



## THE CITY OF KEY WEST

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

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February 7, 2017

Monroe County Tourist Development Council  
District I Advisory Committee  
1201 White Street, Suite 102  
Key West, FL 33040

RE: Smathers Beach Restroom Facility Project  
Contract ID #1651; \$225,000 in capital funding  
**Request for 6-month time extension to grant award agreement**

Dear District I Advisory Committee:

The City of Key West respectfully requests a 6-month time extension to the Grant Agreement Period of the Smathers Beach Restroom Facility Project, Contract ID #1651. If approved, the time extension will move the expiration of the agreement to March 31, 2018.

The City and Architect Bermello Ajamil have been diligently proceeding with design of the Smathers Beach restroom facility. Remaining work includes final revisions to the construction drawings following City review of the sanitary sewer lift station and issuance of the Florida DOT permit for utility line crossing of South Roosevelt Boulevard. Following final completion of the 100% construction documents in February, the project is expected to be bid during March with contract award in April. While completion of construction by September 30, 2017 is possible, the City is requesting a 6-month time extension of the grant to ensure adequate time is available for final completion, payment and documentation assembly/submittal to TDC.

We truly appreciate your continued support and patience as we move towards completing this project. Thank you for considering our request for additional time. If you have any questions, please contact me at (305) 809-3741 or via email [csheldon@cityofkeywest-fl.gov](mailto:csheldon@cityofkeywest-fl.gov).

Sincerely,

A handwritten signature in blue ink that reads "Carolyn D. Sheldon".

Carolyn D. Sheldon  
Senior Grants Administrator