

Florida Defense Infrastructure Grant Program

DEO 24-RFA-002-DIG

Application Due Date: April 13, 2023

By virtue of submission, (the Proposer) declares that all information provided is true and correct and hereby affirm that the authorized representative has authority to bind the applicant.”

Signature: 

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**Florida Defense Infrastructure Grant Program
DEO 24-RFA-002-DIG**

Applicant Information

1. Project Title: Bahama Village Community Center Resilience Hub
2. RFA Title and Number: Defense Infrastructure Projects, DEO 24-RFA-002-DIG
3. Counties and Bases/Installations Affected: Monroe County and Naval Air Station Key West
4. Applicant Legal Name and Contact Information:
 - a. Organization Name: City of Key West
 - b. Federal Tax Identification Number: 596000346
 - c. Mailing Address (including city, state, zip): PO BOX 1409, Key West Florida 33041-1409
 - d. Contact Information (including telephone number and email): Albert Childress, City Manager, (305) 809-3786, albert.childress@cityofkeywest-fl.gov
5. Primary Responsible Contact Information
 - a. Name: Karen Wilman
 - b. Title: Senior Construction Manager
 - c. Mailing Address (including city, state, zip): PO BOX 1409, Key West Florida 33041-1409
 - d. Contact Information (including telephone number and email): 305-809-3963, Karen.wilman@cityofkeywest-fl.gov
6. Secondary Responsible Contact Information
 - a. Name: Carolyn Sheldon
 - b. Title: Senior Grants Administrator
 - c. Mailing Address (including city, state, zip): PO BOX 1409, Key West Florida 33041-1409
 - d. Contact Information (including telephone number and email): 305-809-3741, csheldon@cityofkeywest-fl.gov
7. Applicant's Grant Manager Information
 - a. Name: Carolyn Sheldon
 - b. Title: Senior Grants Administrator
 - c. Mailing Address (including city, state, zip): PO BOX 1409, Key West Florida 33041-1409
 - d. Contact Information (including telephone number, fax, and email): 305-809-3741, (305) 809-3886, csheldon@cityofkeywest-fl.gov
8. Category of the Proposed Project (select all that apply)
 Encroachment Transportation and Access Utilities Communications
 Housing Environment Security
9. Project Role of the Applicant
Is the Applicant an economic development organization serving in the official capacity of a governing board of a county, municipality, special district, or state agency which will have the authority and responsibility to maintain the project upon completion?
 Yes | No
10. **Other Funding**
Does the project relate to other local, state, or federal budgets?
 Yes | No
 - a. If yes, what?

Project Description

Executive Description: The Applicant must provide, in a few sentences, a description which outlines the project purpose, approach and methodology to be employed. The Applicant must provide a brief summary describing how each of the activities listed will benefit the military installation and surrounding community and illustrate how the methodology will serve to accomplish the project requirements and meet the proposed project schedule.

The City of Key West (City), in coordination with the Bahama Village Community Redevelopment Agency (CRA) and Naval Air Station Key West, is seeking \$500,000 of funding to construct the Bahama Village Community Center Resilience Hub. The Bahama Village Community Center Resilience Hub project is designed to provide a well used blue skies community center that can act as a resilient critical facility during a disaster event. The approach for this project is to retrofit the existing Bahama Village Community Center to meet the standards of a Resilience Hub, which includes reinforcing the building structure, installing backup power and water, and creating a stormwater management system.

During sunny day weather, the Bahama Village Community Center Resilience Hub will continue to host its long running music program and after school tutoring for youth, and capable of expanding to offer an adult education program, nutrition education programs and meal services, and small business incubator program. The community center will include a learning center, an activity area for senior citizens, a 2,600sf main hall, a black history educators museum, and a kitchen that meets ADA requirements. The site has long been recognized by the immediate local community as a distribution point for disaster relief and services such as health clinics and meal distribution programs. The Resilience Hub will strengthen post-disaster confidence among community residents and will play a direct role in ensuring recovery efforts by providing access to community lifelines, including safety and security; communication; food, clean water and shelter; and power in a safe and familiar environment.

Funds (10% FDEO, 90% City) will be used to replace the existing single story wood structure, located at 830 Emma St Key West, FL 33040, with a 9,500sf, above floodplain, single-story reinforced concrete Community Center Resilience Hub capable of enduring Category 5 hurricane winds of up to 180 miles per hour, that will act as a refuge of last resort during storms for up to 125 people. Additionally, the funds will be used to equip the building with new solar panels, backup batteries, and a generator to power the Resilience Hub during a power outage. Funds will also be used to equip the Resilience Hub with a HEPA filtration ventilation system, which will help reduce the spread of air-borne disease during a pandemic, both an underground cistern for water storage and a clean water generator to provide cleaning drinking water, and a landline and COW (Communication-on-Wheels) to provide a means by which survivors can communicate outside the island when all other communications have been downed after a major storm.

To accomplish this, the project will follow a multi-phase methodology that includes planning, design, procurement, and construction. During the planning phase, the team will assess the existing building and develop a feasibility study and conceptual design and program for the Resilience Hub. In the design phase, the team will finalize the design and prepare construction documents. The procurement phase will include competitive procurement of contractors and materials, followed by the construction phase, which will involve building modifications and installation of new systems.

The activities listed for this project include the retrofit of the existing community center to meet the Resilience Hub standards, which will include reinforced concrete walls, storm shutters, impact-resistant windows, and roof upgrades. The project will also include the installation of backup power, including a generator and battery storage system. Additionally, a stormwater management system will be installed to reduce flooding and improve drainage.

The Bahama Village Community Center Resilience Hub project will benefit both the Naval Air Station Key West and the surrounding community by providing a critical facility during a disaster event. The Resilience Hub will serve as a central location for residents to gather and receive critical services, such as food, water, and medical assistance. This will relieve the burden on local emergency services and allow for a more coordinated response.

The Resilience Hub will also benefit Naval Air Station Key West by providing a nearby facility for military personnel and their families to seek shelter and receive aid during a disaster event. The improved stormwater management system will help prevent flooding and reduce the potential for damage to the installation's adjacent infrastructure. Additionally, the Resilience Hub will be designed to meet the standards of the Federal Emergency Management Agency's (FEMA) 361 guidelines, which is a requirement for installations seeking to achieve the Department of Defense's (DoD) Resilient Energy Installation (REI) certification.

Overall, the Bahama Village Community Center Resilience Hub project will serve as a critical facility for the local Bahama Village community, the City of Key West community, and Naval Air Station Key West during a disaster event, while also providing a gathering space for community events and programs. The project's multi-phase methodology will ensure that the Resilience Hub is constructed to meet the highest standards of safety and resilience, and the project will be completed on schedule through the use of competitive procurement and construction management practices.

Economic Impact Statement: A description of the positive impact the proposed infrastructure project will have on the local military value of the installation and surrounding community.

The proposed infrastructure project, the Bahama Village Community Center Resilience Hub, will have a significant positive impact on the local military value of Naval Air Station Key West and the surrounding community. By serving as a designated resilience hub, the community center will enhance the military installation's ability to respond to and recover from natural disasters, ensuring the continuity of military operations. Additionally, the community center will serve as a community gathering place, offering a range of recreational and educational programs to both military families and the local community. This will foster greater community integration, promoting positive relationships between the military and civilians. Furthermore, the project will provide construction and design job opportunities for local residents, contributing to the local economy. Overall, the Bahama Village Community Center Resilience Hub project will have a positive impact on the military value of Naval Air Station Key West and the surrounding community by enhancing resilience, promoting community integration, and contributing to local economic growth.

Plan of Action

- a. A description of how the funds from this grant will benefit both the local community and the military installation*

The Bahama Village Community Center Resilience Hub project will benefit the local community and Naval Air Station Key West by providing a secure gathering place during emergencies with backup power, water and communication systems. Upgrades to the building's infrastructure will improve safety, functionality, and energy efficiency, resulting in long-term cost savings. Job opportunities will also be created for local workers, stimulating economic growth and strengthening the community.

- b. A description of how this infrastructure project will improve the military installation and the relative importance to the overall military mission;*

During Hurricane Irma (year), the base was without power and water for almost a week.

Redundancies in communications, power and water are mission critical.

The Bahama Village Community Center Resilience Hub project will significantly improve Naval Air Station Key West's resilience to natural disasters and other emergencies, providing a secure location for the adjacent military installation and surrounding community. The hub will also serve as a backup facility for the base, with backup power and communication systems in place, enhancing the overall mission readiness of Naval Air Station Key West. As a critical component of the nation's strategic defense posture, Naval Air Station Key West plays a vital role in supporting national security objectives. The base's strategic location in the Florida Keys provides unparalleled training opportunities and

supports numerous military operations, including anti-submarine warfare, surveillance, and search and rescue missions. Therefore, this infrastructure project's importance cannot be overstated, as it ensures that the base and the community have the necessary resources to withstand and quickly recover from disasters, thus supporting the base's critical mission readiness.

- c. A description of the community's commitment and support for the proposed plan of action as well as describe and explain the interaction between the Applicant, local government, local economic development organization, local military facilities, and the public.*

The City of Key West has shown strong commitment and support for the proposed Bahama Village Community Center Resilience Hub project. The Key West City Commission, a local economic development organization, has been actively involved in the project's planning and execution, providing input and guidance throughout the process. Naval Air Station Key West, a local military facility, has also been engaged in the project, providing support and input on how the project can benefit the base and its personnel. The public has been involved through community meetings and forums, where they have been able to provide feedback and voice their concerns. The City has worked closely with all stakeholders to ensure that the project meets the needs of the community and the military installation. The strong collaboration and support of all involved parties have been critical to the success of the project, ensuring that it is aligned with the community's needs and values, and that it has a positive impact on both the community and the military installation.

- d. How the project will improve community and military infrastructure through the following types of projects: encroachment, transportation and access, utilities, communications, housing, environment, and security.*

The Bahama Village Community Center Resilience Hub project will improve community and military infrastructure through enhanced security measures. The building will be constructed to standards above current safety codes and will include features such as hurricane-resistant windows and doors, reinforced roofing, and backup power, water, and communication systems. These features will not only provide a safe and secure location for the community to gather during emergencies but also make it a valuable resource for the military installation and emergency responders in the area. The project will also include upgrades to the building's security systems, including surveillance cameras, access control systems, and intrusion detection systems. These improvements will enhance the safety and security of the facility, ensuring that it is a reliable resource for the community and the military installation. Additionally, the project will create job opportunities for local contractors and construction workers, providing a boost to the local economy. Overall, the project's security improvements will enhance community resilience and support the mission readiness of the Naval Air Station Key West.

In Blue Skies, the Community Center provides many features available to the community (which includes military families), be it afterschool programming, free music lessons, or computer classes. This allows military personell to better focus on the mission of the base.

- e. Current and future mission capabilities and the impact on operational readiness of the United States Department of Defense's total force, including the impact on joint warfighting, training, and readiness;*

Naval Air Station Key West's current and future mission capabilities include providing support for the U.S. Navy, Marine Corps, Air Force, Coast Guard, and National Guard units in training, readiness, and joint operations. The installation's location and unique features make it a critical asset for the Department of Defense in the Caribbean and Latin American regions.

The Bahama Village Community Center Resilience Hub project will enhance the operational readiness of the Department of Defense's total force by providing a secure and resilient facility that can be used as a command center during natural disasters or other emergencies. The upgraded infrastructure, including HEPA Filters, backup power, water and

communication systems, will ensure that the military installation and other emergency responders have access to a reliable facility for coordination and response efforts.

Furthermore, the project's emphasis on energy efficiency and sustainability aligns with the Department of Defense's goals of reducing energy consumption and increasing resiliency. The improved infrastructure, such as HVAC and plumbing systems, will also increase the quality of life for military personnel and their families living in the surrounding community.

The Bahama Village Community Center Resilience Hub project will support joint warfighting, training, and readiness by providing a secure, resilient, and sustainable facility that enhances the operational capabilities of Naval Air Station Key West and other military units in the region.

- f. Documentation describing the potential for changes to the mission of the military installation and the potential impacts such changes will have on the local community.*

NAS-KW has been threatened many times over its lifetime with potential closure through the Base Realignment and Closure (BRAC) process. Without the infrastructure and economic infusion of the installation, the City would be solely reliant on tourism. The MIRR process continues to reveal the vulnerabilities of the base, which are only shadowed by the importance of its geography.

- g. Availability and condition of land, facilities, and associated airspace; including training areas suitable for maneuver by ground, naval, or air forces throughout a diversity of climate and terrain areas, and staging areas for the use of the Armed Forces in defense missions at existing military installations;*

NAS-KW is a nationally renowned training base. While the land is close to sea level, the airspace is almost limitless and the ocean-based training is tropical, allowing high use of the base year-round. NASKW is the primary location for JIATF-S; a SOUTHCOM component command. NASKW has utilized SFOMF assets in pre and post disaster conditions. NASKW is the emergency alternate location for the Special Operations Command South, a joint headquarters utilized by the US Army, Navy, Air Force and Marine Corps.

- h. Ability to accommodate contingency, mobilization, and future total force requirements at both existing and potential receiving military installations to support operations and training.*

The Bahama Village Community Center Resilience Hub will serve as a safe and secure location for the community to gather and seek refuge during natural disasters or other emergencies, providing a valuable resource for the military installation and emergency responders in the area. The project will also include upgrades to the building's infrastructure, including roofing, HVAC, and plumbing systems, enhancing the functionality and efficiency of the community center.

In the event of a contingency or mobilization, the Resilience Hub could be used as a staging area for the military to coordinate relief efforts and support operations. Additionally, the upgraded infrastructure will ensure that the facility can withstand and quickly recover from any potential damage caused by a contingency event. The Resilience Hub will provide a crucial resource for both the local community and the military installation, ensuring that they are prepared to respond to emergencies and contingencies and support ongoing operations and training.

- i. How/If the project will reduce the cost of operations and manpower implications.*

The Bahama Village Community Center Resilience Hub project is expected to reduce the cost of operations and manpower implications in several ways. Firstly, by providing a safe and secure location for the community to gather and

seek refuge during natural disasters or other emergencies, the project will help to mitigate the potential costs associated with such events. Additionally, the facility's backup power and communication systems will help to ensure that emergency responders and military personnel can operate effectively, reducing the potential costs associated with prolonged response times or other disruptions.

It's also one stop shopping for resources after the storm: food, recovery info, etc.

Furthermore, the project's upgrades to the building's infrastructure, including roofing, HVAC, and plumbing systems, are expected to provide long-term cost savings and energy efficiency, which can help to reduce operational costs. The project's creation of job opportunities for local contractors and construction workers can also provide a boost to the local economy, potentially reducing the need for government assistance programs and supporting increased tax revenue. While the project may have upfront costs associated with construction and implementation, it is expected to provide long-term cost savings and efficiency improvements, helping to reduce the cost of operations and manpower implications.

- j. Provide a detailed explanation of how the project will connect to a broader economic development vision of the community and military installation and benefit additional current or future businesses.*

The Bahama Village Community Center Resilience Hub project will play an integral role in the broader economic development vision of the Key West community and Naval Air Station Key West by providing a safe and secure location for emergencies, upgrading the facility's infrastructure, creating job opportunities for local contractors and construction workers, and providing a community gathering place for various events.

By providing a safe and secure location during emergencies, the Resilience Hub project will enable local businesses and employees to rebound quickly after natural disasters or other emergencies, reducing the impact on the local economy. The upgrades to the building's infrastructure, such as the roofing, HVAC, and plumbing systems, will improve the functionality and energy efficiency of the facility, leading to cost savings and increased comfort for the building's occupants.

The creation of job opportunities for local contractors and construction workers will boost the local economy by generating new income streams and creating more jobs for the community. Additionally, the Resilience Hub will provide a community gathering place for various events, which will attract people to the area and support local businesses.

The project will benefit additional current or future businesses by enhancing the local economy and creating a more resilient community. This will attract new businesses to the area, which will benefit from the Resilience Hub's services and contribute to the local economy. Ultimately, the Resilience Hub project will connect to the broader economic development vision of the Key West community and Naval Air Station Key West by creating a more resilient and prosperous community.

- k. Provide a detailed account of the programmatic activities as well as a detailed explanation of the costs associated with each identified activity that will be incurred by the proposed project.*

Year 1 & 2:

- Construction: \$4,284,000.00
- Construction Management: \$45,000.00
- General Contractor: \$225,000.00
- Bonding/Insurance: \$200,000.00
- Development of Bidding Documents: \$121,000.00

- Site Prep/Tree Relocation: \$22,500.00
- Mobilization: \$75,000.00

Total: \$4,688,500.00

Year 3:

- Program Administration: \$8,000.00
- Inspections: \$15,000.00

Total: \$23,000.00

Total Project Cost: \$4,995,500.00

Project Timeline

The Applicant must provide a project schedule, which includes ALL projected milestones and final completion dates for each identified activity to support the budget provided in Section 4.3, Part E, to include:

- Proposed commencement date and number of days required to complete the project;*
- What permits are necessary for the commencement and/or completion of the project; and*
- Whether or not this project is ready to commence upon grant award approval and contract execution.*

The Bahama Village Community Center Resilience Hub project will involve three major milestones: Project Design, Construction, and Close Out. The required permits, which include building permits and tree permits, will be obtained during Project Design (Milestone 1). The project is “shovel ready” and we will be starting construction in August 2023.

Project Design (Milestone 1):

- Resiliency Hub - Grant integration: July 1, 2023, to Aug 30, 2023 (60 days).
- Drawing review: September 1, 2023, to October 30, 2024 (60 days).

Construction (Milestone 2):

- Construction Phase I - Mobilization: August 1, 2023, to August 15, 2023 (15 days).
- Construction Phase II - Construction: August 16, 2023, to Nov 1, 2024 (442 days).
- Construction Phase III - Construction Punchlist: Nov 1, 2024, to Dec 30, 2025 (60 days).

Close Out (Milestone 3):

- Inspections: November 16, 2024, to Dec 15, 2024 (30 days).
- Project Closeout: Jan 1, 2025, to Jan 30, 2025 (30 days).
- Maintenance & Monitoring: Jan 1, 2025, to Dec 31, 2025 (365 days).

Application Scope of Work and Budget

The Applicant must include a completed copy of each requirement requested in this RFA, within their initial Application. Application attachments and appendices should be kept to a minimum. Each Applicant must include the following mandatory documents for Evaluation as Attachments to the Application using the Attachments' titles referenced below:

- i. Prepare a coordinated plan of action or scope of work delineating how the eligible project will be administrated and accomplished, which must include a plan for ensuring close cooperation between civilian and military authorities in the conduct of the funded activities and a plan for public involvement. If part of an existing strategic plan, a copy of the plan must be included with the Grant Application;*

The project grant administration will be executed by Carolyn Sheldon, Senior Grant Administrator for Key West. The City's Senior Construction Manager, Karen Wilman, will be the primary project contact and Project Manager for the duration of this project. Procurement for vendors will be undertaken by the City's Purchasing Department. Construction will be conducted through a competitively procured contractor. Monitoring and quality control will be provided by a competitively procured Construction Engineering & Inspection (CEI). The City project team will ensure close cooperation between civilian and military authorities in the conduct of the funded activities. This will involve regular communication and coordination with Naval Air Station Key West (NAS Key West), as well as other relevant military and civilian entities, to ensure that the project is consistent with the overall mission and objectives of the base and the surrounding community.

Upon execution of a grant contract, City staff will incorporate the Resiliency upgrades to the base building design and proceed with finishing bid ready construction drawings and specification., Construction phase I (mobilization), construction phase II (construction), construction phase III (construction punch list), inspections, project closeout, and 1 year maintenance and monitoring. Final planning documents will be submitted to DEO for review, upon request.

Upon approval of planning documents by City Commission and other necessary entities, City staff will competitively procure a general contractor to implement Construction (Milestone 2). A request for bids will be put out based upon the approved design specifications. Upon evaluation of responses by staff and recommended vendor approval by the City Commission, a purchase order will be issued. Following demolition, the site's grade will be elevated with compacted structural fill prior to the initiation of new facility construction. The selected vendor(s) will be responsible for obtaining all materials necessary to complete the project. A Construction Engineering Inspector, also competitively procured, will conduct onsite inspections during the construction process to ensure work is being completed in a satisfactory manner, and will conduct final inspections upon project completion.

The grant manager will submit required progress and closeout reports and provide additional administrative support over the life of the grant period.

The City's Team for this project will manage the design and construction program and oversee the project through to completion. The Team includes representatives from City Management, Engineering, Facilities Maintenance, and Grant Services. The City also manages the site even though the building is a Bahama Village Community Redevelopment Agency (CRA) asset. Upon completion the building will remain an CRA asset, managed by the City until the CRA establishes permanent management.

- City Manager, **Albert Childress**: responsible for master planning and prioritizing of capital improvement projects
- Senior Construction Manager, **Karen Wilman**, City Engineering Department: responsible for project management of the budget, schedule, and overall team
- Grant Manager, **Carolyn Sheldon** ensures procurement is in compliance with Federal Register and grantor requirements, ensures schedules and budget requirements are maintained, assists with procurement and closeout

- Building Manager, **Ralph Major**: responsible for facility management and maintenance
- Engineering Firm **K2M Design Inc.**: provides engineering advice and technical solutions, including preparing plans and specifications, estimating construction costs, and coordinating permit applications
- Project Manager, **Devon Ayers**, K2M Design, Inc: responsible for design and management of project deliverables
- General Contractor, TBD via competitive procurement: provides demolition and construction services
- Construction Engineering Inspector, TBD via competitive procurement: ensures construction adheres to engineering, safety, and proposed outcomes

The total budget for the project is \$4,995,500, with \$500,000 (10.10%) requested in Florida Defense Infrastructure Grant Program funds and \$4,495,500 (89.99%) in match funds from various sources. The project will be completed within the grant period from July 1, 2023, to June 30, 2026.

- ii. *Estimated Project Budget –Applicant must submit an estimated budget for each cost associated with the proposed project. If the project is expected to be phased through multiple years, break out each phase and the associated costs. Administrative Costs shall be limited to no more than 10% of any grant issued pursuant to s. 288.980(7), F.S. All proposed costs for the project activities described in the Application are required to be presented in a line-item budget format that is accompanied by a budget narrative that supports, justifies, and clarifies the various line items.*

Year 1 & Year 2		Year 3	
Phase	Cost	Phase	Cost
Design and Engineering	\$0.00	Design and Engineering	\$0.00
Permitting	\$0.00	Permitting	\$0.00
Construction	\$4,284,000.00	Construction	\$0.00
Construction Management	\$45,000.00	Program Administration	\$8,000.00
General Contractor	\$225,000.00	Inspections	\$15,000.00
Bonding/Insurance	\$200,000.00	Other (Specify)	\$0.00
Development of Bidding Documents	\$121,000.00	Other (Specify)	\$0.00
Site Prep/Tree Relocation	\$22,500.00	Other (Specify)	\$0.00
Mobilization	\$75,000.00	Other (Specify)	\$0.00
Other (Specify)	\$0.00	Other (Specify)	\$0.00
Total:	\$4,688,500.00	Total:	\$23,000.00

- iii. *Matching Funds Criteria and Documentation*

The Applicant must agree to match at least 30 percent of any grant awarded. Match documentation must

include firm amounts and sources of local match; references to anticipated or expected matching funds availability will not be accepted. Matching funds demonstrate support for the proposed project’s compliance with s. 288.980(3)(c)2, F.S.

Matching funds contribution may either be cash or in-kind services:

- a. “Cash Contributions” may include cash contributions from the Applicant as well as cash contributions from outside sources that are: directly applied to the proposed project activities, directly support the proposed project through acquiring materials and supplies, buying equipment, paying for staff time used to work on the proposed project activities, and paying expenses such as travel, telephone, postage, or printing.
- b. “In-Kind Contributions” may include: the reasonable value of the partial use of equipment, software, or staff from other divisions of the Applicant or from participating partners; the reasonable rental value of office space; or the reasonable value of volunteer time and expenses, calculated based on the value of the work done, and not the amount charged in the performance of the volunteer’s normal occupation. For this purpose, the value of volunteer time shall be deemed not to exceed \$40 per hour.

A greater match amount will result in the awarding of bonus points, which will positively impact the scoring criteria.

Match Contributing Entity	Type of Contribution (Cash/In-Kind)	Amount Contributed
Federal		\$
State		\$
Local	Cash	\$4,495,500.00
Private		\$
Revenue Bonds		\$
Other (Specify)		\$

Please see page 28 in the Addenda for the Matching Funds Documentation.

Scope of Work

a. The Applicant must submit a Scope of Work to cover the anticipated Agreement period. The applicant must provide, for each deliverable, a title and brief description of what the activity will accomplish.

a. List ALL proposed deliverables and defined objectives for each; and

b. If the proposed Application is a continuation of work completed through previously funded grant opportunities, describe the previous outcomes and how the continuation directly relates to the previous work completed.

b. This section should have sufficient detail to allow DEO to understand precisely what the Applicant will do for each individual task that will be a part of the project, when they will do it, how they will do it, for whom they will do it, by whom it will be done, where it will take place, what impact the funding will have, etc. Failure to provide specificity about the scope of the project may result in significant delays, or non-award.

Participation in trade shows, air shows, consultant events, grant administration, and congressional delegations should be noted as an activity. Expense reimbursement eligibility is limited to three key staff members and/or officers of the Prospective Grantee per activity. Should consulting activities be identified in the Applicant's Application, any geographic research, study, data, or analysis should include the region or, if applicable, the entire state. Every effort will be made to ensure that activities are funded only once and addressed at the level that benefits as much of the state as possible.

Deliverable & Task Title What is the specific title of the task? What is the specific title of the deliverable?	Description What will be accomplished? What services/tasks will be provided?	Deliverable/What will be submitted to show completion of the task? What will need to be done to complete the project?	Cost of Activity
Task: Design and Engineering - Conduct feasibility study and conceptual design			
Deliverable 1: Report of feasibility study and conceptual design	This task involves conducting a feasibility study and conceptual design of the project. It will include identifying the potential sites, conducting site investigations, determining the project requirements, and developing a conceptual design for the project.	A report summarizing the feasibility study and conceptual design will be submitted as proof of completion.	\$220,500.00
Task: Permitting - Obtain all necessary permits and approvals from relevant authorities			
Deliverable 2: Permit and approval documentation	This task involves identifying the necessary permits (building permits and tree permits) and approvals required for the project, preparing and submitting permit applications to relevant authorities, and obtaining all necessary permits and approvals.	Permit and approval documentation will be submitted as proof of completion.	\$60,000.00
Task: Drawings/Blueprints - Prepare detailed drawings and blueprints			
Deliverable 3: Detailed drawings and blueprints	This task involves preparing detailed drawings and blueprints for the project based on the conceptual design. It will include detailed plans, elevations, sections, and details.	Detailed drawings and blueprints will be submitted as proof of completion.	\$1,500.00

Task: Surveys - Conduct site surveys			
Deliverable 4: Site survey reports	This task involves conducting site surveys to gather the necessary data required for the design and construction of the project. It will include topographical surveys, boundary surveys, and utility surveys.	Site survey reports will be submitted as proof of completion.	\$2,000.00
Task: Construction - Perform construction work			
Deliverable 5: Completed construction work	This task involves performing the actual construction work for the project. It will include site preparation, building foundations, framing, mechanical and electrical installation, interior finishing, and landscaping.	Completed construction work will be submitted as proof of completion.	\$4,000,000.00
Task: Construction Management - Manage the construction process			
Deliverable 6: Progress reports, change orders, and final project documentation	This task involves managing the construction process, including coordinating and overseeing contractors, scheduling and monitoring work progress, and ensuring quality control. It will also include managing change orders, documenting progress, and ensuring the project is completed within budget and on time.	Progress reports, change orders, and final project documentation will be submitted as proof of completion.	\$45,000.00
Task: General Contractor - Oversee construction activities			
Deliverable 7: Completed construction work	This task involves overseeing the construction activities of the project. It will include coordinating and managing subcontractors, ensuring work is performed to specifications, managing the construction schedule, and ensuring quality control.	Completed construction work will be submitted as proof of completion.	\$225,000.00
Task: Bonding/Insurance - Obtain bonding and insurance coverage			
Deliverable 8: Bonding and insurance documentation	This task involves obtaining bonding and insurance coverage for the project. It will include identifying the necessary insurance coverage required, obtaining quotes from insurance providers, and securing the necessary bonding and insurance coverage.	Bonding and insurance documentation will be submitted as proof of completion.	\$200,000.00

Task: Development of Bidding Documents - Prepare bidding documents			
Deliverable 9: Bidding documents	This task involves preparing the bidding documents for the project. It will include preparing the project specifications, developing the contract documents, and identifying the scope of work required for the project.	Bidding documents will be submitted as proof of completion.	\$121,000.00
Task: Site Prep/Tree Relocation - Prepare the site for construction and relocate trees			
Deliverable 10: Completed site preparation and tree relocation	This task involves preparing the site for construction by clearing, grading, and leveling the site. It will also involve relocating trees to a suitable location, if necessary.	Completed site preparation and tree relocation will be submitted as proof of completion.	\$22,500.00
Task: Mobilization - Mobilization planning and setup			
Deliverable 11: Mobilization plan	This task involves getting equipment, personnel, and materials to the construction site and setting up the necessary infrastructure for the project. The mobilization plan will outline the logistics of getting everything in place and ready to start construction.	The completed mobilization plan will be submitted to show completion of this task.	\$75,000.00
Task: Program Administration - Program administration and management			
Deliverable 12: Program status report	This task involves overseeing the progress of the construction project, managing the budget, and ensuring that all aspects of the project are moving forward as planned. The program status report will provide a summary of the project's progress and identify any issues that need to be addressed.	The program status and closeout reporting will be submitted to show completion of this task.	\$8,000.00
Task: Inspections - Construction inspections			
Deliverable 13: Inspection Reports	Inspections are necessary to ensure that the construction project is meeting all applicable codes, regulations, and safety standards. The inspections will be conducted by a qualified inspector and will cover various aspects of the construction, including the building's foundation, framing, electrical systems, plumbing, and mechanical systems.	The inspection reports will be submitted to show completion of this task.	\$15,000.00
Total:			\$4,995,500.00

Financial Summary

The Applicant must prepare and submit an itemized program budget, which includes the following:

- a. A detailed line-item breakdown of anticipated expenses and expenditures for both the local match and state funds.
- b. Breakout of activities in funding categories and specific activities.
- c. Correlate activities to the plan of action.
- d. Cover only the anticipated Agreement period.
- e. Requested grant amount not to exceed \$500,000.

Only cost allocations under the terms of this solicitation and applicable State cost principles shall be included in the budget. All requested costs must be reasonable and necessary.

Budget Category	Local Program/Match Expenditures Grantee	State of Florida DIG Expenditures	Total Program Expenditures
Task: Design and Engineering - Conduct feasibility study and conceptual design			
Deliverable 1: Report of feasibility study and conceptual design	\$220,500.00	\$0.00	\$220,500.00
Task: Permitting - Obtain all necessary permits and approvals from relevant authorities			
Deliverable 2: Permit and approval documentation	\$60,000.00	\$0.00	\$60,000.00
Task: Drawings/Blueprints - Prepare detailed drawings and blueprints			
Deliverable 3: Detailed drawings and blueprints	\$1,500.00	\$0.00	\$1,500.00
Task: Surveys - Conduct site surveys			
Deliverable 4: Site survey reports	\$2,000.00	\$0.00	\$2,000.00
Task: Construction - Perform construction work			
Deliverable 5: Completed construction work	\$3,500,000.00	\$500,000.00	\$4,000,000.00
Task: Construction Management - Manage the construction process			
Deliverable 6: Progress reports, change orders, and final project documentation	\$45,000.00	\$0.00	\$45,000.00
Task: General Contractor - Oversee construction activities			
Deliverable 7: Completed construction work	\$225,000.00	\$0.00	\$225,000.00
Task: Bonding/Insurance - Obtain bonding and insurance coverage			
Deliverable 8: Bonding and insurance documentation	\$200,000.00	\$0.00	\$200,000.00
Task: Development of Bidding Documents - Prepare bidding documents			
Deliverable 9: Bidding documents	\$121,000.00	\$0.00	\$121,000.00

Task: Site Prep/Tree Relocation - Prepare the site for construction and relocate trees			
Deliverable 10: Completed site preparation and tree relocation	\$22,500.00	\$0.00	\$22,500.00
Task: Mobilization - Mobilization planning and setup			
Deliverable 11: Mobilization plan	\$75,000.00	\$0.00	\$75,000.00
Task: Program Administration - Program administration and management			
Deliverable 12: Program status report	\$8,000.00	\$0.00	\$8,000.00
Task: Inspections - Construction inspections			
Deliverable 13: Inspection Reports	\$15,000.00	\$0.00	\$15,000.00
TOTALS	\$4,495,500.00	\$500,000.00	\$4,995,500.00

Previous Performance


The Applicant must include a list of ALL grants received, (Defense Infrastructure Grant, Defense Reinvestment Grant, Florida Defense Support Task Force Grant Program, U.S. Department of Defense, etc.) within the past five years, including award amounts and current status of each project.

The City of Key West has not had a defense related grant in the past 5 years.

Signatures

In accordance with s. 288.980(5), F.S., grant requests will be accepted only from economic development applicants that will have the authority to maintain the project upon completion. The Applicant, Base Commander, and Local Economic Development Official must complete this section, as it is related to the proposed project specified in the submitted Grant Application.

Applicant

By	
	Signature
	Karen A Wilman
	Printed Name
Title	Senior Construction Mgr.
Date	4 13 2023


Base Commander (or Designee)

By	_____
	Signature

	Printed Name
Title	_____
Date	_____

The City of Key West was not able to obtain a signature on the FDIG application from the base commander. However, the City was able to obtain a letter of support from the Naval Air Station (NAS) Key West. The base commander was unavailable in the allotted time to provide a signature for the application. Nevertheless, the letter of support from the NAS Key West demonstrates the project's value to the community and the lack of negative impact on the U.S. Navy's operations or mission.

Local Economic Development Official (or Designee)

By	
	Signature
	Albert P. Childress
	Printed Name
Title	City Manager
Date	_____

Addenda

Proposal Applications to this RFA must include the following documents and certifications:

- i. Qualification Questions (Attachment 1);*
- ii. Certified Minority Business Enterprise Certification (CMBE); if applicable. Attach a copy of the organization's CMBE Certification, if certified with DMS;*
- iii. Map(s) of the property(ies) or project site(s), to include parcel identification number(s);*
- iv. Copy of an existing local, county, or military installation strategic plan;*
- v. Letters of support for the project.*
- vi. Matching Funds Documentation*

ATTACHMENT 1
Qualification Questions

Applicant must submit a Yes/No response to the following Qualification Questions. Applicants are to meet to the qualifications identified in the following Qualification Questions in order to be considered responsive. **DEO will not evaluate Applications from Applicants who answer “No” to any of the Qualification Questions, following the RFA Completeness Check.**

Number	Qualification Questions	Yes	No
1.	Does the Applicant certify that the person submitting the Application is authorized to respond to this RFA on Applicant’s behalf?	Yes	
2.	Does the Applicant certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, created pursuant to Section 215.473, F.S., or engaged in business operations in Cuba or Syria?	Yes	
3.	Does the Applicant certify that it is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S., or engaged in a boycott of Israel?	Yes	
4.	Does the Applicant certify that it meets the criteria of an Eligible Applicant as defined in Section 288.980(5), F.S?	Yes	
5.	Does the Applicant certify that the proposal Application does NOT include on-base military construction projects?	Yes	
6.	Does the applicant have more than three open DIG grants?		No
7.	Does the applicant have an open DIG grant that has been extended two or more times?		No

***Authorized Representative’s Signature**

Albert P. Childress

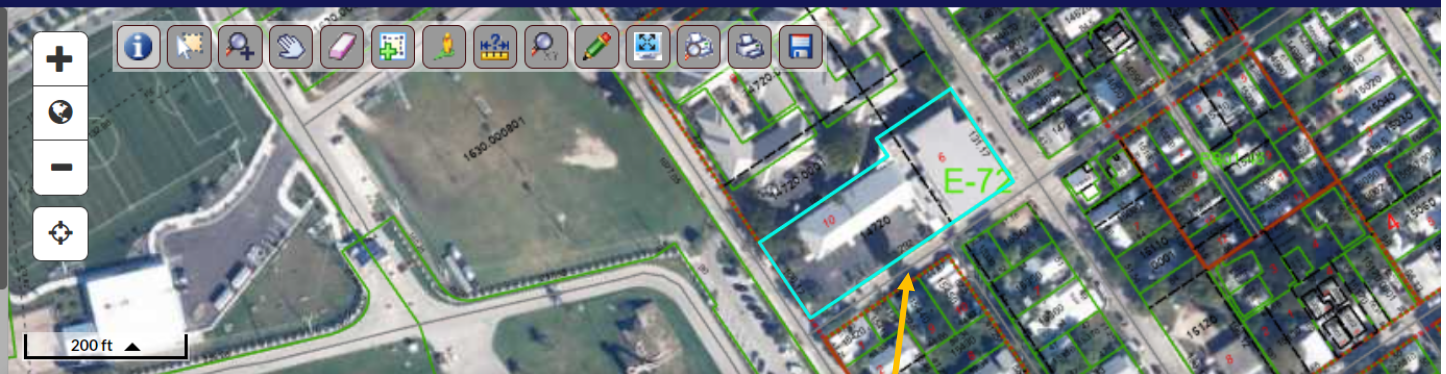
***Typed Name and Title of Authorized Representative**

***This individual must have the authority to bind the Applicant.**

Certified Minority Business Enterprise Certification (CMBE); if applicable. Attach a copy of the organization's CMBE Certification, if certified with DMS;

Not Applicable

Map(s) of the property(ies) or project site(s), to include parcel identification number(s);



Parcel ID 00014720-000000
Sec/Twp/Rng 06/68/25
Property Address 830 EMMA St
KEY WEST
District 11KW
Brief Tax Description KW PT LOT 6 & PT LOT 10 OF TRACT 3 H2-391/93 G13-54 OR56-396/99 OR61-451/52 OR61-451/52 OR1106-123/25 OR1122-1308/11

Alternate ID 1015091
Class MUNICIPAL

Owner Address CITY OF KEY WEST
PO Box 1409
Key West, FL 33041

Site in relation to NAS-KW Truman Annex site:



Copy of an existing local, county, or military installation strategic plan;

NAS-KW does not have a Plan that can be released publicly. The City of Key West is in the middle of our “Key West Forward” Strategic Plan, which specifically calls for adaptation and resiliency projects, and working with our regional partners to do so. We have included our Strategic Plan Overview below:

The entire plan can be found here:

<http://www.cityofkeywest-fl.gov/DocumentCenter/View/7468/Year-2-Updated---Key-West-Forward-Strategic-Plan-PDF>

Priority 1: Workforce Housing

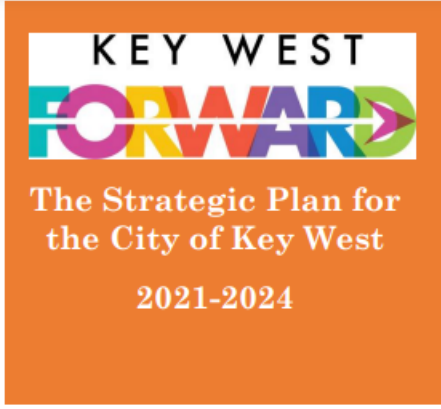
- Build 200 – 500 new units
- Lobby for a tax on 2nd homes & tax breaks for landlords who rent to locals


Priority 2: Sea Level Rise


- Mitigate flooding through short term projects (up to 10 yrs.)
- Conduct a Vulnerability Assessment and identify strategies to protect the island and community
- Create a long-term Adaptation Strategy (15+ yrs.)

Priority 3: Roads & Sidewalks

- Implement a pavement plan for elevating flood-prone roads
- Build infrastructure for better sidewalk and surface drainage
- Conduct preventative maintenance to make our roads last longer







Be in the know!
Go to www.cityofkeywest-fl.gov
Click on “Notify Me” for text updates.

Priority 4: Environmental Protection

- Build our first yard waste composting facility
- Establish mandatory recycling for businesses
- Install sediment separators on outfalls to stop garbage from entering our waters



Priority 5: Cleanliness

- Grow our “Adopt a Spot” program in which community members and institutions can watch over a park, street or beach
- Add trash cans, recycling cans and corrals to make garbage disposal easier
- Work with landscapers on proper waste disposal

Priority 6: Traffic & Pedestrian Friendliness

- Pilot an “On Demand” Transit system that allows riders to schedule for pick ups
- Improve pedestrian crossings and signalization for safety
- Extend the Wicker Bike Trail
- Pilot a “closed” street for pedestrians in Old Town



Major Projects

- Duval St. & Mallory Square
- Bayview Park
- Douglass Gym
- Diesel Plant
- MLK Pool
- KOTS
- N. Roosevelt

Our Communication Strategy

- Text messages through “notify me”
- Key West Connect: Take a photo of an issue and send to the City
- More social media, radio, and print in multiple languages

The City’s Employee Plan

- Follow through on the Compensation Study and Plan
- Improve internal communication: “Patti’s Pen” – a newsletter from the City Manager
- Suggestion boxes
- Employee committee
- Succession planning





Albert P. Childress
City Manager
City of Key West

THE CITY OF KEY WEST
P.O. BOX 1409
KEY WEST, FL 33041-1409

1300 White Street
(305) 809-3944
FAX 809-3886
Albert.Childress@cityofkeywest-fl.gov

April 13, 2023

Florida Department of Economic Opportunity
c/o Cory Strickland
107 E. Madison Street
Tallahassee, FL 32399

RE: RFA Number DEO 24-RFA-002-DIG: Florida Defense Infrastructure Grant Program

Dear Ms. Strickland,

Please accept the enclosed proposal in response to the above referenced request for application.

I am writing this letter in support of the Bahama Village Community Center Resilience Hub project. The City of Key West is pleased to work with the Florida Department of Economic Opportunity in developing this critical community facility. We appreciate the efforts of the Department to support our community in enhancing its resiliency against future natural disasters.

The proposed project aligns with our community's strategic priorities for enhancing the resiliency of our infrastructure and enhancing emergency response and preparedness capabilities. Additionally, the project will provide vital services to the community in the event of a natural disaster or other emergencies, ensuring the safety and well-being of the people who live and work in the area.

Furthermore, I would like to emphasize how this project will benefit the Naval Air Station Key West and the surrounding community. As you know, the Naval Air Station is an essential part of our local economy and a vital contributor to the national defense. The proposed resilience hub will provide critical services to support the Naval Air Station's emergency response capabilities during natural disasters, ensuring continuity of operations and the safety of its personnel.

Karen Wilman will serve as the project manager and Point of Contact for this project: Karen Wilman, Senior Construction Manager, (305) 809-3963, karen.wilman@cityofkeywest-fl.gov.

Thank you for your continued support and partnership in this vital project. Please do not hesitate to contact me if you require any additional information or assistance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Albert P. Childress".

Albert P. Childress
City Manager
City of Key West,
1300 White Street
Key West, FL 33040

Key to the Caribbean – Average yearly temperature 77° F.



DEPARTMENT OF THE NAVY

NAVAL AIR STATION KEY WEST
PO BOX 9001
KEY WEST FLORIDA 33040-9001

5700
Ser N00/045
13 Apr 23

Ms. Allison Higgins
Sustainability Coordinator
City of Key West
P.O. Box 1409
Key West, Florida 33041-1409

Dear Ms. Higgins:

SUBJECT: LETTER FOR CITY OF KEY WEST GRANT APPLICATION

Naval Air Station (NAS) Key West has reviewed the scope for the Bahama Village Resilience Hub. The project location, directly adjacent to Truman Annex, is beyond all prescribed setbacks. The project scope affords our local community partner with a well-placed and much needed emergency refuge during extreme weather events. NAS Key West does not foresee any negative operational or mission impacts for the U.S. Navy.

If you have any questions or require additional information, please contact Ms. Christina A. Gardner, Community Planning Liaison Officer. She may be reached via telephone: (305) 293-2633 or e-mail: Christina.A.Gardner2.civ@us.navy.mil.

Sincerely,

A handwritten signature in black ink, appearing to read "E. A. Regoli", is positioned above the printed name.

E. A. REGOLI
Captain, U.S. Navy
Commanding Officer

Matching Funds Documentation

City of Key West Annual Budget Fiscal Year 2022/2023

Fund: 601 Bahama Village TIF
Department: 5502 Bahama Village

Key	Object	Account Description	Category	FY 2019/2020 Actuals	FY 2020/2021 Actuals	FY 2021/2022 Adopted	FY 2021/2022 6 Mth Amnd	FY 2021/2022 6 Mth Actuals	FY 2022/2023 Dept Req	FY 2022/2023 CM Review	FY 2022/2023 CC Adopted
6015502	5551200	Salaries and Wages		\$20,960	\$20,880	\$21,216	\$21,216	\$9,874	\$22,277	\$22,277	\$33,963
6015502	5551500	Special Pay		\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$0
6015502	5552100	FICA		\$1,583	\$1,564	\$1,623	\$1,623	\$747	\$1,704	\$1,704	\$2,598
6015502	5552200	Retirement		\$1,845	\$1,974	\$1,697	\$1,697	\$790	\$1,782	\$1,782	\$2,717
6015502	5552300	Health & Life Insurance		\$3,326	\$4,172	\$3,699	\$3,699	\$1,682	\$4,003	\$8,007	\$8,007
Personnel Services				\$27,714	\$28,590	\$28,235	\$28,235	\$13,152	\$29,766	\$33,770	\$47,285
6015502	5553100	Professional Services		\$23,425	\$52,078	\$69,998	\$69,998	\$2,370	\$69,998	\$870	\$870
		BV55022001 - 3.2 ACRE DEVELOPMENT (CARRY FORWARD \$68,420)									\$0
		FLORIDA REDEVELOPMENT ASSOCIATION ANNUAL DUES									\$870
6015502	5553200	Accounting & Auditing		\$696	\$6,250	\$5,000	\$5,000	\$0	\$5,000	\$5,500	\$5,500
		SHARE OF ANNUAL CRA AUDIT									\$5,500
6015502	5554000	Travel & Per Diem		\$220	\$0	\$5,000	\$5,000	\$1,108	\$3,600	\$3,600	\$3,600
		ANNUAL FRA CONFERENCE IN FT. MYERS, INCLUDES REGISTRATION FEE, HOTEL, AIRFARE AND PER DIEM (3 PEOPLE)									\$3,600
6015502	5554900	Other Current Charges		\$256	\$88	\$928	\$928	\$88	\$928	\$928	\$928
		BVRAC MEETINGS 12 @ \$70									\$840
		DEO - SPECIAL DISTRICT FEE FROM DEPT. OF COMMUNITY AFFAIRS									\$88
Operating Expenditures				\$24,597	\$58,416	\$80,926	\$80,926	\$3,565	\$79,526	\$10,898	\$10,898
6015502	5556200	Buildings		\$167,447	\$12,022	\$462,294	\$462,294	\$0	\$462,294	\$725,000	\$725,000
		BV55021701 - DOUGLASS GYM EXTENSION (CARRY FORWARD \$4,594,610)									\$725,000
6015502	5556300	Infrastructure		\$0	\$0	\$0	\$0	\$0	\$0	\$120,000	\$120,000
		NEW CIP - NELSON ENGLISH PARK FITNESS RENOVATIONS									\$120,000
Capital Outlay				\$167,447	\$12,022	\$462,294	\$462,294	\$0	\$462,294	\$845,000	\$845,000
6015502	5559100	Transfers		\$33,772	\$40,347	\$40,097	\$40,097	\$21,549	\$55,710	\$55,710	\$55,710
		TRANSFER TO GENERAL FUND FOR INDIRECT COST ALLOCATION FY23									\$55,710
Transfers				\$33,772	\$40,347	\$40,097	\$40,097	\$21,549	\$55,710	\$55,710	\$55,710

**CITY OF KEY WEST
FY 22/23 CIP PROJECT DETAIL**

Project No: BV55021701
Project Name: Douglass Community Center
Location: 111 Olivia Street
Department: Engineering
Account No: 601-5502-555-6200

Date: 05/25/22
Contact: K. Wilman
Project Start: 10/01/16
Project Complete: 09/30/23
Project Estimate: \$ 5,554,796
Project Funding to Date: \$ 4,829,796

Project Description/Justification:

Demolition of the existing Douglass Gym Extension and construction of new facility with community center and classrooms for learning and music. #2 Priority of BV Visioning plan

Reasons for Funding Modification (if applicable):

Funding schedule per BV vision plan.

Operating Impact:

Related Projects:

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Project Phase Summary

Phase	Committed	FY22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	
Design	\$ 329,796	\$ 200,000					
Construction	\$ 4,500,000	\$ 300,000					
Furniture		\$ 225,000					
Total	\$ 4,829,796	\$ 725,000	\$ -	\$ -	\$ -	\$ -	\$ 5,554,796

Funding Source Summary

Phase	Committed	FY22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	
Fund 601	\$ 4,829,796	\$ 725,000					
Total	\$ 4,829,796	\$ 725,000	\$ -	\$ -	\$ -	\$ -	\$ 5,554,796