



## THE CITY OF KEY WEST

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

---

December 2, 2022

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

RE: Mallory Square Public Restrooms (Public Facilities Category)  
Contract ID# 2630; \$713,387 in capital funding  
**Request for 12-month time extension to grant award agreement**

Dear District I Advisory Committee:

The City of Key West respectfully requests a 12-month time extension to March 31, 2024 to the Grant Agreement Period for the Mallory Square Public Restrooms (Public Facilities Category) Project.

Project progress consists of completing public outreach, going through a Request for Qualifications procurement process to select a master plan consultant (Sasaki) for Mallory Square, and getting City Commission approval to contract with Sasaki. Once onboard in July 2022, Sasaki began work on the first of three phases of Mallory Square master plan development. The Sunset Celebration at Mallory Square Visioning Hub website was established at <https://mallorysquare.engage.sasaki.com/> and Phase 1 completed in September 2022. Phase 1 was the Discovery Phase where the community was engaged through conversations, a survey and research to build a robust foundation of knowledge to assist with future planning efforts. Phase 2, Visioning and Programming, is coming to a close in December. There are two dates scheduled where the Planning Team will share concepts for the future of Mallory Square in person to take public input: December 9, 2022, 5pm – 9pm at the Custom House during the Holiday Concert & Bazaar and December 10, 2022, 4pm – 7pm at the Mallory Square Sunset Celebration. A second survey will be released in late November giving the community another way to provide input through online engagement. The final phase, Phase 3 Master Plan, is planned for January – April 2023 during which both a draft master plan and final master plan will be completed.

With the master planning process well-defined at this point, this time extension, if approved, will ensure the Mallory Square Public Restrooms Project (Contract ID# 2630) and the Mallory Square Sunshades Project (Contract ID# 2485) are incorporated into the master plan and are an integrated part of the City's efforts to revitalize Mallory Square.

City of Key West  
Mallory Square Public Restrooms  
Request for Time Extension  
Page 2

Once the final design is approved, the goal is to prioritize the completion of the sunshades and restrooms projects as the first phase of construction with milestone dates as follows:

Construction Drawings	April – June 2023
Construction procurement	June – Aug 2023
Construction	Sept 2023- Mar 2024

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](mailto:csheldon@cityofkeywest-fl.gov).

Sincerely,



Carolyn D. Sheldon  
Senior Grants Administrator