




MEMORANDUM

Date: October 12, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Katie P. Halloran
Planning Director

Subject: Approving a Task Order under the City's Professional Planning Services Contract with Stantec Consulting Services, Inc., in a total amount not to exceed \$32,552.00 for tasks specific to a Downtown Key West Parking Assessment of the Mallory Square Master Plan; in conjunction with Transportation Coordination Team priorities and the Transportation Alternative Fund; Authorizing any necessary budget transfers and amendments; Authorizing the City Manager to execute necessary documents upon advice and consent of the City Attorney.

Introduction

The City Manager's Office has recommended that staff analyze any impacts associated with potential modifications to surface parking associated with the draft Mallory Square Master Plan and provide alternative options. In response, staff seeks City Commission approval to initiate Task 220, a Downtown Key West Parking Assessment of the Mallory Square Master Plan, through the Planning Department's Professional Services Agreement with Stantec Consulting Services, Inc., in the amount of \$32,552.00.

Background

On July 13, 2023, the City Commission approved a modification of the existing Mallory Square contract with Sasaki Associates, Inc., to include a Revenue Generation Study, through the approval of Resolution No. 22-277. The Sasaki led Revenue Study will identify financial implications of the design options for Mallory Square, including any parking modifications, that will be presented to the Key West City Commission. This Downtown Key West Parking Assessment of the Mallory Square Master Plan ("Mallory Parking Assessment") will be coordinated with Sasaki's work on Mallory Square. This Stantec-led Parking Assessment is focused on providing information on parking and mobility options at Mallory Square as one

of downtown Key West's main visitor destinations. This data will allow City leaders and the broader community to make informed decisions regarding the draft Mallory Square Master Plan which will be presented to the City Commission in the next few months.

The Planning Department's contract with Stantec was executed on January 19, 2023, and includes "Transportation planning services". The Planning Department has coordinated with Stantec to establish these Mallory Parking Assessment tasks to be the first phase of a larger Downtown Key West Parking and Mobility Study that will achieve goals identified by the City's Transportation and Coordination Team, and Planning Department, and that will be funded through the Transportation Alternative Fund (TAF).

Procurement

The task order will be funded from the Planning Department's Professional Services Account Number 001-1501-515-3100.

Recommendation

The City Manager's Office recommends authorizing Task Order 220, for \$32,552.00, for Stantec Consulting Services to initiate work outlined in the attached Scope of Services.

Respectfully submitted for your consideration.