

RESOLUTION NO. 16-102

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA APPROVING DESIGN TASK ORDER NO. 15-03 TO WILLIAM P. HORN, ARCHITECT, PA UNDER THE GENERAL ARCHITECTURAL SERVICES CONTRACT, FOR THE MARTIN LUTHER KING COMMUNITY CENTER ROOF REPLACEMENT AND SOLAR SYSTEM PROJECT IN AN AMOUNT NOT TO EXCEED \$35,067.50; APPROVING NECESSARY BUDGET TRANSFERS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, in Resolution No. 14-307, the City Commission approved a contract with William P. Horn Architect, PA for General Architectural Services; and

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

Section 1: That Task Order No. 15-03 for William P. Horn, Architect, PA for design services for the Martin Luther King Community Center Roof Replacement and Solar System Project is hereby approved in an amount not to exceed \$35,067.50.00.

Section 2: That adequate funding is allocated in budget account 101-7201-519-62.00/project code IS72011601 for FY 15/16.

Section 3: 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 16th day of March, 2016.

Authenticated by the Presiding Officer and Clerk of the Commission on 17th day of March, 2016.

Filed with the Clerk on March 17, 2016.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Clayton Lopez	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Richard Payne	<u>Yes</u>
Commissioner Margaret Romero	<u>Yes</u>
Commissioner Billy Wardlow	<u>Yes</u>
Commissioner Jimmy Weekley	<u>Yes</u>



CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK

William Horn Architect, PA. was requested by Engineering to prepare a task order proposal for design and post-design services of the Martin Luther King Community Center roof replacement in accordance with their General Architectural Services Agreement with the City (Resolution 14-307). As indicated in the attached William Horn Architect P.A. proposal Task Order 15-3 dated February 8, 2016, design services will be performed per the hourly rates established in Resolution 14-307, including, but not be limited to:

<u>Task No.</u>	<u>Description</u>	<u>Not to Exceed Value</u>
1	Structural Report of the Existing Roof Deck	\$5,025.00
2	Preliminary Design and Development of New Roofing and Solar System	\$6,685.00
3	Final Construction Documents and Specifications	\$9,775.00
4	Bid Phase Services	\$2,262.50
5	Construction Administration Phase Services	\$11,320.00
Total Fee		\$35,067.50

Purpose and Justification

The proposed replacement of the Martin Luther King Community Center roof is necessary for protecting building interior integrity and the addition of a solar system reduces Community Center operating costs through electricity consumption conservation.

This project supports the Key West Strategic Plan including meeting Infrastructure Goals #3 *Parks and recreation areas are accessible to all residents and visitors* and #4 *Long term sustainability of the City's hard assets*.

Financial Impact

This design expenditure has ample funding under budget account 101-7201-519-62.00 / project code IS72011601. Upon approval, a purchase order will be issued to William P. Horn Architect, P.A., for the not-to-exceed amount of \$35,607.50.

Recommendation

Staff recommends approval of a Design Task Order for Martin Luther King Community Center Roof repairs to William P. Horn, Architect, P.A. in the amount of \$35,607.50



THE CITY OF KEY WEST
3140 Flagler Ave Key West, FL 33040 (305) 809-3700

EXECUTIVE SUMMARY

Date: February 19, 2016

To: Jim Scholl, City Manager

From: James Bouquet, P.E., Director of Engineering

Cc: Greg Veliz, Assistant City Manager
Sarah Spurlock, Assistant City Manager

Subject: Approval of a Design Task Order for Martin Luther King Community Center Roof Replacement and Solar System, to William P. Horn Architect, P.A., in the amount of \$35,067.50.

Action Statement

Resolution approving a Design Task Order for Martin Luther King Community Center Roof Replacement and Solar System, to William P. Horn Architect, PA, in the amount of \$35,067.50. Authorize City Manager to execute the Design Task Order.

Background

The existing Martin Luther King Community Center address is 304 Catherine Street, Key West. The building was constructed circa 1957 and consists of a two level, 4,155 square foot concrete masonry unit building with precast concrete double tee floor and roof decks. The existing roof system is experiencing significant leaks and water intrusion into the building interior. A recent visual evaluation of the existing roof condition and past repairs recommended roof replacement. While Engineering was preparing design and construction of the building roof replacement, the local community requested Engineering evaluate the addition of a pool water solar heating and/or photovoltaic solar electrical system to the new roof system.

Before proceeding with designing the roof replacement and selecting a solar system, an evaluation of the building roof system structural integrity and feasibility of a solar system is necessary for determining additional weight and available space constraints of various roofing materials and the solar system.

Once completing a roof system structural evaluation, design would begin of a replacement roof system and various feasible solar systems. At a minimum, the design would include a replacement roof system.

WRTMUS 306LND3K3
EXECUTIVE SUMMARY

William Horn Architect, PA. was requested by Engineering to prepare a task order proposal for design and post-design services of the Martin Luther King Community Center roof replacement in accordance with their General Architectural Services Agreement with the City (Resolution 14-307). As indicated in the attached William Horn Architect P.A. proposal Task Order 15-3 dated February 8, 2016, design services will be performed per the hourly rates established in Resolution 14-307, including, but not be limited to:

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PROPOSAL FOR PROFESSIONAL SERVICES

Task Order 15-3

Architectural & Engineering Design Services

MLK Community Center

Roof Structure Analysis, Roof Replacement and Solar System Design

300 Catherine Street

Key West, Florida

Prepared for

City of Key West Engineering Services Department

February 8, 2016

William P Horn Architect, PA

915 Eaton Street

Key West, Florida 33040

305-296-8302

BACKGROUND AND OBJECTIVES

The existing structure of the MLK Community Center was constructed approximately in 1957 and is a two story CMU building with precast pre-stressed double tee floor and roof decks. The existing roof is experiencing significant leaks and water intrusion into the interior. The City is expressing interest in using the roof deck surface for solar swimming pool water heating needs or alternatively for solar PV array.

Before proceeding with possible solar system designs for the roof deck the City wants the existing roof deck to be evaluated for structural integrity. The intent of the evaluation is to provide a professional opinion of the overall structural adequacy and feasibility of additional loads from proposed mechanical and or electrical systems.

Once the structural evaluation of the existing roof deck is complete we will know if a solar pool hot water system is possible or not. Then we can proceed with whatever system is possible or is the best option. A new roofing system will be wanted in any case. Work will include the following tasked listed below.

SCOPE OF WORK

TASK 1 – STRUCTURAL REPORT OF THE EXISTING ROOF DECK.

- 1.1 Perform site visit and evaluation of the roof deck.**
- 1.2 Prepare preliminary report with findings and coordinate with the City.**
- 1.3 Incorporate any comments or changes.**
- 1.4 Review the final report with the City and provide final report.**

TASK 2 – PRELIMINARY DESIGN AND DEVELOPMENT OF NEW ROOFING AND SOLAR SYSTEMS - FUTURE TASK.

- 1.1 Perform site visit and evaluation of the existing roofing system. Inspect existing pool H2O circulation system & electrical service components and electric use records.**
- 1.2 Prepare preliminary new roofing system design and coordinate with the City. Size PV system to accommodate current electric service loads. Size solar water heating requirements. Prepare preliminary design of the water heating and PV solar panel system and coordinate with the city.**
- 1.3 Incorporate any comments or changes.**
- 1.4 Submit design to HARC for approval and attend HARC meeting.**

TASK 3- FINAL CONSTRUCTION DOCUMENTS AND SPECIFICATIONS- FUTURE TASK.

- 1.1 Prepare final construction documents and specifications and coordinate with the city.
- 1.2 Incorporate any comments or changes.
- 1.3 Finalize documents and give city PDF files and five printed sets, signed and sealed for bidding and for obtaining building permits.

TASK 4- BID PHASE SERVICES- FUTURE TASK.

- 1.1 Pre- bid meeting.
- 1.2 Bidder questions and bid review.
- 1.3 Written recommendation of best responsive bid proposal.

TASK 6- CONSTRUCTION ADMINISTRATION PHASE- FUTURE TASK.

- 1.1 Pre-construction meeting.
- 1.2 Shop drawing reviews.
- 1.3 Site visits to review work.
- 1.4 Certify substantial completion.
- 1.5 Certify final completion.
- 1.6 Prepare and sign & seal record drawings.

DELIVERABLES

1. Site visit and roof deck and roofing system evaluation.
2. Preliminary and final structural report on roof deck.
3. Preliminary design of new roofing system and Solar pool water heating & PV system.
4. Final construction documents and specifications for a new roofing system and Solar PV system.
5. Substantial completion certification.
6. Final completion certification.
7. Signed and sealed record drawings.

ASSUMPTIONS

1. City will furnish all pertinent documents and site specific data in its possession regarding the project area in a timely matter.

2. City will provide access to the roof deck and interior.
3. It is understood that the work may be terminated at the end of any task, if the City deems the project has become infeasible or impractical.
4. The HARC submittals for the new roofing and the Solar PV system will be at the same time.

COMPENSATION

The proposed total lump sum fee compensation for this scope of work is **\$35,067.50**

Basic Services

Task 1 – Structural Report

Principal Architect: 5 hours x \$225/ hr = \$1,125.00
Site visits, coordination and review.

Structural Engineer:
Field Survey and Report \$3,900.00
Total= \$5,025.00

Task 2- Preliminary Design of New Roofing System & Solar Systems

Principal Architect: 12 hours x \$225/hr= \$2,700.00
Site visit, coordination, design, HARC application and meeting.

Draftsperson: 15 hours x \$95/hr= \$1,425.00

Structural Engineer:
System design and drawings. \$2,560.00
Total= \$6,685.00

Task 3- Construction Documents and Specifications

Principal Architect: 15 hours x \$225/hr= \$3,375.00
Coordination, design, construction documents.

Draftsperson: 24 hours x \$95/hr= \$2,280.00

Structural Engineer:
Construction documents \$4,120.00
Total= \$9,775.00

Task 4- Bid Phase

Principal Architect: 6.5 hours x \$225/hr= \$1,462.50
Pre-bid meeting, bid questions and review and bidder recommendation.

Structural Engineer: 5 hours x \$160/hr= \$800.00
Pre-bid meeting bid questions and review.
Total= \$2,262.50

Task 5- Construction Administration Phase

Principal Architect: 22 hours x \$225/hr= \$4,950.00
Pre-construction meeting, site visits, questions and shop dwg. reviews, certifications and record drawings.

Structural Engineer: 22 hours x \$160/hr= \$3,520.00
Pre-construction meeting, site visits, questions and shop dwg. reviews, certifications and record drawings.

Draftsperson: 30 hours x \$95/hr= \$2,850.00

Total= \$11,320.00

Hourly Rates as per Annual Contract:

Principal Architect: \$225.00/HR
Architect: \$150.00/HR
Intern Architect: \$125.00/HR
Drafting: \$95.00/HR
MEP Engineer: \$150.00/HR

Structural Engineers Hourly Rates in excess of lump sum fees.

(Artibus Design Engineering and Planning)

Engineer \$160.00/HR
Project Manager \$130.00/HR
Engineer/Structural Designer \$90.00/HR
CADD/BIM Technician \$ 85.00/HR
Administrative \$ 65.00/HR

Task Order 15-3 MLK Community Center

JK Scholl 16 MARCH 2016

James K. Scholl
City Manager

Date

[Signature] 2/8/16

William P Horn, RA
Principal

Date



ARTIBUS DESIGN

ENGINEERING AND PLANNING

February 6, 2016

Attn: William P. Horn P.A.
915 Eaton Street,
Key West, FL 33040
Phone: 305-296-8302

Subject: **Structural Engineering Services Proposal**
For the structural evaluation of the existing concrete roof deck.
Design of Photo Voltaic solar array system and associated structural and electrical components.

Project Location:
MLK Community Pool & Community Center
300 Catherine St,
Key West, FL 33040

Dear Mr. Horn,

Artibus Design LLC is pleased to present this engineering services proposal for the evaluation of structural adequacy of the existing pre-cast concrete roof deck assembly located at the address above.

Our project understanding is as follows:

The existing structure of the MLK Community Center constructed approximately in 1957, two story CMU building with precast pre-stressed double tee floor and roof decks. The existing roof is experiencing significant leaks and water intrusion into interior.

Client is expressing interest of using roof deck surface for solar water heating needs or alternatively for Solar PV array.

The intent of the evaluation is to provide a professional opinion of the overall structural adequacy and feasibility of additional loads from proposed mechanical/electrical systems.

Design of a Solar PV or Solar water heating system and associated electrical, plumbing and structural components. If PV selected - the system shall be grid connected and will partially offset the electricity used for pool heating, pumping etc.

Scope of work:

We are proposing the following tasks:

Item A: Structural Engineering Services.

1. Perform site visit and evaluation of the roof deck.
2. Prepare preliminary report with findings and coordinate with the Architect.
3. Incorporate any comments or changes.
4. Review the final report with the Owner and Architect and provide 3 sets of certified report.

Item B: Solar PV or Solar water heating system Engineering Services.

1. Perform site visit and inspect existing electrical service components. Review electric use records.
2. Prepare preliminary design for solar water heating system and preliminary design for solar PV system. Provide commendations for system selection by the owner.
3. Prepare final design of the selected system and associated structural and electrical or plumbing components using selected basis of design equipment.

3706 N. ROOSEVELT BLVD,
SUITE 1-208
KEY WEST, FL 33040

(305) 304-3512
INFO@ARTIBUSDESIGN.COM
WWW.ARTIBUSDESIGN.COM



ARTIBUS DESIGN

ENGINEERING AND PLANNING

4. Review final drawings with the Owner and Architect and provide 5 sets of certified drawings for bidding and construction.

Items provided by the owner: Full and unrestricted access to the roof deck and interior. Records of electricity use.

Cost of Work:

Item A: Structural Engineering Services.

Cost of Work this item (Lump-sum-basis): **\$3,900.00**

This phase will take approximately 4-6 weeks to complete.

Final timing is based on owners review and approval of preliminary reports.

Item B: Solar water heating or PV System Engineering Services.

Cost of Work this item (Lump-sum-basis): **\$6,680.00**

This phase will take approximately 5-7 weeks to complete.

Final timing is based on owners review and approval of preliminary reports.

Total Estimated Cost of Work Items A-B: \$ 10,580.00

Cost is on a lump sum basis. Any additional work and fees only with the authorization of the client.

Final timeline depends on the owners review and approval of preliminary designs and permitting agencies responsiveness.

Retainer: N/A. The retainer is not refundable if the work on the project started (Site visit performed, preliminary drawings created, etc.) The work will start within 7 days from the availability of executed proposal and retainer. Partial payments are due upon the completion of individual tasks and on monthly basis as a percentage of completion of individual tasks.

Deliverables: All drafts and preliminary plans or drawings will be delivered to the client in the electronic format via e-mail or other type of electronic sharing.

We will provide five (5) sets of final certified construction documents to the Client for bidding, permitting and construction purposes.

Any additional prints and all large format prints shall be billed based on the rates provided in the schedule of reimbursable expenses.

This proposal does not include any environmental studies, benthic or bathymetric surveys, permitting fees, landscaping plans, mitigation documents and fees, hydrographic surveys or studies, local agencies building permitting nor any other services not specifically described in the proposal but could be requested by the permitting agencies.

Sincerely,
Artibus Design LLC
Serge Mashtakov, P.E.
President

3706 N. ROOSEVELT BLVD,
SUITE I-208
KEY WEST, FL 33040

(305) 304-3512
INFO@ARTIBUSDESIGN.COM
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RESOLUTION NO. 14-307

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE STAFF RANKING AND AWARDED CONTRACTS ON A TASK ORDER BASIS FOR GENERAL ARCHITECTURAL SERVICES IN RESPONSE TO RFQ NO. 14-002; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City issued a request for Qualifications for firms capable of providing general architectural services; and

WHEREAS, a ranking committee composed of city staff reviewed the seven (7) responses to the RFQ for a General Architectural Services Consultant, and determined that five (5) firms are particularly qualified, and the City wishes to engage each one on a Task Order basis;

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

Section 1: That the top five responses in response to RFQ No. 14-002, for general architectural services are hereby ranked by staff, and approved by the City Commission as follows:

- (1) Synalovski Romanik Saye
- (2) Bermello Ajamil and Partners, Inc.
- (3) William P. Horn Architect, P.A.
- (4) Bender and Associates, Architects, P.A.
- (5) AMEC

Section 2: That the City Manager is hereby authorized to negotiate and execute contracts on a task-order basis with each of the five top-ranked companies, upon advice and consent of the City Attorney.

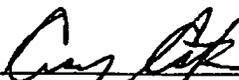
Section 3: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this 21st day of October, 2014.

Authenticated by the Presiding Officer and Clerk of the
Commission on 22nd day of October, 2014.

Filed with the Clerk on October 22, 2014.

Mayor Craig Cates	<u>Yes</u>
Vice Mayor Mark Rossi	<u>Yes</u>
Commissioner Teri Johnston	<u>Yes</u>
Commissioner Clayton Lopez	<u>Absent</u>
Commissioner Billy Wardlow	<u>No</u>
Commissioner Jimmy Weekley	<u>Yes</u>
Commissioner Tony Yaniz	<u>No</u>



CRAIG CATES, MAYOR

ATTEST:



CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST
3140 Flagler Ave Key West, FL 33040 (305) 809-3700

EXECUTIVE SUMMARY

TO: Jim Scholl, City Manager

FROM: Devon Steckly, Senior Project Manager
Michael Vieux, Senior Construction Manager
James Bouquet, Engineering Director
Don Craig, Planning Director

DATE: September 12, 2014

RE: Approving ranking of firms submitting responses to Request for Qualifications (RFQ) No. 14-002 General Architectural Services

ACTION STATEMENT:

Approving staff ranking of firms submitting responses to RFQ 14-002: General Architectural Services and authorizing City Manager to negotiate and pursuant to legal review enter into contracts with the five (5) architectural firms.

BACKGROUND:

To increase the service specialty diversification and quantity of architectural firms currently under General Architectural Services agreements (Resolution 12-220), the City issued RFQ No. 14-002: General Architectural Services on March 22, 2014. Qualification packages were received on April 23, 2014. The City received seven (7) responses to the RFQ from the following firms:

- Bender and Associates, Architects, P.A.
- AMEC
- Bermillo Ajamil and Partners, Inc.
- William P. Horn Architect P.A.
- Synalovski Romanik Saye
- Jorge L. Hernandez Architect
- K2M Design

Responsive firms' proposals are attached.

June 20, 2014, a selection committee of City Staff met at a publicly advertised meeting to present qualification rankings of the seven firms submitting qualifications in response to the RFQ. Selection committee qualification rankings are attached for review.

EXECUTIVE SUMMARY

Key to the Caribbean - Average yearly temperature 77 F.

Using the Selection Criteria Matrix in the RFQ, the selection committee consisting of Engineering and Planning Department staff developed a short list of the following firms in highest to lowest ranking order:

- (1) Synalovski Romanik Saye
- (2) Bermillo Ajamil and Partners, Inc.
- (3) William P. Horn Architect, P.A.
- (4) Bender and Associates, Architects, P.A.
- (5) AMEC

Of the five firms, only William P. Horn Architect, P.A. (WPH) currently has a General Architectural Services agreement under Resolution 12-220. Resolution 12-220 is attached. Agreements associated with this Resolution expire in August 2015.

As multiple City departments simultaneously manage projects of all sizes and service specialty diversifications, the City typically prefers to contract with multiple firms to address the workload. These five recommended firms will provide the City with the necessary diversity in areas such as service area specialty, size/capacity, and local presence to address anticipated needs with future projects.

The term of contracts shall be for a period of three (3) years with the option of one (1) two (2) year renewal.

OPTIONS:

There are three (3) options:

1. Accept the rankings of Staff and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with one or all of the five short-listed firms;
2. Modify Staff ranking and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with one or all of the firms of the modified ranking;
3. Do not expand the current pool of architectural firms under a General Services Agreement with the City.

FINANCIAL IMPACT

There are no financial obligations with ranking and entering into contracts with each of the short-listed firms. These will be task order based contracts with which a dollar amount will have to be approved along with the task order per City Ordinance.

RECOMMENDATION

The Engineering and Planning Departments recommends the City Commission to accept Staff rankings and authorize City Manager to negotiate, and pursuant to legal review, enter into a contract with the five short-listed firms.

City of Key West

RFQ #14-002 REQUEST FOR QUALIFICATIONS ARCHITECTURAL SERVICES

Bid Date: April 23, 2014

Qualification Rankings Presentation Date: Friday, June 20, 2014

CITY STAFF SELECTION CRITERIA MATRIX - Combined Scoring

SELECTION CRITERIA	POINTS ALLOWED	POINTS EARNED IN RANKING ORDER OF HIGHEST TO LOWEST						
		Synalovski Romanik Saye	Bermillo Ajamil	William Horn	Bender	AMEC	Jorge Hernandez	K2M
Firm Name:								
Specialized experience and technical competence of the firm in the discipline of architecture.	160	149	148	145	143	144	128	125
Professional qualifications of staff personnel/Capacity of assigned and identified staff to accomplish work.	100	90	88	83	79	85	64	65
Past Work Experience	80	74	75	71	71	66	55	41
Ability to perform the services expeditiously at the request of the CITY. Location and availability of technical support people and assigned project manager to the CITY.	40	29	31	33	36	29	24	27
LEED accredited staff professionals	20	20	18	15	16	15	11	12
Total Points	400	362	360	347	345	339	282	270



THE CITY OF KEY WEST

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

To: Various Selected General Architectural Services Respondents

RE: General Architectural Services Agreement

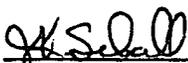
This letter hereby provides notification of City Commission's approval for the City Manager opening negotiations with selected RFQ 14-002 Architectural Services Respondents and the City entering into an Agreement for requesting Architectural Services. The City requests selected Respondents completing and authorizing attached Agreement, furnishing all required licensing and certifications, and proposing an Hourly Rate Compensation Schedule to begin negotiations.

Upon the City's receipt of above information from all selected RFQ Respondents, City Commission and City Manager will be asked to approve and execute Agreement through approving a Resolution identifying the City engaging Respondents Task Orders through the issuance of Purchase Orders.

Sincerely,


Devon Steckly
Senior Project Manager


Jim Bouquet, P.E.
Engineering Director


Jim Scholl
City Manager

Encl:
Resolution 14-307
Architectural Services Agreement

AGREEMENT

Between

CITY OF KEY WEST

And

WILLIAM P. HORN ARCHITECT, P.A.

**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL
SERVICES**

KEY WEST, FLORIDA

October 28, 2014

This is an Agreement between: CITY OF KEY WEST, its successors and assigns, hereinafter referred to as "CITY,"

AND

WILLIAM P. HOWLAND ARCHITECT, P.A., a corporation organized under the laws of the State of FLORIDA, its successors and assigns, hereinafter referred to as "CONSULTANT."

=

WITNESSETH, in consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, CITY and CONSULTANT agree as follows:

ARTICLE 1

DEFINITIONS AND IDENTIFICATIONS

For the purposes of this Agreement and the various covenants, conditions, terms and provisions which follow, the definitions and identifications set forth below are assumed to be true and correct and are agreed upon by the parties.

- 1.1. **Agreement:** This document, Articles 1 through 8, inclusive. Other terms and conditions are included in the CITY's RFQ 14-002, CONSULTANT's Response to RFQ dated April 10, 2014, exhibits, task orders, and supplemental documents that are by this provision expressly incorporated herein by reference.
- 1.2. **Commissioners:** Members of the city commission with all legislative powers of the city vested therein. The city commission shall consist of seven (7) commissioners, six (6) of whom shall be elected from single member districts numbered I, II, III, IV, V and VI. The mayor shall be elected by the people at large for a term of two (2) years. Commissioners from districts numbered I, II, III, IV, V and VI shall be elected for a term of four (4) years.
- 1.3. **CONSULTANT:** The architect selected to perform the services pursuant to this Agreement.
- 1.4. **Contract Administrator:** The ranking managerial employee of the CITY or some other employee expressly designated as Contract Administrator by the City Manager, who is the representative of the CITY. In the administration of this Agreement, as contrasted with matters of policy, all parties may rely upon instructions or determinations made by the Contract Administrator; provided, however, that such instructions and determinations do not change the Scope of Services.
- 1.5. **Contractor:** The person, firm, corporation or other entity that enters into an agreement with CITY to perform the construction work for the Task Order.
- 1.6. **CITY:** City of Key West.

- 1.7. **Task Order:** A detailed description of a particular service or services to be performed by CONSULTANT under this Agreement.

ARTICLE 2

PREAMBLE

In order to establish the background, context and frame of reference for this Agreement and generally to express the objectives and intentions of the respective parties hereto, the following statements, representations and explanations shall be accepted as predicates for the undertakings and commitments included within the provisions which follow and may be relied upon by the parties as essential elements of the mutual considerations upon which this Agreement is based.

- 2.1. The CONSULTANT is not entitled to receive, and the CITY is not obligated to pay, any fees or expenses in excess of the amount budgeted for Task Orders authorized under this Agreement in each fiscal year (October 1-September 30) by CITY. The budgeted amount may only be modified per City Ordinance(s).
- 2.2. The CITY has met the requirements of the Consultants' Competitive Negotiation Act, as set forth in Section 287.055, Florida Statutes, and has selected CONSULTANT to perform the services hereunder based on the Request for Qualifications 14-002 incorporated by reference and made a part hereof and the Response to the Request for Qualifications from Consultant dated April 10, 2014, incorporated by reference and made part of.
- 2.3. Negotiations pertaining to the services to be performed by CONSULTANT were undertaken between CONSULTANT and staff selected by the Commission, and this Agreement incorporates the results of such negotiations.

ARTICLE 3

SCOPE OF SERVICES AND STANDARD OF CARE

- 3.1. CONSULTANT's services may include but are not limited to the following in regard to the Agreement:
- 3.1.1. Design of buildings, including residential, commercial, or government
 - 3.1.2. Design of community centers
 - 3.1.3. Preparation of plans for modification or rehabilitation of existing buildings
 - 3.1.4. Historic preservation and restoration
 - 3.1.5. Design of park structures including restroom facilities, gazebos, shelters, etc.
 - 3.1.6. Design of historic or cultural displays
 - 3.1.7. Design of buildings in accordance with section 255.2575(2) Florida Statute (Green Buildings/construction)
 - 3.1.8. Design of public plazas and event venues

- 3.1.9. Evaluate environmental impacts of proposed projects and prepare the appropriate local, state, and federal permit applications.
 - 3.1.10. Conduct public awareness and input strategies
 - 3.1.11. Preparation of reports, schedules, cost estimates, green construction certifications, maintenance schedules and manuals and other information needed or requested by the CITY in considering development and maintenance strategies of the design.
 - 3.1.12. Contract/construction oversight and closeout
- 3.2. CONSULTANT's services shall include Architectural design services, including building and structure design, general site design, consulting for facilities planning, surveying, permitting, preliminary and ongoing cost estimating, auto CAD services, on-site construction services, and any other lawful professional Architectural services that the CONSULTANT is qualified to provide and that the CITY authorizes the CONSULTANT to undertake in connection with this Agreement. CONSULTANT shall provide all necessary, incidental and related activities and services as required.
- 3.3. CONSULTANT and CITY acknowledge that the Scope of Services does not delineate every detail and minor work task required to be performed by CONSULTANT to complete any particular task order. If, during the course of the performance of the services included in this Agreement, CONSULTANT determines that work should be performed to complete the Task Order which is, in the CONSULTANT's opinion, outside the level of effort originally anticipated, whether or not the Scope of Services identifies the work items, CONSULTANT shall notify Contract Administrator in writing in a timely manner before proceeding with the work. If CONSULTANT proceeds with such work without notifying the Contract Administrator, the work shall be deemed to be within the original level of effort, whether or not specifically addressed in the Scope of Services. Notice to Contract Administrator does not constitute authorization or approval by CITY to perform the work. Performance of work by CONSULTANT outside the originally anticipated level of effort without prior written CITY approval or modification of task order is at CONSULTANT's sole risk.
- 3.4. The specific services to be provided by the CONSULTANT and the compensation for such services shall be as mutually agreed to in separate Task Orders to this AGREEMENT. Each Task Order when fully executed shall become a supplement to and a part of this AGREEMENT.
- 3.4.1. Each Task Order shall be supported by appropriate cost and pricing data and such other documentation as required by the CITY.
 - 3.4.2. Task Orders shall be numbered consecutively as specified by CITY. Each Task Order shall include a description of the scope of services and specified deliverables, time of completion, total estimated costs of services, and method of compensation. Additional information shall be provided to the CITY if required. Amended Task Orders shall include substantially the same information and be submitted to the CITY for approval.

- 3.4.3. The CITY may make or approve changes within the general Scope of Services in any Task Order. If such changes affect the CONSULTANT's cost of or time required for performance of the services, an equitable adjustment shall be made through an amendment to the Task Order.
- 3.4.4. A task order may be terminated at any time, with or without cause, by the CITY upon written notice to CONSULTANT. CONSULTANT shall perform no further work upon receipt of this notice unless specifically authorized by the City Manager of the City of Key West. On termination, the CONSULTANT shall be paid for all authorized services performed up to the termination date plus, if terminated for the convenience of the CITY, reasonable expenses incurred during the close-out of the Task Order. The CITY shall not pay for anticipatory profits. The termination of this Agreement pursuant to Paragraph 7.2, hereof, shall constitute the termination of any and all outstanding task orders.
- 3.4.5. The CONSULTANT shall begin services under any Task Order when authorized by a Purchase Order issued by the CITY and delivered to CONSULTANT.
- 3.5. The CITY and CONSULTANT may negotiate additional scopes of services, compensation, time of performance and other related matters for each Task Order as allowed by this Agreement. If CITY and CONSULTANT cannot contractually agree, CITY shall have the right to immediately terminate negotiations at no cost to CITY and procure services from another source.
- 3.6. CONSULTANT shall perform the professional services under this Agreement at the level customary for competent and prudent professionals in CONSULTANT'S field performing such services at the time and place where the services are provided. In the event CONSULTANT does not comply with this standard, and omissions or errors are made by CONSULTANT, CONSULTANT will correct such work that contains errors or omissions.
- 3.7. CONSULTANT is required to perform the task orders consistent with current applicable Federal, State and City laws, codes and regulations that pertain to the Task Order. In all task orders, where changes to any laws, codes or regulations affecting the Task Order have a Task Ordered effective date or are anticipated to be effective at a future date, or if knowledge of anticipated changes is available to CONSULTANT or any subconsultant, CONSULTANT shall present options for their use or implementation.
- 3.8. Construction Responsibility - Notwithstanding anything in this Agreement, CONSULTANT shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety measures, precautions and programs including enforcement of Federal and State safety requirements, in connection with construction work performed by CITY's construction contractors.

- 3.9. Estimates - Since CONSULTANT has no control over local conditions, the cost of labor, materials, equipment or services furnished by others, or over competitive bidding or market conditions, CONSULTANT does not guarantee the accuracy of any opinions of probable construction cost as compared to construction contractor's bids or the actual cost to the CITY.

ARTICLE 4

TERM OF AGREEMENT; TIME FOR PERFORMANCE; CONTRACTOR DAMAGES:

The term of this Agreement shall be for a period of three (3) years from the effective date of the Agreement with the option of one (1) or two (2) year renewal. The Agreement will be in effect upon execution by both parties. The Agreement may be renewed at the discretion of the CITY.

- 4.1. CONSULTANT shall perform the services described in each Task Order within the time periods specified. Each such time period shall commence from the date of the purchase order issued for such services.
- 4.2. CONSULTANT must receive written approval from the Contract Administrator prior to beginning the performance of services in any subsequent task order. Prior to granting approval for CONSULTANT to proceed to a subsequent task order, the Contract Administrator may, at his or her sole option, require CONSULTANT to submit any deliverables/documents for the Contract Administrator's review.
- 4.3. In the event CONSULTANT is unable to complete the above services because of delays resulting from untimely review by CITY or other governmental authorities having jurisdiction over the Task Order, and such delays are not the fault of CONSULTANT, or because of delays which were caused by factors outside the control of CONSULTANT, CITY shall grant a reasonable extension of time for completion of the services and shall provide reasonable compensation, if appropriate. It shall be the responsibility of CONSULTANT to notify CITY within 10 days in writing whenever a delay in approval by a governmental agency, including CITY, is anticipated or experienced, and to inform the Contract Administrator of all facts and details related to the delay.
- 4.4. In the event the Contractor fails to substantially complete the Task Order on or before the substantial completion date specified in its agreement with CITY or if Contractor is granted an extension of time beyond said substantial completion date, and CONSULTANT's services are extended beyond the substantial completion date, through no fault of CONSULTANT, CONSULTANT shall be compensated in accordance with Article 5 for all services rendered by CONSULTANT beyond the substantial completion date.

- 4.5. In the event Contractor fails to substantially complete the Task Order on or before the substantial completion date specified in its agreement with CITY, and the failure to substantially complete is caused in whole or in part by a negligent act, error or omission of CONSULTANT, then CONSULTANT shall pay to CITY its proportional share of any claim or damages to Contractor or CITY arising out of the delay. This provision shall not affect the rights and obligations of either party as set forth in Paragraph 8.8, INDEMNIFICATION OF CITY.

ARTICLE 5

COMPENSATION AND METHOD OF PAYMENT

5.1. AMOUNT AND METHOD OF COMPENSATION

The types of compensation methods, which shall be used to pay for the CONSULTANT'S services, are limited to the following:

- 5.1.1. Lump sum payment/Not-to-Exceed, which includes compensation for all the CONSULTANT'S salaries, general overhead costs, direct expenses, and profit.
 - 5.1.1.1. If the TASK ORDER timing deviates from the assumed schedule for causes beyond CONSULTANT'S control, CONSULTANT and/or the CITY reserves the right to request renegotiation of those portions of the lump sum affected by the time change. During construction contract administration, if tasked, it is agreed by both parties that whether construction is completed earlier or later, that a proportional part of the compensation will be adjusted and either given to CONSULTANT for additional work or deleted from the amount owed CONSULTANT for less time required.
 - 5.1.1.2. In the event of a change of scope, CITY shall authorize in writing an appropriate decrease or increase in compensation.
 - 5.1.1.3. Monthly invoicing will be based on an estimate of the percent of work completed at the end of the preceding month.
 - 5.1.1.4. The CONSULTANT shall submit wage rates and other actual unit costs supporting the compensation. The CONSULTANT shall submit a Truth in Negotiation Certificate stating that all data supporting the compensation is accurate, complete, and current at the time of contracting.
- 5.1.2. Cost Reimbursable-Per Diem (Time and Expenses)
 - 5.1.2.1. Per diem rates are those hourly or daily rates charged for work performed on the TASK ORDER by CONSULTANT'S employees of the indicated classifications and include all salaries, overheads, and profit, but do not include allowances for Direct Expenses. These rates are subject to annual adjustments based on the Consumer Price Index Urban U.S. City Average All Items U.S. Department of Labor Bureau of Labor Statistics.

- 5.1.2.2. Hourly rates for the first year of the contract (CONSULTANT AND Subconsultants): See attached Exhibit A
- 5.1.2.3. CONSULTANT and Subconsultants allowed annual wage adjustment shall not exceed the Data Resource Institute (DRI) forecast of wage and price escalation (the U.S. Bureau of Labor Statistics [BLS] Employment Cost Index [ECI] for Private Industry)
- 5.1.2.4. A budgetary amount will be established for each Task Order. This budgetary amount shall not be exceeded unless prior written approval is provided by the CITY. CONSULTANT shall make reasonable efforts to complete the work within the budget and will keep CITY informed of progress toward that end so that the budget or work effort can be adjusted if found necessary.
- 5.1.2.5. CONSULTANT is not obligated to incur costs beyond the indicated budgets, as may be adjusted, nor is CITY obligated to pay CONSULTANT beyond these limits.
- 5.1.2.6. When any budget has been increased, CONSULTANT's excess costs expended prior to such increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

5.2. REIMBURSABLES

- 5.2.1.1. Direct non-salary expenses, entitled Reimbursables, directly attributable to the Task Order shall be charged at actual cost, and shall be limited to the following:
 - 5.2.1.2. Identifiable transportation expenses in connection with the Task Order, subject to the limitations of Section 112.061, Florida Statutes. There shall be no mileage reimbursement for travel within the City of Key West. Transportation expenses to locations outside the City area or from locations outside the City will not be reimbursed unless specifically pre-authorized in writing by the Contract Administrator.
 - 5.2.1.3. Identifiable per diem, meals and lodgings, taxi fares, automobile rental, and miscellaneous travel-connected expenses for CONSULTANT's personnel subject to the limitations of Section 112.061 Florida Statutes. Meals for class C travel inside the City of Key West will not be reimbursed. Lodging will be reimbursed only for room rates equivalent to Holiday Inn, Hampton Inn, or Best Western.
 - 5.2.1.4. Identifiable communication expenses approved by Contract Administrator, long distance telephone, courier and express mail utilized to render the services required by this Agreement.
 - 5.2.1.5. Cost of printing, reproduction or photography that is required by or of CONSULTANT to deliver services set forth in this Agreement. Unit costs must be specified on the task order.

- 5.2.1.6. Identifiable testing costs approved by Contract Administrator. Unit costs must be specified on the task order.
- 5.2.1.7. All permit fees paid to regulatory agencies for approvals directly attributable to the Task Order. These permit fees do not include those permits required for the Contractor.
- 5.2.2. It is acknowledged and agreed to by CONSULTANT that the dollar limitation set forth in Paragraph 5.2.1 is a limitation upon, and describes the maximum extent of, CITY's obligation to reimburse CONSULTANT for direct, non-salary expenses. If CITY or Contract Administrator requests CONSULTANT to incur expenses not contemplated in the amount for Reimbursables, CONSULTANT shall notify Contract Administrator in writing before incurring such expenses. Any such expenses shall be reviewed and approved by CITY prior to incurring such expenses.
- 5.2.3. All subconsultants' hourly rates shall be billed in the actual amount paid by CONSULTANT. These amounts shall not increase each fiscal year of CITY by more than the Consumer Price Index Urban U.S. City Average All Items U.S. Department of Labor Bureau of Labor Statistics. Reimbursable subconsultant expenses are limited to the items in Paragraph 5.2.1 described above when the subconsultant's agreement provides for reimbursable expenses.

5.3. METHOD OF BILLING

5.3.1. Lump Sum Compensation

CONSULTANT shall submit billings that are identified by the specific Task Order number if applicable on a monthly basis in a timely manner. These billings shall identify the nature of the work performed and the estimated percent of work accomplished. The statement shall show a summary of fees with accrual of the total and credits for portions paid previously. When requested, CONSULTANT shall provide backup for past and current invoices that record hours, personnel, and expense costs on a task basis, so that total hours and costs by task may be determined.

5.3.2. Cost Reimbursable-Per Diem (Time and Expenses) Compensation

CONSULTANT shall submit billings that are identified by the specific Task Order number on a monthly basis in a timely manner for all personnel hours and Reimbursables attributable to the Task Order. These billings shall identify the nature of the work performed, the total hours of work performed and the employee category and name of the individuals performing same. Billings shall itemize and summarize Reimbursables by category and identify same as to the personnel incurring the expense and the nature of the work with which such expense was associated. Where prior written approval by Contract Administrator is required for Reimbursables, a copy of the approval shall accompany the billing for such reimbursable. The statement shall show a summary of Salary Costs and Reimbursables with accrual of the total and credits for portions paid previously.

External Reimbursables and subconsultant fees must be documented by copies of invoices or receipts that describe the nature of the expenses and contain a Task Order number or other identifier that clearly indicates the expense is identifiable to the Task Order. Subsequent addition of the identifier to the invoice or receipt by the CONSULTANT is not acceptable except for meals and travel expenses. Appropriate CONSULTANT's cost accounting forms with a summary of charges must document internal expenses by category. When requested, CONSULTANT shall provide backup for past and current invoices that records hours and rates by employee category, Reimbursables by category, and subcontractor fees on a task basis, so that total hours and costs by task may be determined.

- 5.3.3. If requested, CONSULTANT shall provide copies of past paid invoices to any subcontractor or subconsultant prior to receiving payment. CITY reserves the right to pay any subcontractor or subconsultant if CONSULTANT has not paid them timely and the services of the subcontractor or subconsultant are necessary to complete the TASK ORDER or any task order.

5.4. METHOD OF PAYMENT

- 5.4.1. CITY shall pay CONSULTANT within forty-five- (45) calendar days from receipt of CONSULTANT's proper invoice with documentation as provided above.
- 5.4.2. In the event CONSULTANT has utilized a Subconsultant in order to perform the Task Order, CONSULTANT will be required to provide documentation that Subconsultant and Subconsultants of Subconsultants have been paid prior to payment being made to CONSULTANT.
- 5.4.3. Payment will be made to CONSULTANT at:

Address: 915 EATON ST.
KRY WEST, FL. 33040

ARTICLE 6

CITY'S RESPONSIBILITIES

- 6.1. CITY shall assist CONSULTANT by placing at CONSULTANT's disposal all information CITY has available pertinent to the Task Order including previous reports and any other data relative to design or construction of the Task Order.
- 6.2. CITY shall arrange for access to, and make all provisions for, CONSULTANT to enter upon public and private property as required for CONSULTANT to perform its services.
- 6.3. CITY shall review the CONSULTANT's itemized deliverables/documents identified in the task orders and respond in writing with any comment within the time set forth in the task order or within a reasonable time.

- 6.4. CITY shall give prompt written notice to CONSULTANT whenever CITY observes or otherwise becomes aware of any development that affects the scope or timing of CONSULTANT's services or any defect in the work of any Contractor.

ARTICLE 7

MISCELLANEOUS

7.1. OWNERSHIP OF DOCUMENTS

All finished or unfinished documents, data, data matrices and calculations generated and used to evaluate and compute the construction or material requirements for the Task Order, studies, surveys, drawings, maps, models, photographs and reports prepared or provided by CONSULTANT in connection with this Agreement, whether in hard copy or electronic form, shall become the property of CITY, whether the Task Order for which they are made is completed or not. If applicable, CITY may withhold any payments then due to CONSULTANT until CONSULTANT complies with the provisions of this Article. CONSULTANT is not responsible for damages caused by the unauthorized re-use by others of any of the materials for another Task Order.

7.2. TERMINATION

- 7.2.1. This Agreement may be terminated with or without cause by CITY at any time.
- 7.2.2. Notice of termination shall be provided in accordance with paragraph 7.12 NOTICES of this Agreement.
- 7.2.3. In the event this Agreement is terminated, CONSULTANT shall be paid for any services performed to the date the Agreement is terminated. Compensation shall be withheld until all documents specified in Section 7.1 of this Agreement are provided to the CITY. Upon being notified of CITY's election to terminate, CONSULTANT shall refrain from performing further services or incurring additional expenses under the terms of this Agreement. Under no circumstances shall CITY make payment of profit for services that have not been performed.

7.3. AUDIT RIGHT AND RETENTION OF RECORDS

- 7.3.1. CITY shall have the right to audit the books, records, and accounts of CONSULTANT that are related to this Task Order. CONSULTANT shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to the Task Order.
- 7.3.2. CONSULTANT shall preserve and make available, at reasonable times for examination and audit by CITY, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the

required retention period of the Florida Public Records Act (Chapter 119, Fla. Stat.), if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of three (3) years after termination of this Agreement. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or three (3) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by CITY to be applicable to CONSULTANT's records, CONSULTANT shall comply with all requirements thereof; however, CONSULTANT shall violate no confidentiality or non-disclosure requirement of either federal or state law. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for CITY's disallowance and recovery of any payment upon such entry.

7.4. NONDISCRIMINATION, EQUAL EMPLOYMENT OPPORTUNITY, AMERICANS WITH DISABILITIES ACT, AND EQUAL BENEFITS FOR DOMESTIC PARTNERS

- 7.4.1. CONSULTANT shall not unlawfully discriminate against any person in its operations and activities in its use or expenditure of the funds or any portion of the funds provided by this Agreement and shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded in whole or in part by CITY, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards.
- 7.4.2. CONSULTANT's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation, gender identity or expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor that can not be lawfully or appropriately used as a basis for service delivery. CONSULTANT shall comply with Title I of the Americans with Disabilities Act regarding nondiscrimination on the basis of disability in employment and further shall not discriminate against any employee or applicant for employment because of race, age, religion, color, gender, sexual orientation, national origin, gender identity or expression, marital status, political affiliation, or physical or mental disability. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship), and accessibility.
- 7.4.3. Consultant shall comply with City Ordinance Sec. 2-799 Requirements for City Contractors to Provide Equal Benefits for Domestic Partners

7.5. PUBLIC ENTITY CRIMES ACT

7.5.1. CONSULTANT represents that the execution of this Agreement shall not violate the Public Entity Crimes Act (Section 287.133, Florida Statutes), which essentially provides that a person or affiliate who is a contractor, consultant or other provider and who has been placed on the convicted vendor list following a conviction for a Public Entity Crime may not submit a bid on a contract to provide any goods or services to CITY, may not submit a bid on a contract with CITY for the construction or repair of a public building or public work, may not submit bids on leases of real property to CITY, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with CITY, and may not transact any business with CITY in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two purchases for a period of 36 months from the date of being placed on the convicted vendor list. Violation of this section shall result in termination of this Agreement and recovery of all monies paid hereto, and may result in being barred from CITY's competitive procurement activities.

7.5.2. In addition to the foregoing, CONSULTANT further represents that there has been no determination, based on an audit, that it or any subconsultant, has committed an act defined by Section 287.133, Florida Statutes, as a "public entity crime" and that it has not been formally charged with committing an act defined as a "public entity crime" regardless of the amount of money involved or whether CONSULTANT has been placed on the convicted vendor list.

7.5.3. CONSULTANT shall promptly notify CITY if it or any subcontractor or subconsultant is formally charged with an act defined as a "public entity crime" or has been placed on the convicted vendor list.

7.6. SUBCONSULTANTS

CONSULTANT may use the subconsultants identified in the proposal that was a material part of the selection of CONSULTANT to provide the services under this Agreement. The CITY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make determination as to the capability of the subcontractor to perform properly under this Contract. The CITY's acceptance of a subcontractor shall not be unreasonably withheld. CONSULTANT shall obtain written approval of Contract Administrator prior to changing or adding to the list of subconsultants. The list of subconsultants submitted and currently approved is as follows:

- a. PBCEZ ENGINEERING & DBV.
- b. INNOVATIVE ENG. GROUP, INC.
- c. TRIKOTA CONSTRUCTION SOLUTIONS
- d. TRUPONIA & ASSOC.
- e. TIMMINS ENGINEERING, LLC.
- f. ELIZABETH NEWLAND LANDSCAPE ARCHITECTURE, LLC.

Hourly rates are as on attached Exhibit A.

7.7. ASSIGNMENT AND PERFORMANCE

- 7.7.1. Neither this Agreement nor any interest herein shall be assigned, transferred, or encumbered by either party and CONSULTANT shall not subcontract any portion of the work required by this Agreement except as authorized pursuant to Section 7.6.
- 7.7.2. CONSULTANT represents that all persons delivering the services required by this Agreement have the knowledge and skills, either by training, experience, education, or a combination thereof, to adequately and competently perform the duties, obligations, and services set forth in the Scope of Services and to provide and perform such services to CITY's satisfaction for the agreed compensation.
- 7.7.3. CONSULTANT shall perform its duties, obligations, and services under this Agreement in a skillful and respectable manner. The quality of CONSULTANT's performance and all interim and final product(s) provided to or on behalf of CITY shall be in accordance with the standard of care set forth in Paragraph 3.6.
- 7.7.4. CONSULTANT shall not change or replace overall project manager identified in the CONSULTANT's response to the RFQ without the Contract Administrator's prior written approval.

7.8. INDEMNIFICATION OF CITY

- 7.8.1. To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents, and employees (herein called the "indemnities") from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONSULTANT, its Subcontractors or persons employed or utilized by them in the performance of the Contract. Claims by indemnities for indemnification shall be limited to the amount of CONSULTANT's insurance or \$1 million per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Contract and it is part of the project specifications or the bid documents, if any.
- 7.8.2. The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT under workers' compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the CONSULTANT or of any third party to whom CONSULTANT may subcontract a

part or all of the Work. This indemnification shall continue beyond the date of completion of the Work.

7.9. INSURANCE

7.9.1. CONSULTANT is to secure, pay for, and file with the City of Key West, prior to commencing any work under the Contract, all certificates for workers' compensation, public liability, and property damage liability insurance, and such other insurance coverages as may be required by specifications and addenda thereto, in at least the following minimum amounts with specification amounts to prevail if greater than minimum amounts indicated. Notwithstanding any other provision of the Contract, the CONSULTANT shall provide the minimum limits of liability insurance coverage as follows:

Auto Liability	\$1,000,000	Combined Single Limit
General Liability	\$2,000,000	Aggregate (Per Project)
	\$2,000,000	Products Aggregate
	\$1,000,000	Any One Occurrence
	\$1,000,000	Personal Injury
	\$ 300,000	Fire Damage/Legal
Professional Liability	\$2,000,000	Per Claim / Aggregate
Additional Umbrella Liability	\$2,000,000	Occurrence / Aggregate

7.9.2. CONSULTANT shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, City of Key West named as an additional insured on all policies— excepting Professional Liability—on a PRIMARY and NON CONTRIBUTORY basis utilizing an ISO standard endorsement at least as broad as CG 2010 (11/85) or its equivalent, (combination of CG 20 10 07 04 and CG 20 37 07 04, providing coverage for completed operations, is acceptable) including a waiver of subrogation clause in favor of City of Key West on all policies. CONSULTANT will maintain the Professional Liability, General Liability, and Umbrella Liability insurance coverages summarized above with coverage continuing in full force including the additional insured endorsement until at least 3 years beyond completion and delivery of the work contracted herein.

7.9.3. Notwithstanding any other provision of the Contract, the CONSULTANT shall maintain complete workers compensation coverage for each and every employee, principal, officer, representative, or agent of the CONSULTANT who is performing any labor, services, or material under the Contract. Further, CONSULTANT shall additionally maintain the following minimum limits of coverage:

Bodily Injury Each Accident	\$1,000,000
Bodily Injury by Disease Each Employee	\$1,000,000
Bodily Injury by Disease Policy Limit	\$1,000,000

7.9.4. If the work is being done on or near a navigable waterway, CONSULTANT's workers compensation policy shall be endorsed to provide USL&H Act (WC 00 01 06 A) and

Jones Act (WC 00 02 01 A) coverage if specified by the City of Key West. CONSULTANT shall provide the City of Key West with a Certificate of Insurance verifying compliance with the workers compensation coverage as set forth herein and shall provide as often as required by the City of Key West such certification which shall also show the insurance company, policy number, effective and expiration date, and the limits of workers compensation coverage under each policy.

7.9.5. CONSULTANT's insurance policies shall be endorsed to give 30 days written notice to the City of Key West in the event of cancellation or material change, using form CG 02 24, or its equivalent.

7.9.6. Certificates of Insurance submitted to the City of Key West will not be accepted without copies of the endorsements being requested. This includes additional insured endorsements, cancellation/material change notice endorsements, and waivers of subrogation. Copies of USL&H Act and Jones Act endorsements will also be required if necessary. PLEASE ADVISE YOUR INSURANCE AGENT ACCORDINGLY.

7.9.7. CONSULTANT will comply with any and all safety regulations required by any agency or regulatory body including but not limited to OSHA. CONSULTANT will notify City of Key West immediately by telephone at (305) 809-3964 any accident or injury to anyone that occurs on the jobsite and is related to any of the work being performed by the CONSULTANT.

7.9.8. It shall be the responsibility of the Consultant to ensure that all subconsultants/subcontractors comply with the same insurance requirements as is required of Consultant.

7.9.9. In addition, it is understood if at any time any of the policies required by the City shall become unsatisfactory to the City as to form or substance, or if a company issuing any such policy shall become unsatisfactory to the City, the Consultant shall obtain a new policy, submit the same to the City for approval and submit a certificate of insurance as which may be required by the contract. It is understood that upon failure of the Consultant to furnish, deliver and maintain such insurance as required above, the contract at the election of the City may be declared suspended, discontinued or terminated. Further, failure of the Consultant to take out and/or maintain any required insurance shall not relieve the Consultant from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligations of the Consultant concerning indemnification.

7.10. REPRESENTATIVE OF CITY AND CONSULTANT

7.10.1. The parties recognize that questions in the day-to-day conduct of the Task Order will arise. The Contract Administrator, upon CONSULTANT's request, shall advise CONSULTANT in writing of one (1) or more CITY employees to whom all communications pertaining to the day-to-day conduct of the Task Order shall be addressed.

7.10.2. CONSULTANT shall inform the Contract Administrator in writing of CONSULTANT's representative to whom matters involving the conduct of the Task Order shall be addressed.

7.11. ALL PRIOR AGREEMENTS SUPERSEDED

7.11.1. This document incorporates and includes all prior negotiations, correspondence, conversations, agreements or understandings applicable to the matters contained herein; and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document and the exhibits attached. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements whether oral or written.

7.11.2. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

7.12. NOTICES

Whenever either party desires to give notice unto the other, such notice must be in writing, sent by certified United States mail, return receipt requested, addressed to the party for whom it is intended at the place last specified; and the place for giving of notice shall remain such until it shall have been changed by written notice in compliance with the provisions of this paragraph. For the present, the parties designate the following as the respective places for giving of notice:

FOR CITY OF KEY WEST:

City of Key West
3140 Flagler Ave
Key West, FL 33040

FOR CONSULTANT:

Contact: WILLIAM P. HOWE
Address: 915 EATON ST.
KEY WEST, FL
33040

7.13. TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Agreement by CONSULTANT shall act as the execution of a truth-in-

negotiation certificate stating that wage rates and other factual unit costs supporting the compensation of this Agreement are accurate, complete, and current at the time of contracting. The original contract price for any task order and any additions thereto shall be adjusted to exclude any significant sums, by which CITY determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such contract adjustments shall be made within one (1) year following the end of this Agreement.

7.14. INTERPRETATION

The language of this Agreement has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied against either party hereto. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein," "hereof," "hereunder," and "hereinafter" refer to this Agreement as a whole and not to any particular sentence or paragraph where they appear, unless the context otherwise requires. Whenever reference is made to a Paragraph or Article of this Agreement, such reference is to the Paragraph or Article as a whole, including all of the subsections of such Paragraph, unless the reference is made to a particular subsection or subparagraph of such Paragraph or Article.

7.15. CONSULTANT'S STAFF

- 7.15.1. CONSULTANT shall provide the key staff identified in their proposal for Task Order as long as such key staffs are in CONSULTANT's employment.
- 7.15.2. CONSULTANT shall obtain prior written approval of Contract Administrator to change key staff. CONSULTANT shall provide Contract Administrator with such information as necessary to determine the suitability of proposed new key staff. Contract Administrator shall be reasonable in evaluating key staff qualifications.
- 7.15.3. If Contract Administrator desires to request removal of any of CONSULTANT's staff, Contract Administrator shall first meet with CONSULTANT and provide reasonable justification for said removal.
- 7.15.4. The CITY reserves the right to approve the members of the Consulting Team and the roles they will undertake in the assignment. The CITY's acceptance of a team member shall not be unreasonably withheld.
- 7.15.5. Each assignment issued under this Agreement by the CITY to the Consultant, the Consultant will at the CITY's request, disclose the role, qualifications and hourly rate of each individual working on the assignment.
- 7.15.6. The CITY reserves the right to require replacement of any of the members of the Consulting Team. Any proposed addition or change of members of the Consulting

Team initiated by the Consultant must obtain the CITY Representative's prior written approval.

7.15.7. In the event of the death, incapacity or termination of employment of any member of the Consulting Team before Completion of the Services, the Consultant shall at its own expense and as soon as reasonably practicable arrange to substitute or replace the individual member concerned.

7.15.8. The Consultant shall ensure that the substitute or replacement is no less qualified in terms of relevant experience and qualifications than the outgoing individual and is available at the relevant time to act as such replacement or substitute. The Consultant shall without delay forward curriculum vitae of the proposed substitute or replacement to the CITY. The deployment of such substitute or replacement shall be subject to the CITY's consent.

7.15.9. The Consultant shall solely be responsible for all direct, indirect and consequential costs or losses that may arise from the substitution or replacement of members of the Consulting Team.

7.16. INDEPENDENT CONTRACTOR

CONSULTANT is an independent contractor under this Agreement. Services provided by CONSULTANT shall be subject to the supervision of CONSULTANT. In providing the services, CONSULTANT or its agents shall not be acting and shall not be deemed as acting as officers, employees, or agents of the CITY, nor shall they accrue any of the rights or benefits of a CITY employee. The parties expressly acknowledge that it is not their intent to create any rights or obligations in any third person or entity under this Agreement.

7.17. THIRD PARTY BENEFICIARIES

Neither CONSULTANT nor CITY intend directly or substantially to benefit a third party by this Agreement. Therefore, the parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against either of them based upon this Agreement. No subcontractor or subconsultant, whether named or unnamed, shall be a third party beneficiary of this Agreement.

7.18. CONFLICTS

7.18.1. Neither CONSULTANT nor its employees shall have or hold any continuing or frequently recurring employment or contractual relationship that is substantially antagonistic or incompatible with CONSULTANT's loyal and conscientious exercise of judgment related to its performance under this Agreement.

7.18.2. CONSULTANT agrees that none of its officers or employees shall, during the term of this Agreement, serve as an expert witness against CITY in any legal or

administrative proceeding in which he or she is not a party, unless compelled by court process, nor shall such persons give sworn testimony or issue a report or writing, as an expression of his or her expert opinion, which is adverse or prejudicial to the interests of CITY or in connection with any such pending or threatened legal or administrative proceeding. The limitations of this section shall not preclude such persons from representing themselves in any action or in any administrative or legal proceeding.

- 7.18.3. In the event CONSULTANT is permitted to use subcontractors to perform any services required by this Agreement, CONSULTANT agrees to prohibit such subcontractors from having any conflicts as within the meaning of this section, and shall so notify them in writing.

7.19. CONTINGENCY FEE

CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For a breach or violation of this provision, CITY shall have the right to terminate this Agreement without liability at its discretion, or to deduct from the Agreement price or otherwise recover the full amount of such fee, commission, percentage, gift, or consideration.

7.20. WAIVER OF BREACH AND MATERIALITY

- 7.20.1. Failure by CITY to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement. A waiver of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

- 7.20.2. CITY and CONSULTANT agree that each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof.

7.21. COMPLIANCE WITH LAWS

CONSULTANT shall comply with federal, state, and local laws, codes, ordinances, rules, and regulations in performing its duties, responsibilities, and obligations related to this Agreement applicable at the time the scope of services was drafted for this agreement. In addition, at the time each Task Order is executed, any revisions to applicable federal state, and local laws, codes, ordinances, rules and regulations shall apply.

7.22. SEVERABILITY

In the event this Agreement or a portion of this Agreement is found by a court of competent jurisdiction to be invalid, the remaining provisions shall continue to be effective unless CITY or CONSULTANT elects to terminate this Agreement.

7.23. JOINT PREPARATION

Preparation of this Agreement has been a joint effort of CITY and CONSULTANT and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other.

7.24. PRIORITY OF PROVISIONS

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any exhibit attached hereto, any document or events referred to herein, or any document incorporated into this Agreement by reference and a term, statement, requirement, or provision of this Agreement, the term, statement, requirement, or provision contained in Articles 1 through 8 of this Agreement shall prevail and be given effect.

7.25. APPLICABLE LAW AND VENUE

The laws of the State of Florida govern the validity of this Agreement, its interpretation and performance, and any claims related to it. The venue for mediation, arbitration or any other legal proceeding shall be Monroe County, Florida.

7.26. INCORPORATION BY REFERENCE

The attached exhibits are incorporated into and made a part of this Agreement:

Exhibit A – CONSULTANT/Subconsultants' Hourly Rates

7.27. COUNTERPARTS

This Agreement may be executed in three (3) counterparts, each of which shall be deemed to be an original.

**REST OF PAGE INTENTIONALLY LEFT BLANK
SIGNATURE PAGE TO FOLLOW**

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement on the respective dates under each signature.



[Signature]

City Clerk

DEC, 2014

CITY

[Signature]

James Scholl, City Manager

18TH day of DECEMBER, 2014

ATTEST:

By

[Signature]

FRANK T. HERDLISKA

(Print Name)

1 day of DEC., 2014

CONSULTANT

By

[Signature]

WILLIAM P. HORN

(Print Name)

1 day of DECEMBER, 2014

Exhibit A

Hourly Fee Schedule

Company Name: William P. Horn

Architect, PA Date: December 1, 2014

Position Title Hourly Rate

Our standard hourly rates are as follows:

Architect:
Principal Architect \$225.00/hr
Architect \$150.00/hr
Intern Architect \$125.00/hr
Draftsperson \$95.00/hr

Structural Engineer:
Structural Engineer \$160.00/hr

MEP Engineer:
Engineer \$150.00/hr
Drafting \$95.00/hr

Civil Engineering:
Principal Civil Engineer \$150.00/hr
Senior Civil Engineer \$120.00/hr
Civil Engineer \$100.00/hr
Drafting \$85.00/hr

Landscape Architect:
Landscape Architect \$150.00/hr
Landscape Designer \$100.00/hr

Planner:
Principal \$225.00/hr
Senior Associate \$135.00/hr
Associate \$120.00/hr
Technical/Clerical \$75.00/hr

Sustainability Consultant:
Principal \$180.00/hr
Sr. Project Manager \$125.00/hr
Project Manager \$95.00/hr
Research Associate \$75.00/hr
Office Manager \$45.00/hr

THIS DOCUMENT HAS A COLORED BACKGROUND MICROPRINTING CLINE MARK PATENTED PAPER

AC# 696045

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN

SEQ# L12120500740

DATE	BATCH NUMBER	LICENSE NBR
12/05/2012	128159140	AR0013537

The ARCHITECT
Named below IS LICENSED
Under the provisions of Chapter 481, FS
Expiration date: FEB 28, 2015

HORN, WILLIAM P
915 EATON STREET
KEY WEST

FL 33040

RICK SCOTT
GOVERNOR

KEN LAWSON
SECRETARY

DISPLAY AS REQUIRED BY LAW

THIS DOCUMENT HAS A COLORED BACKGROUND MICROPRINTING CLINE MARK PATENTED PAPER

AC# 696120

STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF ARCHITECTURE & INTERIOR DESIGN

SEQ# L12120500815

DATE	BATCH NUMBER	LICENSE NBR
12/05/2012	128159169	AA0003040

The ARCHITECT CORPORATION
Named below IS CERTIFIED
Under the provisions of Chapter 481, FS
Expiration date: FEB 28, 2015

WILLIAM P HORN ARCHITECT PA
915 EATON ST
KEY WEST

FL 33040

RICK SCOTT
GOVERNOR

KEN LAWSON
SECRETARY

DISPLAY AS REQUIRED BY LAW

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name HORN, WILLIAM Ct1Nbr:0003377
Location Addr. 915 EATON ST
Lic NBR/Class 15-00006982 SERVICE - PROFESSIONAL
Issue Date: September 10, 2014 Expiration Date:September 30, 2015
License Fee \$309.75
Add. Charges \$0.00
Penalty \$0.00
Total \$309.75
Comments: ARCHITECT

Users: William P
Date: 9/10/14 04:25
Receipt No: 143563
City of Key West
15-00006982
1.00 \$309.75
\$309.75
9/10/14 15:23:41

This document must be prominently displayed.

HORN, WILLIAM P

HORN, WILLIAM
915 EATON ST

KEY WEST FL 33040



CERTIFICATE OF LIABILITY INSURANCE

OP ID: NF

DATE (MM/DD/YYYY)

11/07/16

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Fullers, Inc 1432 Kennedy Drive Key West, FL 33040 Norman Fuller	305-284-8677 305-282-4841	CONTACT NAME: PHONE (A/C No. Ext): FAX (A/C No.): ADDRESS: PRODUCER CUSTOMER ID #: HORNW-1
INSURED William P Horn Architect PA Bill Horn 915 Eaton St. Key West, FL 33040		INSURER(S) AFFORDING COVERAGE INSURER A: First Community Insurance Co. NAIC # 13990 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR INSR LTR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	090004962995610	08/21/14	09/21/15	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 60,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPOP ASS \$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB					EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					W/C STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 architect

CERTIFICATE HOLDER

CITY/KEY

City of Key West
3140 Flagler Ave.
Key West, FL 33040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Norman Fuller

© 1996-2009 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

OP ID: NF

DATE (MM/DD/YYYY)

11/12/14

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PRODUCER The Fullers, Inc 1432 Kennedy Drive Key West, FL 33040 Norman Fuller	309-294-8677 309-292-4641	CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No.): E-MAIL ADDRESS: PRODUCER: CUSTOMER ID #: HORNW11
	INSURED William Horn 151 Key Haven Rd. Key West, FL 33040	INSURER(S) AFFORDING COVERAGE INSURER A: Progressive INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

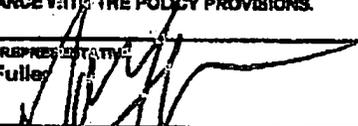
COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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INBR LTR	TYPE OF INSURANCE	ADDR / SUBR OFF / BLD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	02198316-7	05/28/14	05/28/15	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$	
	WORKERS COMPENSATION AND EMPLOYER LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in MN) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> W/C STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 2012 Nissan Frontier PU 1N6AD0ER8CC464279

CERTIFICATE HOLDER**CANCELLATION**

CITY/KEY City of Key West 3140 Flagler Ave Key West, FL 33040	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Norman Fuller 
--	---

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CERTIFICATE OF LIABILITY INSURANCE

OP ID: NF

DATE (MM/DD/YYYY)

11/12/14

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER The Fullers, Inc 1432 Kennedy Drive Key West, FL 33040 Norman Fuller	305-294-8677 305-292-4641	CONTACT NAME: PHONE: FAX: EMAIL: ADDRESS: PRODUCER: CUSTOMER ID#: HORNW-1	PAY ACC. NO#:
INSURED William P Horn Architect PA Bill Horn 915 Eaton St. Key West, FL 33040	INSURER(S) AFFORDING COVERAGE:	INSURER A: Florida Retail Federation	NASC #
	INSURER B:	INSURER C:	
	INSURER D:	INSURER E:	
	INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR LTR	TYPE OF INSURANCE	ADDRESS (R/R, R/O, R/D)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROTECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEDUCTIBLE \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	520-50148	01/01/14	01/01/15	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CITY/KEY

City of Key West
 3140 Flagler Ave
 Key West, FL 33040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
 Norman Fuller

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ACORD™

Client#: 1049512 WILLIP4
CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
 11/10/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER USI Insurance Services, LLC 1715 N. Westshore Blvd. Suite 700 Tampa, FL 33607	CONTACT NAME:	
	PHONE (A.C. No, Ext): 813 321-7500	FAX (A.C. No):
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Liberty Insurance Underwriters		19917
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

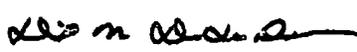
INSURED
 William P. Horn, Architect, P.A.
 915 Eaton Street
 Key West, FL 33040

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

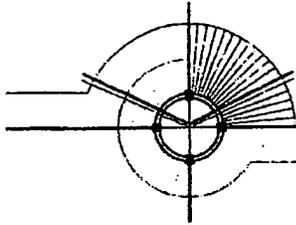
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDSUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		AEA1015530002	08/20/2014	08/20/2015	\$2,000,000 per claim \$2,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Professional Liability coverage is written on a claims-made basis.

CERTIFICATE HOLDER City of Key West 3140 Flagler Avenue Key West, FL 33040	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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WILLIAM P. HORN ARCHITECT, PA.
LICENSE NO. AA 07-03040

915 EATON ST., KEY WEST, FL 33040 TEL 305-296-8302

WWW.WILLIAMPHORNARCHITECTPA.COM

DATE: 2/15/16

**TO: DEVON STECKLY
SENIOR PROJECT MANAGER
ENGINEERING DEPARTMENT
CITY OF KEY WEST**

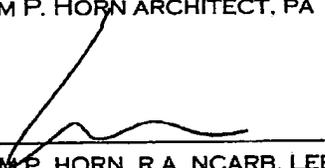
**RE: MLK COMMUNITY CENTER
ROOFING AND SOLAR SYSTEMS PROJECT
TASK ORDER 15-3
KEY WEST, FLORIDA**

DEVON,

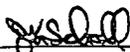
**I WOULD LIKE TO ADD ARTIBUS DESIGN, LLC (ENGINEERING AND PLANNING),
3706 N. ROOSEVELT BLVD, SUITE I-208, KEY WEST, FLORIDA 33040 AS AN
ENGINEERING CONSULTANT FOR THIS PROJECT AND TO MY ANNUAL CONTRACT IF
POSSIBLE. SERGE MASHTAKOV, PE IS THE OWNER AND THEY ARE A LOCAL KEY
WEST ENGINEERING FIRM. PLEASE LET ME KNOW IF YOU NEED ANY MORE
INFORMATION?**

THANKS, BILL

WILLIAM P. HORN ARCHITECT, PA


WILLIAM P. HORN, R.A. NCARB, LEED AP
PRINCIPAL

Accepted by: City of Key West


Jim Scholl, City Manager

16 FEB 2016
Date