

ATTACHMENT A

SCOPE OF SERVICES

**VIRTUAL PUBLIC WORKSHOP AND
MASTER PLAN FOR DOWNTOWN CRA SITES
CITY OF LAKE WORTH BEACH, FLORIDA**

OCTOBER 5, 2021

PROJECT DESCRIPTION:

The City of Lake Worth Beach (City) seeks to engage the Treasure Coast Regional Planning Council (TCRPC) to solicit public input, analyze potential redevelopment strategies, generate planning-level development pro-formas, and provide recommendations to help develop a new Request for Proposals for two CRA-owned assemblages (identified in Attachment C) in downtown Lake Worth Beach. The City requests that TCRPC solicit input from the public on an appropriate scale, intensity, and use(s) for the redevelopment of the sites. The Scope of Services will include the following:

- Undertake due diligence research to assess land use, planning, and physical conditions in and around downtown Lake Worth Beach with particular attention given to the two subject CRA-owned assemblages:
 - Site 1: 1.67 acres south of Lake Avenue between S “L” Street and S “M” Street with approximately 125’ of frontage along Lake Avenue;
 - Site 2: .229 acres at the corner of S “K” Street and 1st Avenue South (this site might also include the city-owned parking lot immediately to the north however it must retain the public parking spaces).
- Conduct a structured series of public input activities, including stakeholder interviews (individual and in groups, not to exceed 20 interviews), up to two virtual public input sessions, and up to six virtual presentations/meetings with the City;
- Provide information and materials for the City to create an online presence for the project via either or both websites;
- Develop a series of redevelopment options for Sites 1 and 2 exploring varying densities and intensities), prepare planning-level financial analyses for each design scenario to assist the City in understanding the implications in pursuing any of the scenarios, and provide renderings and data and analysis; and

- Develop an implementation approach, including recommendations for achieving the desired development scenario(s), public and private parking strategies; the approach may include both development incentives and historic preservation strategies.

SCOPE OF SERVICES

Task 1: Staff Work Session #1 and Due Diligence Overview

Staff Work Session #1

TCRPC will facilitate all staff work sessions and project coordination meetings needed for the project, beginning with Staff Work Session #1, which is to clarify the project schedule and goals; gather background data; review general market, infrastructure and development activity; identify stakeholders for interviews; and refine the project schedule as needed. The City will provide all regulatory information, project development history and activity, and other relevant data and GIS base map data as needed for the project. Additional staff work sessions will be scheduled throughout the course of the project to maintain clarity and consistency among all team members of the project mission and goals. Staff Work Session #1 will be scheduled with the City and CRA staff in the first month of the project following execution of the interlocal agreement. TCRPC will be responsible for logistics, agendas, facilitation, and meeting notes for all staff work sessions.

Due Diligence Overview

Base Documentation

The TCRPC team will develop, with assistance from City and CRA staff, necessary base documentation for the project to include GIS databases, aerial photography, ownership maps, permits, utilities, financial and infrastructure documents, and other data as appropriate.

Site Reconnaissance

The TCRPC team will conduct field work and site reconnaissance to develop a photo database and review on-site conditions. During field visits, TCRPC team members may schedule to meet with City and CRA staff, property owners, residents, and other representatives to tour specific areas to gain a greater understanding of relevant issues.

Task 1 Deliverables

Specific deliverables will include:

1. Facilitation of Staff Work Session #1 and Documentation (Agenda, Sign-in Sheet, and Meeting Notes)
2. Project Memorandum including:
 - a. Updated Project Schedule
 - b. Due Diligence Components
 - c. Summary of Site Reconnaissance
 - d. Summary of Land Development and Infrastructure Conditions

Task 2: Stakeholder Interviews

Stakeholder Interviews

To further inform the analysis, the TCRPC team will conduct up to twenty (20) stakeholder interviews either at the City offices or virtually. The interviews will be designed to further inform the TCRPC team as to the opportunities and challenges related to the subject parcels and downtown Lake Worth Beach in general. Interviewees are anticipated to include members of the City Council, CRA Board, City and CRA staff, property owners, investors, and residents as well as representatives of other public agencies as appropriate. City and CRA staff will identify recommended interviewees, and TCRPC will be responsible for interview logistics, scheduling and facilitation.

Task 2 Deliverables

Specific deliverables will include:

1. Project Memorandum including:
 - a. Listing of Stakeholder Interviewees
 - b. General Summary of Interview Findings

Task 3: Virtual Public Workshop

In order to address the unique characteristics within the City and CRA relative to the study area, and to provide adequate public involvement and engagement, and in light of the continuing effects of COVID-19, TCRPC will conduct a Virtual Public Workshop. The workshop will be accessible to all who are interested. The format of the workshop and its desired outcomes include:

1. Opening Presentation: this presentation will identify the issues, opportunities and constraints of the project sites as well as define the purpose of this effort. The presentation will include the history of the subject sites and their acquisition, policy and

regulatory constraints for development on the sites, and a discussion on the role of the City and the CRA relative to development of the sites.

2. Public Involvement: there will be ample opportunity for a question-and-answer period with those in attendance. Various virtual formats will be explored to provide the greatest degree of involvement possible. The workshop will be advertised via the project website, through outreach during the interview process, as well as by email flyers to City/CRA contact lists.
3. Next Steps: the workshop will conclude with a summary of next steps. The TCRPC team will begin incorporating the input heard from the community during the Virtual Workshop into design concepts and initial project pro-formas. Over the course of the next three months the team will develop a series of strategies, designs, and support analysis which will be presented back to the community in early 2022.
4. Work in Progress Presentation: the TCRPC team will provide a virtual Work in Progress presentation in early 2022 to update the community on the direction of the project and get additional input prior to developing final recommendations.

Task 3 Deliverables

Specific deliverables will include:

1. Complete Virtual Public Workshop;
2. Deliver the work-in-progress presentation;
3. Develop specific area designs and an overall Master Plan; and
4. Provide Implementation Recommendations and Next Steps.

Task 4: Develop Conceptual Redevelopment Masterplan and Strategic Recommendations

Redevelopment Masterplan

Working with City and CRA staff and based on input derived through the Virtual Public Workshop, TCRPC will continue to create redevelopment scenarios for the subject parcels including high, moderate, and low intensity options. Planning-level financial pro-formas will be developed for each of the design scenarios to provide the City/CRA with the economic implications of each scenario. The Masterplan will include design scenarios which identify potential redevelopment quantities, renderings and analysis as needed.

Strategic Recommendations

Based upon the different redevelopment scenarios described above, TCRPC will develop recommendations for implementing the preferred scenario(s), which might include development incentives, strategies for historic preservation, public and private parking strategies, and may

include recommendations for revisions/updates to the City's Comprehensive Plan and Land Development Regulations. The recommendations will consider the preferred mechanism for updating the regulations (i.e. overlay zones, limited-duration incentives, City-initiated re-zoning, etc.).

Task 4 Deliverables

Specific deliverables will include:

1. Project Memorandum including:
 - a. Redevelopment Scenarios
 - b. Recommendations and implementation strategies

Task 5: Project Report and Presentations to City and CRA

Project Report

TCRPC will assemble all project data, findings, and recommendations into a draft Project Report that will include summaries of public input, all design concepts and renderings, and all work products developed in the tasks described above. The draft Project Report will be provided to staff for up-to two (2) rounds of consolidated edits, which will be incorporated into a final Project Report.

Presentations to City Council and CRA Board

After the submittal of the Final Report, TCRPC will be available for up to six (6) presentations/meetings to the CRA Board and/or the City Council. TCRPC will coordinate the scheduling and content of the presentations with City/CRA staff. These presentations and/or meetings may be virtual.

Task 5 Deliverables

Specific deliverables will include:

1. Project Report (draft and final)
2. City Council/CRA Board Presentations and Documentation

DELIVERABLES:

DELIVERABLE	FORMAT
Project Memoranda, Agendas, Sign-In Sheets and Meeting Notes from Staff Work Sessions	Electronic copies in MS Word & PDF formats
GIS Maps and Data Tables	Electronic copies in ArcGIS and PDF formats

Project and Workshop Presentations	Electronic copies in Power Point & PDF formats
Redevelopment Concepts and Fiscal Analyses	Electronic copy in PDF format
Project Report	Electronic copy in PDF format

FEES AND REIMBURSABLE EXPENSES:

Professional services described in this Scope of Services will be performed for a fixed fee of **\$100,900.00 (One Hundred Thousand Nine Hundred Dollars and Zero Cents)**. The total fee includes travel, out of pocket expenses (printing and reproduction costs), mail, couriers, subconsultant costs, and all other costs related to the professional services.

TCRPC will provide all work and products, outlined in the scope above, payable per the following schedule. It does not include advertisement costs for any public hearings/workshops, meeting venue costs, or meeting refreshments. Additional presentations, meetings, or work beyond what is stipulated in the Scope of Services section of this Agreement will be billed at a rate of \$200.00 (Two Hundred Dollars and Zero Cents) per hour.

An Economic Market Study is not included in this Scope of Services.

Formal revisions to the City's Comprehensive Plan, Land Development Regulations, and the writing of ordinances or staff reports are not included in this Scope of Services.

PROJECT MILESTONE	%	PYMT AMT
Notice to Proceed	10%	\$10,090.00
Task 3 Virtual Public Workshop (At completion of the workshop)	50%	\$50,450.00
Task 4 Project Memorandum (Draft Concept Plans and Recommended Implementation Strategies)	25%	\$25,225.00
Task 5 Submittal of Final Report	15%	\$15,135.00
TOTAL	100%	\$100,900.00

ANTICIPATED SCHEDULE:

An anticipated project schedule, contingent upon execution of the Interlocal Agreement in October 2021, is included as Attachment B.

ATTACHMENT B
ANTICIPATED SCHEDULE
Lake Worth Beach CRA Downtown Development Parcels

ATTACHMENT C
Lake Worth Beach CRA Downtown Development Parcels
Subject Sites

