



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

To: Jim Scholl, City Manager
From: Jim Bouquet, Director of Engineering
Date: July 18, 2018
Subject: Fee Modification for Community Services Redevelopment

Action Statement:

Approve additional fee of \$12,260. to Saltz Michelson Architects for redevelopment of the Community Services Facility located at 627 Palm Avenue and authorize the City Manager to execute necessary documents.

Background:

Resolution 13-282 approved a Task Order in the amount of \$100,157.50 for Saltz Michelson Architects (SMA) to provide architectural services for redevelopment of the Community Services Facility located at 627 Palm Avenue. SMA tasks completed to date include site selection, meeting with City staff and development of alternate concept plans, probable cost estimate and prepare visual presentation for City Commission. Remaining SMA tasks include schematic design and Major Development Plan approval.

SMA work commenced in 2013, with City Staff anticipating completion of the Task Order in 2015. Completion was delayed due to various factors including determination whether and where to relocate OMI and Fleet Services, and City Commission decision to utilize the former Mosquito Control for affordable housing in lieu of the recommended location of a Community Services Annex. SMA Task Order completion is now anticipated for 2019. Due to this approximate four (4) year delay over time frame originally intended, SMA is requesting an increase in fee to complete the Task Order. This request, dated June 29, 2018, is attached.

The proposed total additional fee of \$13,940. reflects current subconsultant costs to complete the work and SMA hourly rates adjusted for yearly CPI increases.

	Proposed Increase
Electrical Engineer:	\$1,250.
Civil Engineer:	\$4,100.
Landscape Architect:	\$2,445.
SMA CPI Increase:	\$1,190.
Reimbursable Expenses:	<u>\$3,275.</u>
Additional Fee Total:	\$12,260.



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Reimbursable expenses include travel and per diem associated with site visits/meetings/presentations requested by the City.

Purpose and Justification:

The requested fee will adequately compensate SMA to complete the assigned Task Order following an approximate four (4) year scheduling delay.

Financial Impact:

The additional fee request is fully funded under budget account 101-1905-519-6200 / Project Number FM1201. Upon approval, Purchase Order 076026 will be increased by \$12,260.

Recommendation:

Staff recommending approving an additional fee of \$12,260. to Saltz Michelson Architects to support redevelopment of the Community Services Facility located at 627 Palm Avenue and authorize the City Manager to execute necessary documents.