



THE CITY OF KEY WEST
1300 White Street, Key West, FL 33040 (305) 809-3700

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager

FROM: Jim Bouquet, P.E., Engineering Director

DATE: May 14, 2018

RE: **Concept Design and Preliminary Construction Cost Estimate
College Road Affordable Workforce Housing Project**

ACTION STATEMENT

Approve William P. Horn, Architect, PA Task Order 18-02 for \$30,400.00 to provide concept design and preliminary construction cost estimate for an affordable workforce housing complex on a 2.62-acre parcel on College Road. Authorize City Manager approval of Task Order and any necessary budget amendments/transfers.

BACKGROUND

City Commission Resolution 18-126 directed the City Manager to “*seek proposals or other plans to expedite the development and construction of affordable workforce housing at the entire 2.62-acre parcel on College Road*”. The initial phase of this process requires development of a conceptual plan for the facility and associated construction cost estimate based on 104 one-bedroom units. The number of units were determined by the City Planning Department based on parcel area. Staff subsequently requested William P. Horn, Architect, PA (Horn) prepare a task order proposal for concept plan development. As indicated in attached Task Order 18-02, the following tasks are proposed:

- Task 1 – *Site Evaluation, Meetings and Programming* including investigating land use and FEMA regulations and Florida Building Code requirements, and conducting meetings with City and Housing Authority staff.

- Task 2 – *Conceptual Design Studies and Preliminary Construction Costs* including investigating conceptual options for the site; drawing of conceptual site plan, overall building plans and unit floor plans; preparing preliminary construction costs; and, reviewing concepts and costs with City and Housing Authority staff and the City Commission.

Task Order is scheduled to be complete eight (8) weeks from purchase order issuance.

PURPOSE AND JUSTIFICATION

As stated in Resolution 18-126, the “*City Commission recognizes the crucial and immediate for affordable housing and seeks to expedite the development and construction process for affordable housing on College Road*”. Horn Task Order 18-02 is required to commence the development process.

FINANCIAL

Horn’s proposed fee of \$30,400.00 will be funded via a \$60,000.00 transfer from the Affordable Housing Trust Fund to the College Road Affordable Workforce Housing Project (CP19001802).

Services will be performed in accordance with Horn’s General Architectural Services Agreement with the City dated September 5, 2017 (Resolution 17-190). Staff reviewed Horn’s proposed fee and labor hours and found them consistent with the proposed scope of work.

An updated parcel survey as requested by Horn will be provided under a separate purchase order from the City to Florida Keys Land Surveying.

RECOMMENDATION

Staff recommends approval of William P. Horn, Architect, PA Task Order 18-02 for \$30,400.00 to provide concept design and preliminary construction cost estimate for an affordable workforce housing complex on a 2.62-acre parcel on College Road, and authorize City Manager approval of Task Order and any necessary budget amendments/transfers.