



## THE CITY OF KEY WEST

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

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### EXECUTIVE SUMMARY

**Date:** July 1, 2021

**To:** Patti McLauchlin, City Manager

**From:** Alison Higgins, Sustainability Coordinator  
Kelly Crowe, City Engineer

**CC:** Todd Stoughton, Assistant City Manager  
Mark Finigan, Finance Director  
Steve McAlearney, Director of Engineering

**Subject:** Authorization of a Task Order for “Cultural Resources Assessment and Case Study” with Tetra Tech, Inc.

#### **Action Statement:**

Authorize City Manager to approve a Task Order with Tetra Tech, Inc, in the amount of \$40,896.00 from the Transportation Alternative Fund reserves to conduct a Phase I Cultural Resource Assessment Survey (CRAS) and Section 106 Case Study in support of the FDOT TAP Grant “Final Mile” Project.

#### **Background:**

The City was awarded \$510,000 from 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, plan preparation and Environmental/Cultural permitting 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 came to an agreement on an acceptable scope of plans for the final design, which reduced the number of sites from 87 to 75



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KCI was issued Task Order #2 in the amount of \$135,175.00 to create site plans for 75 sites. FDOT allowed 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 needed to be prepared for all 75 sites. The 60% drawings for all sites are expected early July.

The final stage of project preparation is the Cultural resources work for each site. Tetra Tech, Inc reviewed a subset of the 60% site plans and met with FDOT Environmental staff to determine the scope of work needed. This Task Order is our final preparation piece for this project.

### **Purpose and Justification:**

Cultural Resource Assessments can only be conducted by qualified professional teams that have both an archeologist and architect on staff.

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

- Review the Area of Potential Effect (APE) for all 75 sites
- Propose and secure approval for survey methodology with FDOT Environmental and the SHPPO
- Conduct a CRAS, consisting of historical background research, an architectural history survey, examination of historical maps and pedestrian survey.
- If justified, excavation of subsurface shovel tests, as allowable based on conditions for that specific location.
- Completion of fieldwork and final report, in accordance with federally mandated guidelines.
- Case Study/Effects cover letter to summarize the CRAS and assess project related effects to the National Register of Historic Places.
- Secure SHPO Concurrence

The total consultant costs of all three Task Orders are \$220,541, or 30% 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.

Tetra Tech, Inc will perform the work specified in the task order under their Environmental Engineering Services contract authorized by Resolution 20-039.



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### **Financial:**

The City was awarded \$510,000 from Florida Department of Transportation (FDOT) Transportation Alternatives Program (TAP). Task Order 1 and Task Order 2, referenced above in the **Background** section, were not approved uses of the TAP grant and the incurred costs were funded by the Transportation Alternative Fund reserve account, 111-4903-549.9803. The Task Order before the City Commission for a Phase I Cultural Resource Assessment Survey in an amount of \$40,896 is additionally not a reimbursement eligible cost under the TAP grant and was not budgeted in the Fiscal Year 2020-21 operating budget. Therefore, funds for this effort will need to be transferred from the Transportation Alternative Fund reserve account, 111-4903-549.9803.

### **Recommendation:**

Staff recommends authorizing the City Manager to approve the Cultural Resources Assessment and Case Study Task Order with Tetra Tech, Inc, in the amount of \$40,896.00 and approve all necessary budget transfers.