



# City of Key West, FL

Old City Hall  
510 Greene Street  
Key West FL 33040

## Meeting Agenda Full Detail

### Key West Bight Management District Board

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Wednesday, October 12, 2016

5:00 PM

Old City Hall

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**ADA Assistance:** It is the policy of the City of Key West to comply with all requirements of the Americans with Disabilities Act (ADA). Please call the TTY number 1-800-955-8771 or for voice 1-800-955-8770 or the ADA Coordinator at 305-809-3731 at least five business days in advance for sign language interpreters, assistive listening devices, or materials in accessible format.

#### Call Meeting To Order

#### Roll Call

#### Pledge of Allegiance to the Flag

#### Approval of Agenda

#### Approval of Minutes

- 1 September 14, 2016 (Regular)
- Attachments: [Minutes](#)

#### Presentations

- 2 ADEPT - Outline for Marketing Services
- Attachments: [ADEPT OUTLINE](#)

#### Action Items

- 3 Approving 2017 Meeting dates for the Key West Bight Management District Board.
- Attachments: [2017 Meeting Dates](#)

- 4 Approving a clarification and amending Resolution No. 15-371 - Marketing Services Contract with ADEPT Strategy & Public Relations approving the expenditure of up to \$80,000.00 per year for the duration of the contract.
- Sponsors:** City Manager Scholl
- Attachments:** [Executive Summary](#)  
[Resolution #15-371](#)  
[Contract](#)
- 5 Approving Change Order #1 for additional Website and Content Creation Services for FY 2017 under Task Order #2 to ADEPT Strategy & Public Relations for Marketing Services in an amount not to exceed \$25,643.50.
- Sponsors:** City Manager Scholl
- Attachments:** [Executive Summary](#)  
[Change Order #1 - Task Order #2](#)  
[Task Order #2](#)  
[Res 15-371 Contract Award](#)  
[Contract](#)
- 6 Approving Change Order #1 for additional Social Media Services for FY 2017 under task Order #3 to ADEPT Strategy & Public Relations for Marketing Services in an amount not to exceed \$25,740.00.
- Sponsors:** City Manager Scholl
- Attachments:** [Executive Summary](#)  
[Change Order #1](#)  
[Task Order #3.pdf](#)  
[Resolution 15-371](#)  
[Contract](#)  
[Social Media Update](#)  
[Facebook Update](#)  
[Facebook Update 2](#)

- 7 Approving the Award for Invitation to Bid #028-16 for Key West Historic Seaport Thompson Fish House Wall Restoration to D. N. Higgins, Inc.; Authorizing the City Manager to execute the contract in the amount of \$587,010.00.

**Sponsors:** City Manager Scholl

**Attachments:** [Executive Summary](#)

[ITB #028-16 Contract Documents](#)

[ITB #028-16 Plans.pdf](#)

[Addendum #1](#)

[Addendum #2](#)

[Addendum #3](#)

[Addendum #4](#)

[Bid Tabulation](#)

[Higgins Proposal](#)

[Bella Proposal](#)

[DL Porter Proposal](#)

[SeaTech Proposal](#)

[Contract](#)

- 8 Approving the award for Invitation to Bid (ITB) #027-16 Water Testing to Flowers Chemical Laboratories, Inc. for the Key West Bight Ferry Terminal and the Key West Bight Marina in the amount of \$29,550 and authorize the City Manager to execute the contract.

**Sponsors:** City Manager Scholl

**Attachments:** [Executive Summary](#)

[ITB Water Testing 8-25-16](#)

[Addendum #1](#)

[Addendum #2](#)

[Bid Tabulation](#)

[Flowers Proposal](#)

- 9 Approving Lease Renewal for Sails in Concert, Inc. for the building located on Lazy Way Lane.

**Attachments:** [Executive Summary](#)

[Second Amendment to Lease](#)

[First Amendment to Lease](#)

[Lease](#)

[Billing History Sails in Concert](#)

## Reports

10 Manager's Report

**Attachments:** [September 2016 Monthly Report](#)  
[September 2016 Sales Comparison Report](#)  
[Port and Marine Project Status](#)  
[Ferry Terminal Passenger Count](#)  
[Schooner Western Union Preservation Society Report](#)

11 Accounts Receivables

**Attachments:** [KW Bight Rent Roll October 2016](#)  
[Marina Tenant Charges Oct 2016](#)

12 Key West Bight Preservation Association Report

**Old Business**

**Public Comment**

**Board Comment**

**Adjournment**