

# **Request for Additional Information**



## THE CITY OF KEY WEST

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

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October 25, 2011

*VIA ELECTRONIC MAIL*

Mr. Greg Veliz  
City of Key West  
627 Palm Avenue  
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation  
Nelson English/Willie Ward Park enhancement Project, Phase two  
Request for Additional Information and Clarification**

Dear Mr. Veliz:

The City is in receipt of your timely submitted application for the phase two of the Nelson English/Willie Ward Park Enhancement Project. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Clarify the difference between the total project cost with what the city has represented as matching funds such as the MLK Pool improvements and the new LED Lights;
- Remove construction management costs from the budget as requested by the City Commission when the original 2010 request was approved;
- Revise budget submittal to reflect the actual 2010 TIF allocation (\$170,000) for phase one. Any shortfall should be included in the phase two budget request;
- Review budget for new bathrooms, is the proposed amount adequate;
- Clarify the purpose of the newly proposed restrooms. Currently the MLK pool restrooms service the park, what advantage or necessity will the proposed new facilities fulfill? What are the difference in operating hours between the two facilities?; and
- Signed and sealed Civil and Landscape Plans.

This additional information is requested by November 2, 2011.

Your project presentation is scheduled before the Bahama Village Redevelopment Advisory Committee at their regularly scheduled meeting on Thursday, November 3, 2011, starting at 5:30 p.m. Please be prepared to describe the key aspects of your project in 10 minutes or less and to answer questions that may be posed by the board. In addition, staff or board members may have additional information or clarification requests during the review period. The Bahama Redevelopment Advisory Committee is expected to meet on December 1, 2011, to recommend funding allocations.

October 25, 2011

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Please do not hesitate to contact me with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to be 'DL' followed by a stylized flourish.

Donald Leland Craig, AICP  
Planning Director

Xc: Mark Finigan, Assistant City Manager  
Shawn Smith, City Attorney  
CRA File

# **Amended Application Information**



November 2, 2011

The City of Key West  
PO Box 1409  
Key West, Florida 33041  
Attn: Don Craig, Planning Director – sent via email dcraig@keywestcity.com

RE: ADDITIONAL INFORMATION REQUEST  
TIF APPLICATION 2012 ALLOCATION  
NELSON ENGLISH / WILLIE WARD PARK ENHANCEMENT PROJECT, PHASE TWO

Dear Don Craig,

mbi | k2m is in receipt of your letter dated October 25, 2011 requesting additional information and clarification for the aforementioned project. The comments and our responses in bold are as follows:

Item 1: Clarify the difference between the total project cost with what the city has represented as matching funds such as the MLK Pool improvements and the new LED Lights

**Response:** For clarification we have revised Attachment H – Project Budget to provide a more clear representation of the project. Specifically, we have removed the costs from the MLK Pool Improvements and Safety and Security Lighting for the project budget. They will be represented as complimentary projects to the Park Enhancement rather than a portion thereof. Refer to Attachment H – Project Budget (Revised November 2, 2011), revised Page 3 of the 2012 TIF Allocation Application and Attachment E – Project Description (Revised November 2, 2011).

Item 2: Remove construction management costs from the budget as requested by the City Commission when the original 2010 request was approved

**Response:** As requested by the City Commission at the approval of our Design Services contract, we have removed the construction management costs from the budget. Refer to Attachment H – Project Budget (Revised November 2, 2011) and revised Page 3 of the 2012 TIF Allocation Application.

Item 3: Revise budget submittal to reflect the actual 2010 TIF allocation (\$170,000) for phase one. Any shortfall should be included in the phase two budget request

**Response:** The budget has been revised. Refer to Attachment H – Project Budget (Revised November 2, 2011) and revised Page 3 of the 2012 TIF Allocation Application.

Item 4: Clarify the purpose of the newly proposed restrooms. Currently the MLK pool restrooms service the park, what advantage or necessity will the proposed new facilities fulfill? What are the difference in operating hours between the two facilities?

**Response:** The restrooms have been added to the scope of work to provide accessible restrooms for the park visitors. The park is open from sun up to sun down, however the pool and corresponding restrooms are only available from 10am to 6pm.

Item 5: Singed and sealed Civil and Landscape Plans

*Response: Per the email dated October 27, 2011 from Nicole Malo, signed and sealed civil and landscape plans have been received.*

We trust that our statements answer your questions. Should you have any questions please do not hesitate to contact our office.

Very Truly Yours,

  
Michael B. Ingram, R.A.  
Director of Company

Attachments: 2012 TIF Allocation Application - Nelson English Willie Ward Parks - Revised Page 3  
Attachment E - Project Description - REVISED  
Attachment H - Project Budget - REVISED

Cc: file

## ATTACHMENT E

### ATTACHMENT E – PROJECT DESCRIPTION (Revised November 2, 2011)

The Park Enhancement project for Nelson English and Willie Ward Parks in Bahama Village is anticipated as three phases of work, to be implemented as funding allows. The project received TIF funding during the 2010 Allocation process, which has provided funding for the Design and Construction Documents as well as Phase I construction.

The scope of work for the project is improvements to the existing park / pool area for safety and community enhancements, which includes:

- new playground equipment and safety surfacing for various age groups (Phase I)
- improvements to the existing pool and related facilities (Complimentary Project)
- reconfiguration of the entrance of the Martin Luther King Community Center to address flooding (Phase II)
- addition to the Martin Luther King Community Center to provide accessible restrooms for use by the Park visitors (Phase II)
- reorganization of the parking areas to include vehicular, bicycle, and scooter parking (Phase I and II)
- open play lawn (Phase I and III)
- park shelters (Phase I and III)
- enhanced landscaping (Phase I, II, and III)
- site furnishings, including benches, trash and recycling receptacles, bar-b-q grills, picnic benches, and signage (Phase I, II, and III)
- multiple levels of lighting, for both safety / security and aesthetics (Phase I, II, and III and Complimentary Project)
- organized pedestrian pathways throughout the park linking the parks with the Community (Phase I, II, and III)

Specifically, the Phase II scope of work is focused on the parking, grading at the MLK Community Center and restroom facilities, as well as the other amenities that are included in all three phases of work.



G. PREAPPLICATION MEETING

A pre-application with the City Planner and Historic Preservation Planner is required prior to application submittal. Please provide the following pre-application meeting dates:

9/26/2011 Planning Department

8/26/2011 & 9/26/2011 Historic Preservation Planner

H. PROJECT BUDGET

Note: Applicants are encouraged to consider the total amount available for TIF funding in 2012 relative to their project request.

1. Is funding requested for multiple phases (over more than one funding cycle?)  
 yes  no

2. Project Cost for 2012 \$364,000

Total Project Cost \$634,000 (if multiphase, for all years)

3. Amount of TIF Funding Requested for 2012 \$364,000

Total Amount of TIF Funding Requested \$634,000  
(if multiphase, for all years)

4. Total Amount of matching funds provided for 2012 \$0 \* See Project Budget

Total Amount of matching funds provided \$0 \* See Project Budget  
(if multiphase, for all years)

Describe the source and amount of matching funds Energy Grant and City Capital Project

5. Attach a detailed budget for the project describing each key element and estimated costs (if multiphase, for all years)

Detailed budget attached

I. PROJECT SCHEDULE

Please provide a schedule for approvals, construction and implementation of proposal, including multiyear phasing if relevant.

Schedule attached

J. GREEN FEATURES

Although not specifically required by Chapter 163, part 3, Florida Statutes of the Community Redevelopment Act, it is important to encourage the concept of going green within the context of implementation of a community redevelopment. Going green in this instance means conscious attempts to reduce overall negative environmental impacts by individuals, businesses and government. Community redevelopment activities including the appropriation and use of tax increment when reasonably feasible should