



THE CITY OF KEY WEST

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

February 9, 2024

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

RE: Pavilions at Smathers Beach
Contract ID# 2878; \$198,000 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 March 31, 2025 to the Grant Agreement Period for the Pavilions at Smathers Beach Project.

A purchase order was issued to design consultant, Artibus Design LLC, in April 2023 to provide construction drawings, bid services and construction administration. By August 2023 construction drawings were complete with signed and sealed drawings issued at the end of November 2023. The project was bid December 2023 and bids opened January 2024.

The City Commission approved the bid award to the lowest bidder, Pedro Falcon, at their February 8, 2024 meeting. Here are upcoming milestone dates:

Issue Notice to Proceed	April 2024
Begin Construction	May 2024
Complete Construction	March 2025

Your continued support and patience are much appreciated. Thank you for considering this request for a time extension. If you have any questions, please contact me at (305) 809-3741 or via email csheldon@cityofkeywest-fl.gov.

Sincerely,

Carolyn D. Sheldon
Senior Grants Administrator