

Request for Additional Information



THE CITY OF KEY WEST

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

December 11, 2011

VIA ELECTRONIC MAIL

Ms. Marilyn Wilbarger
City of Key West
201 William Street
Key West, Florida 33040

**RE: Application for Tax Increment Appropriation
William Street Roundabout
Request for Additional Information and Clarification**

Dear Ms. Wilbarger:

The City is in receipt of your timely submitted application for the William Street Roundabout Construction drawings project. Staff has conducted a preliminary review of the application and is requesting the following additional information or clarification regarding the submitted materials:

- Describe how the proposed project improves conditions within the CRA by relating the aspects of the project to the Primary Objectives of the Plan;
- Clarify the scope of the project and how the proposed design affects pedestrians, traffic patterns, parking, loading and the Bight District;
- Clarify how the proposed construction relates to the Bight Master plan and whether the construction documents are under contract with the designer for the Bight Master Plan;
- Provide the schematic design drawings showing the proposed design;
- Clarify the estimated schedule for approvals, construction and implementation of proposal. Clarify the construction schedule as it relates to the total projected project cost;
- Clarify the total project cost and from where the cost estimates were derived. Provide the cost estimates;
- Clarify the source of the matching funds and whether the money has been committed to date;
- Describe how this application will promote green services;
- Provide a notarized Authorization form signed by the City Manager;
- Provide a notarized Verification form signed by yourself;
- Provide a deed and survey.

This additional information is requested by December 28, 2011.

Your project presentation is tentatively scheduled before the Community Redevelopment Agency on Wednesday, January 18, 2012. The CRA meets after the City Commission meeting; that meeting convenes at 6:00 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

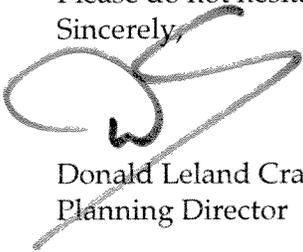
December 11, 2011

Page 2

additional information or clarification requests during the review period. The ranking and allocation approvals are also expected to take place that night.

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

Sincerely,

A handwritten signature in black ink, appearing to be "DL Craig", written over a horizontal line.

Donald Leland Craig, AICP
Planning Director

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

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Amended Application Information



THE CITY OF KEY WEST

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

December 19, 2011

Mr. Don Craig
City of Key West
P.O. Box 1490
Key West, FL 3041

Dear Mr. Craig:

Recognizing the importance of the Key West Bight area in shaping redevelopment efforts within the CRA, the Key West Bight has submitted an application for Tax Increment Financing Funds to provide funding for the civil design and engineering services necessary to create a traffic circle and pedestrian walkways at the foot of William Street.

Background:

In May of 2010, the CRA entered into a contract with MBIK2M for the design and enhancement of the public areas in the Historic Seaport. That conceptual design was presented to the Key West Bight Management District Board and to the CRA and the traffic circle was presented as a major element of that design. It is intended to greatly enhance the pedestrian experience, encourage bicycle use and promote green initiatives in the area as the adjacent Lazy Way Lane would then be closed to vehicular traffic, which is also a material public safety concern. It is also intended to provide a safe loading zone that will eliminate delivery vehicles from backing up on the street. A copy of the conceptual design plan is attached for your reference.

Financial

The overall budget for the Public Area Enhancement is set at \$1,000,000 in three phases over three years. The traffic circle was not included in the first phase however it has moved up in priority as it will anchor the re-development of the waterfront building and support the development of the hotel project that is slated for the vacant parcel at the foot of William Street. We have received a cost estimate for the civil design and engineering services required to undertake the traffic circle as noted in the attached estimate, provided by a local engineering firm. It is anticipated that there will be \$180,000 in matching funds for the construction and storm water tie-ins provided through City Enterprise funds.

Project Schedule

At this point there are no contracts in place for design or construction and therefore no schedule has been established nor do we have total project cost estimates as this work is the initial step required to establish both the construction schedule and cost. The next steps will be approvals and funding which will be undertaken as expediently as possible within the established procurement requirements and pursuant to the schedules of the approving bodies.

In conclusion, we believe that this project supports several primary objectives of the Community Redevelopment Area plan including Primary Objective 2: The Innovative Use of Transportation, Pedestrian and Open View Corridors, Primary Objective 4: Improve Infrastructure , and Primary Objective 6: Address Parking and Traffic Congestion.

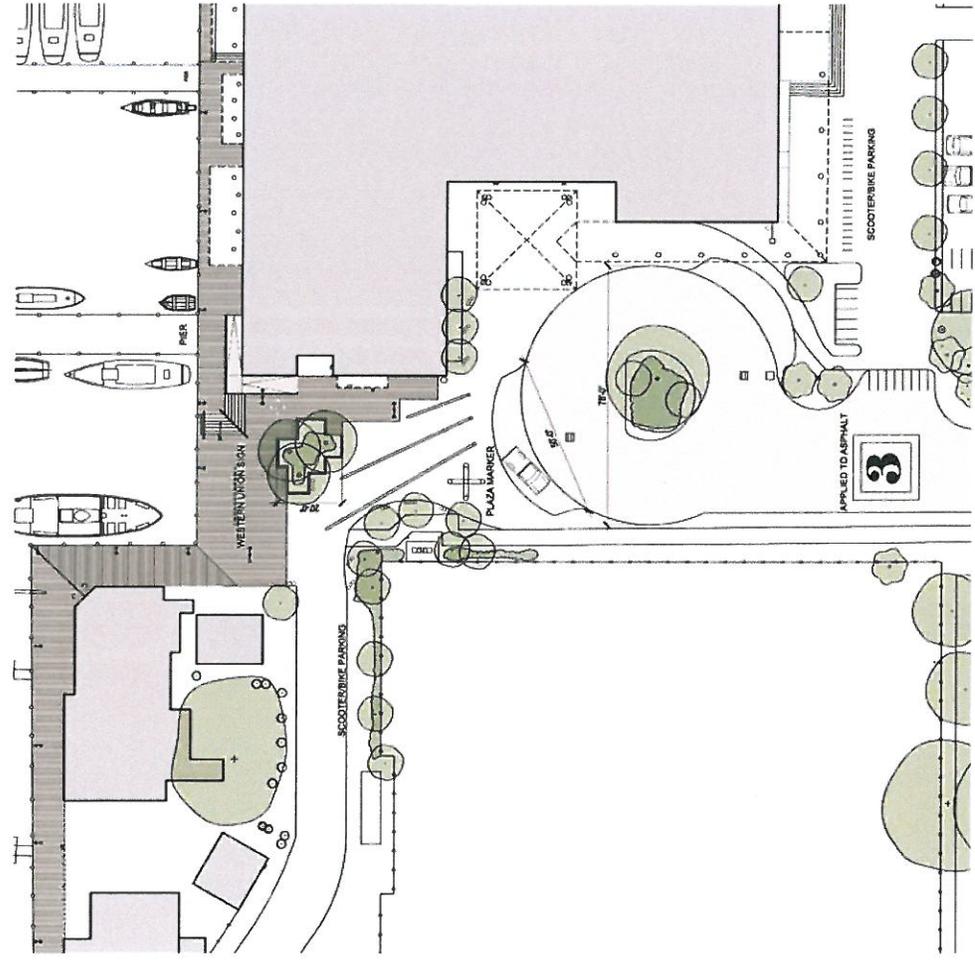
Please do not hesitate to call me with any additional questions.

Sincerely,

Marilyn D. Wilbarger, RPA, CCIM
Senior Property Manager

Design Enhancement at the Historic Seaport

November 6, 2010



Design Element – William Street Plaza

- Plaza marker element
- Bus / Trolley / Delivery area
- Plaza area with wood decking, seating, and raised planters providing shade trees
- Plaza marker in pavement





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Key West, FL 33041-1409

BUDGET

The following is a brief summary of engineering fees for budget use:

Survey (If Needed)	\$ 5,500
Preparation of construction drawings and specifications/contract documents	\$ 35,500
Bid Phase Services	\$ 12,000
Construction Phase Services	<u>\$ 15,000</u>
Total	\$ 68,000
 <u>Matching Funds</u>	
Construction & Stormwater tie-ins (City Enterprise Funds)	\$180,000.00