




MEMORANDUM

Date: March 14, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Karen Olson
Deputy Director Port & Marine Services

Subject: **24-5490 Approving Task Order #2 – Key West Bight Ferry Terminal Revitalization Project**

Introduction

Resolution approving a Design and Environmental Permitting Task Order to Tetra Tech, Inc. for the Key West Bight Revitalization and Shoreline Stabilization project in the amount of \$624,370.

Background

The Key West Bight Ferry Terminal sees over 140,000 passengers per year and is a valuable revenue source for the City. The Ferry Terminal was completed in 2003 and needs significant upgrades to continue servicing the ferries and passengers that utilize the facility.

The project includes site upgrades, exterior building improvements, new elevator, sitework, seawall repairs, shoreline stabilization and harborwalk extension and underground fuel storage tank replacement. This project is partially funded by Coronavirus State and Local Fiscal Recovery Funds of the American Rescue Plan Act (ARPA) grant of 2021 from the U.S. Department of Treasury, to be administered by the State of Florida Department of Transportation. This grant agreement was approved through Resolution #22-069.

The proposed task order will include Project Management, Topographic & Bathymetric Survey, Geotechnical Engineering, Architecture, Landscape Architecture and Planning, Civil Engineering, Environmental Permitting, Electrical Engineering, Security System Design, and Fuel System Design and Permitting. Tetra Tech, Inc. has expertise in Coastal Engineering and along with their team of Architects, Planners, Surveyors and Engineers will complete the services as outlined.

The City of Key West advertised RFQ #23-002: Key West Bight Ferry Terminal Revitalization & Shoreline Stabilization/ Harborwalk Extension in January 2023. Tetra Tech, Inc. was awarded the contract through Resolution #23-126 to complete design services, environmental resource permitting and construction oversight for the revitalization of the Key West Bight Ferry Terminal.

The Key West Bight Management District Board approved this item at their February 14, 2024, meeting through Resolution KWBB #24-06. Resolution KWBB #24-06 indicates ARPA funding in the amount of \$5,018,855.00. After meeting with the grant administrator, Florida Department of Transportation (FDOT), on Friday, February 16th, staff was informed that full grant drawdown must occur no later than December 31, 2024.

The proposed task order includes Environmental Resource Permitting (ERP) for shoreline stabilization, seawall repairs and underground fuel storage tank replacement. Currently, once applications are submitted, it can take 12 to 18 months to receive the permits. This puts the project past the completion date of the grant agreement. Staff is working closely with FDOT to capture the maximum grant funds in this timeframe. We are gathering data on staff salaries, Ferry Terminal Expenditures, recent capital projects and other authorized expenses to apply to the drawdown.

FDOT agrees to the separation of work requiring an ERP. Staff are coordinating with the consultant to phase the project, with the first phase including the building envelope (roof/ windows/ doors) and elevator. Once the task order is approved, the Seaport can expect bid documents for this phase within two months, with the expectation of advertising in the June/July timeframe. All construction completed and materials purchased by the end of the year can be reimbursed through the grant.

Moving forward, staff will continue to work with FDOT for the possibility of a grant agreement extension, allowing the City to capture all ARPA 2021 grant funding.

Procurement

This project is partially funded by Coronavirus State and Local Fiscal Recovery Funds of the American Rescue Plan Act (ARPA) grant of 2021. Additional funds are budgeted in account 405-7506-575-6300 (KB75062201).

Recommendation

The City Manager's Office recommends the Mayor and Commission approve a Design and Environmental Permitting Task Order to Tetra Tech, Inc. for Key West Bight Revitalization and Shoreline Stabilization project in the amount of \$624,370.