

**INDIVIDUAL PROJECT ORDER NUMBER 2025-01**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the Town of Lake Park (the Client) in accordance with the terms of the Professional Services Agreement for Continuing Services dated December 21, 2023 which is incorporated herein by reference.

**Identification of Project:**

**Project Name: Lake Park - Park Avenue Downtown District (PADD) Study**  
**KH Project Manager: Ali Palmer**  
**Project Number: TBD**

**Specific scope of basic Services:****Task 1 - Project Management and Kick-off****Task 1.1 – Kick-off Meeting**

Kimley-Horn shall designate a project director who along with up to two (2) additional project team members shall attend one (1) Microsoft Teams virtual “kick-off” meeting with those individuals representing the Client as designated, to set goals and expectations, review the scope and budget, establish communication protocols, and to confirm the project schedule and establish the timeframe for issuance of draft documents pertaining to the deliverables in this agreement. A meeting summary will be provided to the Client after the kick-off meeting.

**Task 1.2 –Project Status Calls**

Kimley-Horn shall establish a time for monthly, 1-hour conference calls to review the project's progress and status and to revisit each of the agenda items from the project kick off. The Kimley-Horn project director or deputy project director shall attend up to eight (8) conference calls. The purpose of the project status calls is to ensure that the Client understands and agrees to the framework of the key elements of the deliverables before drafting begins.

**Task 2 – PADD Study**

Kimley-Horn will conduct an analysis of the Park Avenue Downtown District (PADD) current conditions, including its existing physical attributes, land use patterns, economic dynamics, transportation and infrastructure components. Kimley-Horn will take inventory of the existing conditions and opportunities in the PADD as well as the current objectives and policies in the Future Land Use Element and land development , regulations, that affect the district.

**Task 2.1 - Existing Plan Review**

Kimley-Horn will review the existing comprehensive plan and any previous planning studies or memos pertaining to the PADD which have previously been prepared for and provided to the Client. Kimley-Horn will focus on relevant plans that impact Downtown, and policy and regulatory documents and standards that also affect the Downtown study area. These documents include PADD Comprehensive Plan related objectives and policies, Land Development Regulations, and the PADD Density Workshop materials. Through this review, Kimley-Horn will produce a matrix table to identify regulation and policies that may need to be updated to achieve the Client's goals.

**Task 2.2 - Existing Conditions Analysis**

The Kimley-Horn team will conduct an analysis of land uses, housing, environmental assets, transportation data, and water/wastewater data specific to the land area within the PADD area.

Kimley-Horn will perform a market performance analysis for the area within the PADD to support policy and investment recommendations related to economic development within the downtown area.

Kimley-Horn will synthesize these analytical factors to determine strengths, weaknesses, opportunities, and threats (SWOT). Kimley-Horn will develop a SWOT analysis for the Downtown area to understand existing conditions and make recommendations. Kimley-Horn will craft recommendations that reconcile the necessity of increased density and intensity in the Downtown with the infrastructure investments which must be made to realize redevelopment consistent with increases in density and/or intensity...

### **Task 2.3 – Report and Recommendations**

Kimley-Horn will provide one (1) draft of the existing plans and conditions document (including the SWOT) with preliminary recommendations for updates to the PADD Comprehensive Plan policies and the PADD Land Development Regulations. The document will be provided to the Client for review and comment. The report will not exceed 15 pages excluding appendices. Kimley-Horn will review the report during a scheduled project status call with the Client to discuss the preliminary findings and to review conformed and consolidated comments from the Client. Kimley-Horn will address up to (1) one round of conformed and consolidated comments after the phone conference and provide the final report to the Client.

## **Task 3: PADD Amendments**

### **Task 3.1 – Text Amendments**

This task is intended to identify specific text amendments to the Comprehensive Plan and Land Development Regulations to address the findings of the Park Avenue Downtown District Study. The purpose of the text amendments are to update the policy and regulatory framework so that it reflects the current vision for Downtown. The basis for the amendments will be the recommendations identified in Task 2 above and agreed upon by the Client.

Kimley-Horn will deliver one (1) draft of its recommendations regarding potential amendments to the texts of the Comprehensive Plan and Land Development Regulation to the Client for review and comment in Microsoft (MS) Word format. Kimley-Horn will review the recommendations during a scheduled project status call with the Client to discuss consolidated and conformed comments from the Client. Kimley-Horn will address up to one (1) round of consolidated and conformed comments after the phone conference and provide the final the text amendments to the Client in both MS Word and PDF format.

### **Task 3.2 – Supporting Graphics**

Kimley-Horn may utilize graphic and photograph imagery to support the communication of the amended land development regulations. Up to two (2) graphic images may be developed by Kimley-Horn to convey specific regulations as it relates to density, intensity, building height and massing.

### **Task 3.3 - Mapping**

Kimley-Horn will develop up to two (2) maps in ArcGIS format for the purpose of identifying parcel data, land use, subdistrict information, and infrastructure within the PADD study area. All shapefiles associated with maps will be provided to the Client.

## **Task 4: Public Meetings**

Kimley-Horn will participate in public meetings related to the PADD study and its proposed text amendments to the Comprehensive Plan and Land Development Regulations. Kimley-Horn will prepare presentation

materials and attend the following meetings to present the findings and proposed amendments to the PADD.

**Task 4.1 – Public Workshop**

Up to two (2) Kimley-Horn employees will attend in-person one (1) public workshop for up to two (2) hours to present the findings of the PADD study and to discuss the recommended amendments to the Comprehensive Plan and the Land Development Regulations as it pertains to the Park Avenue Downtown District (PADD). Kimley-Horn will prepare a PowerPoint presentation for the workshop and provide the presentation to the Client for review at least one week prior to the date of the workshop. One (1) round of consolidated and conformed comments will be addressed and the updated presentation will be sent to the Client at least one (1) day prior to the workshop.

**Task 4.2 – Planning and Zoning Board**

Up to two (2) Kimley-Horn employees will attend in-person one (1) Planning and Zoning Board meeting for up to two (2) hours to present the proposed amendments to the Comprehensive Plan and the Land Development Regulations as it pertains to the Park Avenue Downtown District (PADD). Kimley-Horn will update the PowerPoint presentation for the Planning and Zoning Board meeting and provide the presentation to the Client for review at least one week prior to the date of the meeting.

**Task 4.3 – Town Commission**

Up to two (2) Kimley-Horn employees will attend in-person up to two (2) Town Commission meetings for up to two (2) hours each to present the proposed amendments to the Comprehensive Plan and the Land Development Regulations as it pertains to the Park Avenue Downtown District (PADD).

**Additional Services if required:**

1. Stakeholder engagement and outreach
2. Presentation materials and meetings beyond those discussed in this scope
3. Interviews
4. Website or survey production
5. Public meeting attendance and presentations beyond those discussed in this scope
6. Comprehensive Plan Text Amendments beyond those discussed in this scope
7. Land Development Regulations Amendments beyond those discussed in this scope
8. Maps beyond those discussed in this scope

**Schedule:**

This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control.

Notwithstanding any other provision of this Agreement, the Consultant shall not have liability for or be deemed in breach because of delays caused by any factor outside of its reasonable control, including but not limited to natural disasters, adverse weather, or acts of the Client, third parties, or governmental agencies.

Date	Task
March 21, 2025	Kick off meeting
March 31, 2025	PADD Study Draft 1
April 11, 2025	PADD Study Final Version

April 26, 2025	Public Workshop
May 2, 2025	Policy and text amendments Draft 1
May 9, 2025	Policy and text amendments Final Version
May 2025	Planning & Zoning Board/Local Planning Agency Meeting
June 2025	Town Commission Comprehensive Plan Amendments -Transmittal Land Development Regulations Amendment - 1 <sup>st</sup> reading
June to July 2025	FL Commerce 30-day review period
July 2025	Town Commission Comprehensive Plan Amendments - Adoption Land Development Regulations Amendments - Adoption

**Terms of compensation:**

Kimley-Horn will perform the services in Tasks 1 - 4 for the total lump sum labor fee below. Individual task amounts are informational only. In addition to the lump sum labor fee, direct reimbursable expenses such as express delivery services, travel, and other direct expenses will be billed at 1.15 times cost.

<b>Task</b>	<b>Fee</b>
Task 1 – Project Management	\$2,500
Task 2 – PADD Study	\$14,000
Task 3 – PADD Amendments (includes 2 maps and 2 graphics)	\$27,500
Task 4 – Public Hearings (4 meetings + 2 PowerPoints)	\$6,000
<b>TOTAL</b>	<b>\$50,000</b>

Lump sum fees and expenses will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

ACCEPTED:

**TOWN OF LAKE PARK**

**KIMLEY-HORN AND ASSOCIATES, INC.**

BY: \_\_\_\_\_

BY: 

Shawn C. Kalbli

TITLE: \_\_\_\_\_

TITLE: Associate

DATE: \_\_\_\_\_

DATE: March 24, 2025