



## EXECUTIVE SUMMARY

**To:** Jim Scholl, City Manager

**Through:** Thaddeus Cohen, Planning Director

**From:** Chris Hamilton, Bicycle/Pedestrian/Transport Coordinator

**Meeting Date:** December 19, 2016

**RE:** **Approve the attached agreement for Bicycle and Pedestrian Master Transportation Plan services and authorizing the City Manager to execute the agreement**

### **ACTION STATEMENT:**

This resolution will approve the agreement with Toole Design Group, LLC for Bicycle and Pedestrian Master Transportation Plan services.

### **BACKGROUND:**

The City Commission at their meeting on October 18, 2016 approved the ranking of Toole Design Group as the top ranked firm (Resolution 16-310) for RFP #16-006 Bicycle Master Transportation Plan services. Pursuant to that resolution, City staff was authorized to enter into negotiations with Toole Design Group and request City Commission approval of a contract at a subsequent meeting.

The negotiated Agreement has an initial term of two years with an option to extend at the end of the term for one (1) year under the same terms and conditions for a total of three years upon mutual agreement of the parties. As the funding for the project is from the Florida Department of Transportation (FDOT), the contract award is contingent upon FDOT approval.

### **FINANCIAL IMPACT:**

The FY16/17 operating budget appropriated \$250,000 for the Bicycle and Pedestrian Master Transportation Plan. City staff has negotiated a fixed amount of \$248,150 for the initial project, paid in monthly progress installments. The budget is located in the Planning Department's Budget, Account 0011501 5153100. Grant revenue in the amount of \$250,000 is budgeted in Account 001000 3319000. The funding is provided from FDOT on a reimbursement basis. The \$250,000 is 100% reimbursable so no match is required from the City of Key West.

### **RECOMMENDATION:**

Staff recommends that the City Commission approve the agreement with Toole Design Group for Bicycle and Pedestrian Master Transportation Plan services.