



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

Cover Memo

TO: Brian L. Barroso, City Manager

FROM: Doug Bradshaw, Director of Engineering

DATE: October 9, 2025

SUBJECT: Structural Engineering Design Services 300 Grinnell St (Park and Ride Garage)

ACTION STATEMENT

Approving the Task Order #2508-01 in a total amount of \$96,432.00 for the structural engineering design services of 300 Grinnell St (Park and Ride Garage) by Artibus Design. Authorize City Manager to approve any necessary budget transfers/amendments.

BACKGROUND

The City had a structural assessment completed on 300 Grinnell St (Park and Ride Garage) in November 2022 and updated in August 2025. The park and ride garage was built in 1995.

The structural assessment identified the following issues that needed to be addressed and repaired:

- Concrete spalling
- New sill beam over existing stem wall at ground level
- Guard Railing restoration: clean, prep and paint.
- Guard Railing replacement
- Replacement of wall coping
- Embedment steel plates and dowels repairs
- Expansion Joints restoration (clean, prep, new sealant)
- Interior and Exterior repainting (clean, wash, paint)
- Floor finishes, blast washing, restriping, sealing
- Metal roofing replacement with aluminum standing seam
- Street Lights post steel base replacement of cover, anchoring clean and paint
- Ceiling T&G finish replacement
- Interior/Exterior Signage upgrades
- Replacement of galvanized steel doors

- Replacement of storefront fixed windows (impact)
- Bathrooms full remodeling (two sets) including fixtures
- Misc plumbing upgrades
- Drainage Hangers and brackets piping replacement (all levels)
- Wood structures removal: pergola, frames, attendant booth
- Bike racks replacement
- Misc framing and siding repairs
- Steel angles guard's repairs
- Misc electrical work - maintaining all existing wires and cables to PVC conducts, junk boxes and outlets replacement
- Staircases concrete steps spalling repairs and surface renovation
- Waterproofing replacement
- Staircase handrailing replacement
- Landscaping and hardscape upgrades

The task order from Artibus Design will include the developing the engineered bid documents and drawings required to implement the repairs.

PROCUREMENT

The cost to complete the Task Orders will not exceed \$96,432.00. This project 411-4406544-6300 is budgeted in FY 24-25.

Staff has reviewed the proposed fee and found the labor hours reasonable for the required work and hourly rates consistent with Artibus Design General Services fee schedules.

Fee Proposal Breakdown:

The proposed total lump sum fee for this scope of work shall be: \$96,432.00

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| • Task 1. Site evaluation and measurements | \$ 23,112.00 |
| • Task 2. Construction Drawings | \$ 51,912.00 |
| • Task 3. Bid Services | \$ 4,596.00 |
| • Task 4. Construction Administrative Services | \$ 16,812.00 |

RECOMMENDATION

Staff recommends approving Task Order #2508-01 to Artibus Design for Professional Design Services associated with 300 Grinnell St (Park and Ride Garage) engineering in the amount of \$96,432.00, and authorizing City Manager to approve any necessary budget transfers/amendments.