FEE for Waterfront Playhouse Assessment Report	\$26,887.50		
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2. CASA CAYO HUESO

Task Description	Senior Principal	Project Architect	Admin. Support
Measure building on location and draw existing conditions drawings (Alvarez)		16	
Assessment work on location of building. (Salay)	12		
Write assessment reports (Salay)	6		1
Compile final report and findings (Salay)	4	2	2.25
Coordination with Structural Engineer		2.25	
Cost Estimate for renovations	2		
Total Hours	24	20.25	3.25
\$/hour	\$240	\$200	\$90
Labor cost	\$5,760	\$4,050	\$292.50
Total B&A Labor Cost	\$10,102.50		
Structural Analysis	\$10,625		
Structural Engineer Expenses	\$2,300		
TOTAL FEE for Casa Cayo Hueso Assessment Report	\$23,027.50		

TOTAL WATERFRONT PLAYHOUSE PROJECT FEE	\$ 26,887.50
TOTAL CASA CAYO HUESO PROJECT FEE	\$ 23,027.50
TOTAL FEE:	\$ 49,915.00

We propose to distribute the fee as follows:

Field work: Analyze buildings. Measure and draw buildings.	40%	\$ 19,966
Complete drawings of all buildings and draft assessment.	25%	\$ 12,475
Complete assessment report.	35%	\$ 17,474
TOTAL PROJECT FEE		\$ 49,915

PROJECT TIMELINE:

The project timeline is as follows. Please note that the estimates are cumulative, meaning if two projects are authorized, the time estimates should be added together.

Waterfront Playhouse: 5 weeks from Notice to Proceed

Casa Cayo Hueso: 6 weeks

It is an honor to work on these two incredibly important historic buildings, and we thank the City for their continuing stewardship of these important structures. Please call if you have any questions, and we look forward to working with you.



Sincerely,

David J Salay, Architect

Task Order Signature Page

Sustainability Assessment of Key West Historic Structures

This Task Order may be executed in counterparts, each of which shall be deemed to be an original.

The parties hereto have made and executed this Task Order on the respective dates under each signature.

By: CITY OF KEY WEST

By: Bender & Associates Architects

Brian L. Barroso, City Manager

(Signature)

(Print Name and Title)

___ day of _____, 2025

___ day of _____, 2025