

TASK ORDER No. 34b

**CONTINUING PROFESSIONAL SERVICES
(Civil Engineering – Transportation)**

THIS TASK ORDER FOR CONTINUING PROFESSIONAL SERVICES (“Task Order”) is made on the day of _____, between the **City of Lake Worth Beach**, a Florida municipal corporation (“City”) and **WGI, Inc.**, a Florida CORPORATION (“CONSULTANT”).

1.0 Project Description:

The City desires the CONSULTANT to provide those services as identified herein for the Project. The Project is described in the CONSULTANT’s Proposal, dated February 27, 2025, and services are generally described as: The development of a mobility fee for the CITY, Phase 1. (the “Project”).

2.0 Scope

Under this Task Order, the CONSULTANT will provide the City of Lake Worth Beach Mobility Fee Development with civil engineering related to transportation consulting services for the Project as specified in the CONSULTANT’s **proposal attached hereto and incorporated herein as Exhibit “1”**.

3.0 Schedule

The services to be provided under this Task Order shall be completed by 9/30/2025 from the City’s approval of this Task Order or the issuance of a Notice to Proceed.

4.0 Compensation

This Task Order is issued for a lump sum, not to exceed amount of \$188,880.00. The attached proposal identifies all costs and expenses included in the lump sum, not to exceed amount.

5.0 Project Manager

The Project Manager for the CONSULTANT is Angela Biagi, phone (561) 687-2220; email: angela.biagi@wginc.com; and, the Project Manager for the City is William Waters, Phone: email: wwaters@lakeworthbeachfl.gov.

6.0 Progress Meetings

The CONSULTANT shall schedule periodic progress review meetings with the City Project Manager as necessary but every 30 days as a minimum.

7.0 Compliance with section 787.06, Florida Statutes.

By signing this Task Order before a notary public and taking an oath under the penalty of perjury, the CONSULTANT attests and warrants that the CONSULTANT does not use coercion for labor or services as defined in section 787.06, Florida Statutes (2024).

8.0 Authorization

This Task Order is issued pursuant to the Continuing Professional Services Agreement (Civil Engineering – Transportation) based on RFQ#23-300 between the City of Lake Worth Beach and the CONSULTANT, dated March 28, 2023 (“Agreement” hereafter). If there are any conflicts between the terms and conditions of this Task Order and the Agreement, the terms and conditions of the Agreement shall prevail.

IN WITNESS WHEREOF, the parties hereto have made and executed this Task Order No. 34b as of the day and year set forth above.

CITY OF LAKE WORTH BEACH, FLORIDA

By: _____
Betty Resch, Mayor

ATTEST:

By: _____
Melissa Ann Coyne, MMC, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY:

APPROVED FOR FINANCIAL
SUFFICIENCY

By: _____
Glen J. Torcivia, City Attorney

By: _____
Yannick Ngendahayo, Financial Services Director

CONSULTANT: **WGI, INC.**



By: _____
[Handwritten Signature]

THE FOREGOING instrument was acknowledged before me by means of physical presence or online notarization on this 19th day of March 2025, by Angela Torcivia as the Director of Planning [title] of WGI, Inc., a Corporation authorized to do business in the State of Florida, who is personally known to me or who has produced _____ as identification, and who did Not take an oath under penalty of perjury that the facts stated with regard to section 787.06, Florida Statutes, are true and correct, and that he or she is duly authorized to execute the foregoing instrument and bind **WGI, INC.** to the same.

[Handwritten Signature]

Notary Public Signature

Notary Seal:
A circular notary seal for Cyndy Little, Notary Public, State of Florida. The seal features a palm tree and the text 'FLORIDA NOTARY ASSOCIATION' and 'SINCE 1978'. To the right of the seal, the text reads: 'CYNDY LITTLE', 'Notary Public', 'State of Florida', 'Comm# HH224313', and 'Expires 3/31/2026'.

Exhibit “1”
(Consultant Proposal-7 Pages)



EXHIBIT 1 (Consultant's Proposal)

February 27, 2025

William Waters, AIA, NCARB, LEED AP, BD+C, SEED
Director for Community Sustainability
City of Lake Worth Beach
1900 2nd Ave. N.
Lake Worth Beach, FL 33461

wwaters@lakeworthbeachfl.gov

Re: Lake Worth Beach Mobility Fee Development

Dear William:

WGI, Inc. (WGI, CONSULTANT) is pleased to provide this proposal to the City of Lake Worth Beach (CITY) for professional services for development of a mobility fee for the CITY. Our scope of services and corresponding fees are detailed below. This scope and fee includes NUE Urban Concepts, a firm that has expertise in certain mobility fee development tasks. NUE provided the best fee proposal which is contained herein. It is agreed that WGI's services will be performed pursuant to WGI's Professional Services Agreement with the City of Lake Worth, awarded as per Civil Engineering RFQ 23-300 dated March 28, 2023.

PROJECT UNDERSTANDING

It is our understanding that the CITY would like to develop a Mobility Fee to accompany the Mobility Plan, which was adopted in December 2024. That plan will serve as a legally and statutorily defensible basis for a mobility fee and mobility fee ordinance. A mobility fee is a one-time fee charged to new development and redevelopment to mitigate any transportation impacts from that development. The adoption of a mobility fee would result in the CITY no longer implementing transportation concurrency and proportionate share within the mobility fee assessment area. The mobility fee would provide a revenue source that it controls and prioritizes based on the Mobility Plan.

HB 479 was adopted by the Florida Legislature this past session and was signed by Governor DeSantis on June 25th, 2024. HB 479 requires that municipalities and counties negotiate the mitigation of transportation impacts. These impacts would be from new development within the City and from new development in unincorporated County and adjacent municipalities. The negotiation would be based on the analysis and data used to develop a Mobility Fee. The Mobility Plan projects would be used to determine a percentage of Mobility Fees to be set aside to help fund a share of improvements to County Roads identified in the Mobility Plan and negotiated through an interlocal agreement. Beyond good transportation planning, this would ensure that Lake Worth Beach's mobility fee would be the only transportation mitigation fee assessed on new development within the City.

This scope is divided into six main tasks:

- 1) Mobility Plan Integration - \$55,600
- 2) Mobility Fee Development - \$133,280
- 3) Mobility Fee Ordinance - \$52,000
- 4) County Interlocal Agreement - \$30,000
- 5) Meetings, Hearings, and Workshops - \$31,025
- 6) Additional Task Considerations (Optional, Not covered in Scope and Fee)

The project work will be conducted as follows

- Phase 1: Task 1 and 2 - \$188,880
- Phase 2: Task 3-5 - \$113,025

ANTICIPATED SCHEDULE

- Phase 1 – Complete September 30, 2025
- Phase 2 – Complete December 31, 2025

SCOPE OF SERVICES

TASK 1: MOBILITY PLAN INTEGRATION

\$55,600

TASK 1.1 – KICK OFF: WGI will oversee kickoff and project management to provide quality, cost, and schedule control. Kickoff will address (1) Lake Worth Beach staff's goals and expectations, (2) Key issues and areas of concern, (3) stakeholder coordination, (4) Data needs, (5) Communications and (6) Milestones and deliverable schedule. For scope and fee related to communications, meetings, hearings, and workshop, see Task 5.

TASK 1.2 – DATA COLLECTION: The CONSULTANT will collect population and employment data from BEBR and from the American Community Survey (ACS). The CONSULTANT will collect and compile current traffic characteristics data for functionally classified arterial and collector roads from the City, County, and FDOT into a traffic characteristics report. The data will include the number of travel lanes, AADT, functional classification, length of segment, speed limits, and LOS Standards. Additional traffic counts may be needed if the CITY does not currently have traffic counts for functionally classified City roads. If traffic counts are not available, an addendum will be required to collect the counts or have the CITY collect the counts through other means.

TASK 1.3 – ESTABLISH MULTIMODAL CAPACITIES: The CONSULTANT will calculate multimodal capacities for multimodal projects in the mobility plan. Multimodal capacities are necessary to ensure mobility projects are adequate to accommodate future travel demand and new development is not charged more than its fair share. The multimodal capacities will also be used in the mobility fee calculations.

TASK 1.4 – MOBILITY PLAN REVIEW: The CONSULTANT will review the Mobility Plan and data provided. The CONSULTANT will provide a written summary of additional information required or clarification needed to calculate a mobility fee.

TASK 1.5 – PROJECT LIST: With assistance from the CITY, the project team will provide a details from the Mobility Plan project list to serve as the basis for a mobility fee: (1) project ID; (2) project name or title; (3) from location and to location or description of location; (4) the length of the project in miles or the quantity of the items to be provided; (5) a description of the project that is detailed enough to develop a multimodal capacity and prepare a cost estimate if not provided (any services would need to include frequency or quantify; (6) the cost to acquire, design, and construct the project; (7) the amount of any funding allocated for the project; and (8) a time frame for the project to be constructed or acquired. The data will be provided in an editable excel spreadsheet and a GIS shapefile or layer illustrating any mapped projects.

TASK 1.6 – MEETINGS: CONSULTANT will participate in calls, meetings, hearings, status meetings, workshops. This meeting list includes:

- Telephone and email communications
- 12 bi-weekly check in meetings
- 1 city commission workshop presentation
- 1 stakeholder outreach event

Meetings include staff meetings, public workshops, community outreach, hearings, and coordination with governmental and transportation partners. Preparation time for presentations and reasonable travel is included. All outreach materials, advertisement, social media engagement, meeting locations, food and beverage, meeting set-ups, and meeting logistics is the responsibility of the CITY.

TASK 1.7 – COUNTY COORDINATION: The CONSULTANT will participate in up to ten (10) hours of virtual conference call meetings with the County to review the Mobility Fee, the interlocal agreement, and participation in the regional task force. Additional conference calls or in-person meetings with the County beyond the 10 hours will be billed at the hourly rate of \$250/hour and shall not exceed \$50,000 without a City Commission approved contract amendment.

Task 1 Deliverables:

- *Project initiation kick-off meeting, meeting agenda, and memo summary.*
- *Data Compendium*
- *Mobility Plan Review*
- *Mobility Plan Project List*

TASK 2: MOBILITY FEE DEVELOPMENT

\$133,280

TASK 2.1 – MOBILITY FEE SCHEDULE: The CONSULTANT will evaluate the City's Future Land Use Map, existing development patterns and land uses, and develop a proposed schedule of land uses that appropriately capture the impact of new development on the transportation system. The mobility fee will include up to two assessment areas.

TASK 2.2 – PROJECT FUTURE GROWTH: The CONSULTANT will evaluate either the most recently adopted regional travel demand model to determine future increases in vehicle miles of travel (VMT) or growth factors to apply to existing traffic counts. TAZ data from the model will be used to obtain population and employment projections to demonstrate future growth and need as required to meet the first part of the dual rational nexus test. The VMT (aka travel demand) data will be used for planning and to calculate a mobility fee. Critical note: the 2050 LRTP has been recently adopted. The Model files are projected to be ready by summer. This item will need to be monitored and coordinated with the Transportation Planning Agency (TPA) to acquire data in a timely manner.

TASK 2.3 – PERSON MILES OF TRAVEL (PMT) Factor: The CONSULTANT will develop a person miles of travel (PMT) factor to convert vehicle miles of travel to person miles of travel to account for multiple modes of travel within the City. The PMT factor will be based upon the 2022 National Household Travel Survey. The PMT factor will be used to establish a person miles of travel rate to be used in the mobility fee calculation and the new growth evaluation to ensure new development is not being charged more than its fair share of the cost of mobility plan projects.

TASK 2.4 – BACKLOG EVALUATION: The CONSULTANT will conduct an existing areawide level of service analysis for the study area network. The evaluation will be conducted to ensure new growth is not paying for existing deficiencies.

TASK 2.5 – NEW GROWTH EVALUATION: The CONSULTANT will conduct a new growth evaluation based on the projected increase in person miles of travel using the VMT data, the PMT factor and the increase in multimodal capacity. The analysis will be utilized to develop a new growth evaluation factor to demonstrate that new growth is not being charged for more than its fair share of projects.

TASK 2.6 – REVENUE ADJUSTMENTS: The CONSULTANT will evaluate existing funding sources for multimodal projects. Case law requires that existing funding for multimodal projects is factored into the mobility fee. Funding may include sales tax, gas tax, special assessments and grants that are reasonably available to fund the multimodal improvements. Revenue funding adjustments will be developed based on whole dollar funding availability to reduce overall cost.

TASK 2.7 – PERSON MILES OF CAPACITY (PMC) RATE: The CONSULTANT will develop a person mile of capacity rate based upon the cost of mobility plan projects, with adjustments for deficiencies, new growth, and available revenues. The rate will be divided by the increase in person miles of travel based on the regional travel demand model.

TASK 2.8 – PERSON TRAVEL DEMAND (PTD) FOR LAND USES: The CONSULTANT will calculate a person travel demand (PTD) for each land use identified in the mobility fee schedule for travel within the City. The PTD will be based on trip generation rates, adjusted for pass-by and internal capture, adjustments for limited access facilities, origin and destination, and person trips and trip lengths from the 2022 National Household Travel Survey Data, adjusted for local conditions and City travel. Critical note: ITE is planning on releasing the 12th edition of its trip generation manual in spring / summer 2025. This may impact the Downtown mobility fee schedule and land uses. It will likely result in some land uses being different than the current Downtown mobility fee schedule.

TASK 2.9 – CALCULATE THE MOBILITY FEE: The CONSULTANT will develop a mobility fee schedule based on the data and analysis from prior task. The mobility fee schedule will include the applicable units of measure and the mobility fee rates to be assessed per land use. The mobility fee will address all requirements of HB 479.

TASK 2.10 - MOBILITY PLAN & FEE TECHNICAL REPORT: A technical report will document the methodology and data used to develop the mobility plan and the mobility fee. The technical report will provide the factual basis to demonstrate the mobility plan and mobility fee meets legal and statutory requirements. The report will include an in-depth legal review and include definitions and future recommendations.

Task 2 Deliverables:

- *Mobility Fee Schedule*
- *Mobility Fee Technical Report documenting the methodology used to develop a legally defensible Mobility Fee*

TASK 3: MOBILITY FEE ORDINANCE

\$52,000

TASK 3.1 – EXTRAORDINARY CIRCUMSTANCES: The CONSULTANT will prepare a finding of extraordinary circumstances, consistent with current statutory requirements. This requires a written findings, two public workshops, ordinance language, and a super majority vote of the City elected officials. Critical Note: This is based on current practice and requirements. Should the legislature add requirements, then an amendment may be necessary. The finding would address additional impacts due to County projects.

TASK 3.2 – IMPLEMENTING ORDINANCE: The CONSULTANT will assist the CITY with development of a mobility fee implementing ordinance. The CONSULTANT shall take the lead in development of the ordinance with assistance from the City Attorney. The Mobility Fee Ordinance provides the legal basis to enact a mobility fee and allows the City to begin to assess new development for its multimodal travel impact. The CITY will provide the title block, the Code or Ordinance or Land Development Article, Section and Chapter location, and an Ordinance format with the ordinance formatting detailed in a word document.

Task 3 Deliverables:

- *Mobility Fee Ordinance with City Legal Assistance*

TASK 4: COUNTY INTERLOCAL AGREEMENT

\$30,000

TASK 4.1 - COUNTY SHARE: The CONSULTANT will prepare a calculation for the share of mobility fees that should be set aside to address impact to County owned roads. The County share may be based on the share of travel occurring on County Roads compared to City and State Roads or the cost of improvements to County Roads in relationship to the overall cost of the mobility plan projects. The County Share will address all requirements of HB 479.

TASK 4.2 – ROAD IMPACT FEES: The CONSULTANT will summarize the County Road Impact Fees paid by development in Lake Work Beach over the last 20 years. The summary will also summarize the projects that have been reported as funded by the County using road impact fees paid by development in the County.

TASK 4.3 - MOBILITY FEE COMPARISON: The CONSULTANT will prepare a comparison between the proposed City mobility fee rate and the existing County Road Impact Fees. The comparison will include the calculation for the percentage increase or decrease in the mobility fee compared to the County fee.

TASK 4.4 - INTERLOCAL AGREEMENT: The CONSULTANT will assist the CITY with developing an interlocal agreement with Palm Beach County. The interlocal update would include any mobility fees to be set aside for County Roads. The update would also identify the County Road projects for which the mobility fees would be expended and a time frame for expenditure of the fees. The County Share will address the requirements of HB 479.

TASK 4.5 - COUNTY COORDINATION: The CONSULTANT will participate in up to five (5) hours of virtual conference call meetings with the County to review the Mobility Fee, the interlocal agreement, and participation in the regional task force. Additional conference calls or in-person meetings with the County beyond the 5 hours will be billed at the hourly rate of \$250/hour and shall not exceed \$50,000 without a City Commission approved contract amendment.

Task 4 Deliverables:

- *Recommended share of mobility fees, if applicable, to be set aside to address impacts to County roads*
- *County Road Impact Fee & City Mobility Fee Comparison*
- *Assist with County Interlocal Agreement.*

TASK 5: COMMUNICATIONS, MEETINGS, PUBLIC HEARINGS, & WORKSHOPS

\$31,025

TASK 5.1 - PRESENTATIONS: The CONSULTANT shall prepare presentations as required for meetings, hearings, and workshops.

TASK 5.2 – MEETINGS: CONSULTANT will participate in calls, meetings, hearings, status meetings, workshops. This meeting list includes:

- Telephone and email communications
- 6 bi-weekly check-in meetings
- 2 public workshops and 2 hearings related to Task 3.1 (hours include travel and preparation)
- 1 stakeholder outreach event

Meetings include staff meetings, public workshops, community outreach, hearings, and coordination with governmental and transportation partners. Preparation time for presentations and reasonable travel is included. All outreach materials, advertisement, social media engagement, meeting locations, food and beverage, meeting set-ups, and meeting logistics is the responsibility of the CITY.

Task 5 Deliverables

- *Presentation materials*

SCHEDULE

The projected time frame would be December 31, 2025.

OPTIONAL TASK 6: ADDITIONAL TASK CONSIDERATIONS (NOT COVERED IN SCOPE AND FEE)

Tasks included in the scope above are legally and statutorily required tasks. The following are tasks requested by local governments to complement the day-to-day assessment, administration, and implementation of a mobility plan and mobility fee.

COMPREHENSIVE PLAN AMENDMENT: The Consultant will draft goals, objectives, and policies and coordinate with staff to amend the Comprehensive Plan to replace transportation concurrency with mobility fees and incorporate the Mobility Plan and Mobility Fee into the Comprehensive Plan, along with replacing transportation concurrency and TCEA policies and requirements. The Consultant will support Staff with preparation of staff reports. Staff will process the amendment through the City's agenda process and prepare and submit the application with the Florida Commerce and other governmental entities. The City will provide editable word documents of the Comprehensive Plan Elements. The amendment will address all requirements of HB 479.

Hours Estimate: (100 to 125 hours)

DEVELOP AERIALS, RENDERINGS, CROSS-SECTIONS AND CAPACITIES: The Consultant can develop before and after aerials, renderings, cross-sections, and multimodal capacities. All graphics would be based on existing conditions and the proposed mobility. Hours Estimate: (10 hours per graphic)

FINANCE COORDINATION: Florida Statute requires that Mobility Fees be maintained in separate funding accounts to allow for annual auditing. In addition, there are legal requirements regarding the collection and expenditure of Mobility Fee funds and the ability to audit said expenditures. Coordination is required with Finance and Accounting and Budgeting Departments to ensure fund accounts are consistent with the adopted ordinance and Statutory requirements. Hours Estimate: (10 to 15 hours)

BUILDING PERMIT INTEGRATION: The City does not currently charge an impact fee. The Permit system may need to be updated to allow for the collection of a Mobility Fee. Some permit systems are relatively simple and can be accommodated through simple look up tables and excel spreadsheets. Other permit systems are propriety and require coordination with third party vendors to initiate updates. Permit clerks will need to be trained, and a process established for quality control checks. The Building Permit Department is also the front-line interaction with the development community. There is oftentimes further outreach done with the development community and builders during the implementation stage. Florida Statute requires a minimum of 90 days between the adoption of a Fee Implementing Ordinance and collection of the Fee, unless the fee is lower than existing fees. Hours Estimate: (15 to 20 hours)

SITE / MOBILITY IMPACT ANALYSIS REQUIREMENTS: While the City has already taken steps to eliminate transportation concurrency and does not require traffic impact analysis, except for Planned Developments, the City may wish to consider developing site / mobility impact analysis requirements. These requirements address site related turn lanes, traffic control devices, trip generation, driveway design, access management, on-site and off-site multimodal improvements, internal circulation, and parking. While these requirements can be included in Land Development Regulations, they are also provided as separate stand-alone requirements. Hours Estimate: (100 to 150 hours)

COMPLETE STREETS DESIGN: The Mobility Plan and Fee Technical Report will not include complete streets design standards. There will be elements addressing Complete Streets, but specific recommendations for inclusion in the land development regulations are not included. The City may elect to establish Standards within its Land Development Regulations. Hours Estimate: (50 to 75 hours)

ADMINISTRATIVE MANUAL: There are many day-to-day administrative items that arise in the assessment and collection of fees. Some local governments have developed an administrative manual to address these issues. The manual often includes forms, review fees for special request related to credit, determinations, and offsets. The manual also provides consistency in implementation to address changes in Staff administering the ordinance and provides back-up to permit clerks and interim administrators should the individual(s) tasked with implementing the Fee not be available. Florida Statute has placed the burden on local governments to defend not only its Fee but also its administration. Hours Estimate: (125 to 150 hours).

ADMINISTRATIVE SERVICE CHARGES: To relieve impact to the general fund, local governments frequently develop administrative service charges and fees to administer and implement the mobility fee. Florida Statute requires service charges not exceed the cost to fully administer a mobility fee. Consultant can prepare a report documenting the cost to administer and implement a mobility fee Hours Estimate: (75 to 100 hours).