



## THE CITY OF KEY WEST

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

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### EXECUTIVE SUMMARY

**Date:** April 6, 2021

**To:** Gregory W. Veliz, City Manager

**From:** Timothy Staub, Multimodal Transportation Coordinator  
Alison Higgins, Sustainability Coordinator  
Kelly Crowe, P.E., City Engineer

**CC:** Patti McLauchlin, Assistant City Manager  
Mark Finigan, Finance Director  
Steve McAlearney, Director of Engineering

**Subject:** Authorization of Task Order #2 for Last Mile Amenities – LAP Project Support with KCI Technologies, Inc.

#### **Action Statement**

Authorize the City Manager to approve a Task Order #2 to KCI Technologies, Inc (KCI) in the amount of \$135,175.00 from the Transportation Alternative Fund (TAF) for the preparation of plans and specifications associated with the Final Mile Project.

#### **Background**

The project is more commonly referred to as the “Final Mile”. The City was awarded a \$510,000 grant from the Florida Department Of Transportation (FDOT) Transportation Alternatives Program (TAP) for the purchase and installation of Bicycle, Pedestrian, and Bus Rider Amenities at high use bus stops and public areas along the Lower Keys Shuttle bus route. Design and plan preparation were not a part of the request for grant funds, therefore the grant funds are not applicable to the design phase of the project.

The TAP funds are ultimately granted through the Federal Highway Administration (FHWA) but are administered at the state level through the FDOT Local Agency Program (LAP). It is FDOT LAP staff’s responsibility to ensure that local agency follows federal requirements in consideration of receiving the grant funds. The project includes 26 sites in Key West, 35 sites in Monroe County, and 14 sites in Marathon. Each of the 75 sites (58 bus stops, 17 public areas) needs its own set of plans for FDOT to approve.

KCI was issued Task Order #1 in the amount of \$44,470 to work with city staff and FDOT to determine the level of detail required for the plans. KCI prepared preliminary plans under Task Order #1 and the team has come to an agreement on an acceptable scope of plans for the final design. FDOT is allowing the City to create “Smart Surveys” which do not require a field survey as long as the installation is at least 3 feet beyond a known Right of Way. A total of 59 of the 75 sites will meet this parameter and not require a field survey; however, construction level plans need to be prepared for all 75 sites.

Cultural resources work will also be required for the project in support of the proposed installations in the Historic District and in park areas. The cultural resources work will require a separate task order and is not a part of KCI’s proposal. Staff estimates that the cost for cultural resources support will be approximately \$40,000.

### **Purpose and Justification**

Task Order #2 will help the City perform the following tasks to help complete the project:

- Plan preparation for the installation of amenities.
- Coordinate with the City’s Environmental Consultant to meet NEPA Requirements.
- Provide survey information for 16 locations.
- Coordinate with the City on any FDOT requirements revision
- Provide certification letter to the City as required by the FDOT LAP program
- Prepare preliminary cost estimate and assist the City on preparing final Construction Bid documents

The total consultant cost of Tasks 1 and 2 are \$179,645, or 25% of the estimated total project cost. While total costs to the City have increased through the planning stages of this project, it is still providing the City with significant return on investment from FDOT and FHWA. Considering the current Federal Administration’s stance on transit, alternative transportation, and transportation repair it is likely that there will be significant opportunities available for larger projects going forward. Completing this project after experiencing the change in parameters will show the City of Key West is committed to the LAP process.

This project supports Key West’s Transportation Development Plan Objective 3.3 Bus Stop Infrastructure Program, the Bicycle Pedestrian Master Plan, and Comprehensive Plan Objective 2-1.1 to increase multi-modalism.

KCI will perform the work specified in the task order under their General Engineering Services contract authorized by Resolution 17-207 and extended for a two-year period per Resolution 20-142.

## **Financial**

The costs for all Task Orders in preparing for this grant will come from Account 1114903-5493100 from within the Transportation Alternative Fund. There are funds available in the TAF Reserves that the Transportation Coordination Team has recommended to utilize on this priority project.

## **Recommendation**

Staff recommends authorizing the City Manager to approve Task Order #2 to KCI in the amount of \$135,175.00 and approve all necessary budget transfers.