




MEMORANDUM

Date: September 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Gary J. Volenec, P.E.
Engineering Director

Subject: **Coffee Butler Amphitheater Enhancements - Conceptual Design Services Task Order 23-02**

Introduction

Approve the Conceptual Design Services Task Order 23-02 for the Coffee Butler Amphitheater Enhancements in the amount of \$68,930, between the City and Perez Engineering & Development, Inc. and authorize all necessary budget transfers.

Background

The City is interested in making enhancements to the existing Coffee Butler Amphitheater consisting of practical solutions to foster a venue where artists are motivated to perform, patrons consistently choose to return, and overall makes the Amphitheater a more beneficial asset for the citizens of Key West. City staff requested a Task Order from Perez Engineering & Development, Inc. (Perez Engineering) for conceptual design services to propose enhancements to meet this goal under the existing Contract for General Engineering Services authorized under Resolution 23-029.

The original Amphitheater design was approved by Resolution 15-344, following Resolutions 11-261, 12-065, and 14-095, which initially authorized Design and Master Planning Services for the Truman Waterfront Park. The Coffee Butler Amphitheater was constructed under a bid proposal approved by Resolution 17-035, with funding including a 50% reimbursement through Tourist Development Council Grant Contract #1212.

The ongoing operations of the Coffee Butler Amphitheater, from the first concert on December 28, 2017, to the present has allowed for the identification of shortcomings or areas of improvement to the original design. It is the intent of this Task Order to identify and itemize potential areas of improvement and develop concepts to address them to enhance the facility.

Gary Volenec, our current Director of Engineering, was responsible for the construction management of the Coffee Butler Amphitheater facility which was started in 2017. Following completion of the facility, he reached out to the General Manager of the St. Augustine Amphitheater facility for input into management of a similar sized facility. At that time, St. Augustine Amphitheater staff offered to come visit our new Amphitheater and provide ideas and suggestions on how to best operate the facility. The City Manager at that time chose not to undertake the offered collaboration. However, Gary has stayed in touch with their staff, and recently gave them a tour of our facility when they visited Key West in May of this year to observe the Songwriter's Festival. During a subsequent visit to St. Augustine, Gary had an opportunity to meet with the St. Augustine Amphitheater General Manager Gabe Pellicer and Architect Les Thomas, who has significant amphitheater design experience. At that time, they discussed opportunities for enhancing the Coffee Butler Amphitheater including back of stage facilities, provision of a green room, additional patron restroom facilities, enhanced seating, and improved loading access and logistics.

Following discussions with City Management, the Engineering Department reached out to Perez Engineering to lead the consulting team to further define these enhancement opportunities. Perez Engineering had performed the original site engineering for the Coffee Butler Amphitheater and had historical knowledge of the previous design work as well as the base CAD files for the site. Additionally, they introduced Perez Engineering with the St. Augustine Amphitheater staff and Architect Les Thomas to tap their collective knowledge of operations and logistics of amphitheater facilities.

Following discussions on how to best present the enhancement opportunities, the collective team assembled a proposal to provide conceptual design services to the City. The output of this contract will furnish the City staff with preliminary design drawings, conceptual sketches, renderings, as well as cost information to allow for the Commission and public to evaluate the potential improvement opportunities at the Coffee Butler Amphitheater. Additionally, these materials can be used to pursue Tourist Development Council Grant Funding.

Procurement

The conceptual design proposed under Task Order 23-02 will be funded from Account 101-4303-543-6300, Project IS43032101. The project currently has \$45,000 available. A transfer in the amount of \$23,930 from Infrastructure Reserves, account number 101-1900-519-9803 is necessary. Upon execution, staff will issue a Purchase Order to Perez Engineering & Development in the amount of \$68,930.

Recommendation

The City Manager's Office recommends approval of the Conceptual Design Services Task Order for Coffee Butler Amphitheater Enhancements between the City and Perez Engineering & Development, Inc. and authorizes all necessary budget transfers.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING A TASK ORDER FROM PEREZ ENGINEERING AND DEVELOPMENT, INC. IN THE AMOUNT OF \$ _____ FOR PROFESSIONAL ENGINEERING SERVICES FOR COFFEE BUTLER AMPHITHEATER ENHANCEMENTS - CONCEPTUAL DESIGN; AUTHORIZING ANY NECESSARY BUDGET TRANSFERS; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY NECESSARY DOCUMENTS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 23-029, the City Commission approved a contract with Perez Engineering and Development, Inc. for General Engineering Services; and

WHEREAS, a task order, for Coffee Butler Amphitheater Enhancements - Conceptual Design Services, has been furnished by Perez Engineering and Development, Inc. which will identify practical improvements to the venue whereby artists are motivated to perform, patrons consistently choose to return, and overall will make the Amphitheater a more beneficial asset for the citizens of Key West.

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

Section 1: That a Task Order for Coffee Butler Amphitheater Enhancements - Conceptual Design Services (Project # _____) is hereby approved in an amount not to exceed \$ _____.

Section 2: This Task Order will be paid from Account 101-4303-543-6300, Project IS43032101. Any necessary budget transfers or adjustments are hereby authorized.

Section 3: That the City Manager is authorized to execute any necessary documents, upon the advice and consent of the City Attorney.

Section 4: 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 _____ day of _____, 2023.

Authenticated by the Presiding Officer and Clerk of the Commission on _____ day of _____, 2023.

Filed with the Clerk on _____, 2023.

Mayor Teri Johnston _____
Vice Mayor Sam Kaufman _____
Commissioner Lissette Carey _____
Commissioner Mary Lou Hoover _____
Commissioner Clayton Lopez _____
Commissioner Billy Wardlow _____
Commissioner Jimmy Weekley _____

TERI JOHNSTON, MAYOR

ATTEST:

KERI O'BRIEN, CITY CLERK