



THE CITY OF KEY WEST

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EXECUTIVE SUMMARY

TO: Key West Bight Board
FROM: Karen Olson
DATE: January 6, 2015
SUBJECT: 908 Caroline Street Parking Lot Development into Tour Bus Parking

ACTION STATEMENT:

Approve the Preliminary Design, Design Task Order to Perez Engineering (\$18,220) and authorizing the City Manager to perform a budget transfer of funds for design for the Tour Bus Parking Lot.

BACKGROUND:

Key West Historic Seaport, in conjunction with The City of Key West, would like to develop the 908 Caroline Street parking lot to accommodate tour bus parking within the City. Currently the City allows bus parking within its right-of-way on Whitehead Street and Trumbo Road with overflow parking at the Truman Waterfront. With the development of this parking lot, tour buses would be required to use the "pay-to-park" lot during their stay. Overflow parking would be limited to Trumbo Road right-of-way.

PURPOSE & JUSTIFICATION:

The benefits of the proposed tour bus parking lot are plentiful. Relieving traffic congestion and confusion in the downtown area, a problem the City has struggled with for years, is one advantage. The repositioning of foot traffic through the Historic Seaport will be major benefit to the Seaport and tenants alike for years to come.

There are financial benefits as well. The Seaport is currently receiving \$17,511.28 yearly in parking fees from tenants. Turning this lot into a "pay-to-park" lot for tour buses could generate in excess of \$70,000 per year in parking fees. Although no fee schedule has been approved this number is based on \$25/day per tour bus. The Seaport will work with the City to relocate tenant parking to the parking garage.

The City solicited RFQ #12-005 for the General Engineering Services. Perez Engineering & Development, Inc. was one of eight firms awarded a three year contract by resolution 12-280.

Port & Marine Services recommends Perez Engineering & Development, Inc. is issued a task order for design of the above mentioned project. The cost for the design work is \$18,220 as detailed in the attached Task Order dated January 5, 2015. If approved this project will be added to the Caroline Street Corridor project as an Add/Alternate to expedite its construction ensure full harmonization.

MEMORANDUM

FINANCIAL IMPACT:

This proposed project is not budgeted and will have to be funded through the Key West Historic Seaport Reserve Fund.

RECOMMENDATION:

Staff recommends approval of the preliminary design and design task order to Perez Engineering & Development, Inc. in the amount of \$18,220 and authorization of the City Manager to perform required budget transfer.