

EXECUTIVE SUMMARY



To: City Commissioners

From: Enid Torregrosa, MSHP, Historic Preservation Planner

Through: Donald Leland Craig, AICP, Planning Director

Subject: Rescinding the Historic Preservation Grant No. F1005 and Amendment Number One for a total grant award of \$50,000, approving and executing the Historic Preservation Grant Award Agreement No. 1105, for the amount of \$46,943.89, with the State of Florida, Department of State, Division of Historical Resources, and authorizing the City Manager, upon the advice and consent of the City Attorney, to execute a contract with Panamerican Consultants Inc.

ACTION STATEMENT:

Purpose of this resolution is to request approval by the City Commission for the following:

- Rescind the Historic Preservation Grant No. F1005 and Amendment Number One for a total grant award of \$50,000 for the Historic Resource Survey of Key West.
- Approving and executing the Historic Preservation Grant Award Agreement No. F1105 with the State of Florida, Department of State, Division of Historical Resources, for the amount of \$46,943.89 for the Historic Resource Survey of Key West.
- Authorizing the City Manager to execute a contract with Panamerican Consultants Inc., for the Historic Resource Survey of Key West.

Location: City-wide

BACKGROUND:

The City of Key West was awarded by the Historic Preservation Division of the Florida Department of State with a matching grant of \$50,000 to perform and update the Historic Resource Survey of Key West. The City has budgeted for Fiscal Year 2010-11 \$50,000 as matching funds.

The grant agreement between the City of Key West and the Historic Preservation Division of the Florida Department of State was approved by Resolution No. 10-304 and No. 11-02 in the total project amount of \$100,000. The agreement stipulated the City solicit for proposals under competitive process. On March 27, 2011 the City advertised

the Request for Proposals (FRP) #07-11- Historic Resource Survey 2011. An evaluation Committee scored and ranked the respondents proposals and submitted to the City Commission the top three (3) ranked proposals. On June 7, 2011, by Resolution 11-174 the City Commission approved the first ranking proposal, Panamerican Consultants, Inc and authorized the City Manager, upon the advice and consent of the City Attorney, to execute the contract, which was included as part of the supportive documents.

During the contract negotiations the Historic Preservation Division of the Florida Department of State requested from the City to modify the approved contract with the incorporation of the scope of work included in the Grant Agreement. Staff understood that the due dates were impossible to meet. The State proposed to enter in a new agreement with the City. In order to obtain a new grant agreement the City needs to rescind the actual grant agreement and needs to sign a new one. The new agreement will have the same scope of work as the existing one; the only difference is that it will be for \$46,943.89 instead of \$50,000. The approved cost of the survey is \$90,674.16, therefore the reduction of \$3,056.11 in grant funds will not affect the City's ability to enter in to contract with Panamerican Consultants Inc. The enclosed contract has been reviewed and approved by the Historic Preservation Division of the Florida Department of State. By entering into a new agreement the City will not be penalized. The City still has in its budget \$50,000 as matching funds. The City has not spent any funds from the actual grant. The new completion date, July 31, 2012, will allow the consultant to produce for the City and the State a high quality survey that is much in need.

The Historic Resources Survey is one of the main references for the historic architectural review commission when reviewing a Certificate of Appropriateness application. The Survey is also the main resource for updating current data and for including existing structures that meet the criteria to be listed as historic and contributing resources.

City Staff is requesting City Commission approval for rescinding the actual historic preservation grant agreement, approving and executing the new Historic Preservation Grant Award Agreement No. 1105, and authorizing the City Manager, upon the advice and consent of the City Attorney, to execute a contract with Panamerican Consultants Inc.

RECOMMENDATIONS:

Options / Advantages / Disadvantages:

Option 1. Approve the Resolution

1. **Consistency with the City's Strategic Plan, Vision, and Mission:** The strategic plan is silent on historic preservation issues.
2. Approval will allow the City to utilize grant funds from the Florida Department of State for the execution of the survey.

Option 2. Do not approve the Resolution

1. **Consistency with the City's Strategic Plan, Vision, and Mission:** The strategic plan is silent on historic preservation issues.
2. The project will be subject to withdrawal of the State grant fund.

FINANCIAL IMPACT:

The City has allocated and budgeted for the Fiscal Year 2010-2011 \$50,000 as matching funds for the grant.

STAFF RECOMMENDATION:

Option 1, **Approval of the resolution.**

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