

TASK ORDER No. 1

CONTINUING PROFESSIONAL SERVICES AGREEMENT RFQ#24-300 (Municipal Beach Complex Development Professional Services)

THIS TASK ORDER FOR PROFESSIONAL SERVICES (“Task Order”) is made on the day of _____, between the **City of Lake Worth Beach**, a Florida municipal corporation (“City”) and **Zyscovich, LLC** a Florida Limited Liability Company (“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 September 8, 2025, and services are generally described as: **Municipal Beach Complex (MBC) Development Site and Building Assessment and Design Driven Project Approach, Phase 1 – Strategic Planning** (the “Project”) that includes the following Tasks.

- Task 1- MBC Site and Building Assessment Analysis
- Task 2- MBC Opportunities Assessment
- Task 3- MBC Development Options

2.0 Scope

Under this Task Order, the CONSULTANT will provide the City of Lake Worth Beach with location feasibility, potential development option(s), , and coordinate planning process for the development of the City’s **Municipal Beach Complex (MBC)** facility and 19+ acre-property that reflects the City’s future vision, addresses community’s needs, and advances a fiscally responsible and sustainable business model for current and future generations 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 within nine (9) months 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 **\$473,121.60**. 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 Grace Perdomo, phone: (305) 372-5222; email: gperdomo@zyscovich.com; and, the Project Manager for the City is Teanna McKay, phone: (561) 586-7421; email: tmckay@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 Authorization

This Task Order is issued pursuant to the Professional Services Agreement (Municipal beach Complex Development Professional Services) based on RFQ#24-300 between the City of Lake Worth Beach and the CONSULTANT, dated December 5, 2024 ("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. 1 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: **ZYSCOVICH, LLC**

By: _____
Authorized Representative

[Corporate Seal]

STATE OF _____)
COUNTY OF _____)

THE FOREGOING instrument was acknowledged before me by means of ☐ **physical presence** or ☐ **online** notarization on this ____ day of _____ 2025, by _____, as the _____ [title] of **ZYSCOVICH, LLC** a limited liability company authorized to do business in the State of Florida, **who is** ☐ **personally known to me** or ☐ **who has produced** _____ as identification, and who did 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 **ZYSCOVICH, LLC.**, to the same.

Notary Public Signature

Notary Seal:

Exhibit “1”
(Consultant’s Proposal - 13 Pages)

September 8, 2025

Ms. Teanna Lindsay McKay
Director of Leisure Services
City of Lake Worth Beach
17 South M Street
Lake Worth Beach, FL 33461

Re: Lake Worth Beach - Municipal Beach Complex (MBC) Development
Phase 1 Scope of Services and Fee Proposal

Dear Ms. McKay,

Zyscovich Architects LLC. (Consultant) is pleased to submit this proposal to assist the City of Lake Worth Beach (City) to complete a **Site and Building Assessment and Design Driven Project Approach (Project)** to evaluate location feasibility, potential development options and to lead a process of planning for the development of the City's **Municipal Beach Complex (MBC)** facility and 19+ acre-property that reflects the City's future vision addresses community's needs, and advances a fiscally responsible and sustainable business model for current and future generations.

Our proposal outlines two (2) phases of work as follows:

1. **PHASE 1: STRATEGIC PLANNING** will include an initial due diligence analysis and site and building conditions assessment of the Municipal Beach Complex (MBC) site, including the Casino Building, pool, and associated parking lots followed by a feasibility, planning and evaluation analysis of potential development scenarios to determine constraints, limitations and opportunities for redevelopment of the MBC. A market assessment and feasibility analysis will provide a high-level understanding of potential property value by use and associated ground lease rates and operating costs for each of the potential development scenarios identified for the MBC.

This effort will help the City evaluate the community benefits and financial impacts of each potential development scenario, ensuring that future decisions are grounded in market realities, strategic decisions, and fiscal responsibility.

The scope of work under this phase is detailed below and based on feedback received during June 26, 2025, Special City Commission Meeting and subsequent one-on-one meetings with individual Commissioners, Mayor, and staff.

The breakdown of fees by task is detailed in the attached EXHIBIT A. The timeframe to complete all the Phase 1 tasks defined herein is estimated to be 6 to 9 months from the Notice to Proceed (NTP).

2. **PHASE 2: DESIGN DRIVEN PLAN AND IMPLEMENTATION** involves detailed planning, recommendations and implementation strategies and will begin after Phase 1 work identifies and confirms the feasibility and selection of a viable project for the MBC facility and site, and key leaders and decision-makers show strong engagement and support for the Phase 1 proposal.

The scope of work for this phase is detailed below. The breakdown of fees by task will be developed in consultation with City Staff once Phase 1 work is completed.

Property Description

The Municipal Beach Complex is a 19 ½ acres parcel owned by the City and generally located at 10 S. Ocean Blvd., Lake Worth Beach, Florida (Parcel Control Numbers: 38434426000010010 and 38434426000010070). The Complex includes the Casino Building, Pool Facility, waterfront park, parking area, picnic area, restrooms, municipal pier, and additional adjacent areas. The Casino Building includes a first-floor area currently leased to commercial tenants and a second-floor area of approximately 5,000 SF of unfinished space, approximately 3,000 SF of finished event space and a catering kitchen. The existing Pool Facility, the second one on the site, encompasses 32,500 SF (including the pool building), which was built and opened to the community in the early 1970's. It served the community until its most recent closure in 2016. The Municipal Beach Complex has 713 paid public parking spaces available that are operated and enforced by the City, including 50 spaces reserved for Lake Worth Beach residents with a valid parking decal. The remaining spaces are digitally metered and have a maximum allowance of 8 hours.

The **Zyscovich Consultant Team** includes:

- **Kimley-Horn & Associates (KHA)** - Civil and Coastal Engineering, Landscape Architecture, Traffic Analysis
- **TLC Engineering** – MEP, Structural and Site Electrical Engineering
- **R. Miller Consulting Group (RMCG)** - Public Outreach and Engagement
- **Lambert Advisory** – Market Analysis and Feasibility; Economic Development

PHASE ONE | STRATEGIC PLANNING

The first three tasks establish the foundation for the redevelopment of the Municipal Beach Complex (MBC) planning process. The first step will be for the Consultant Team to study the available material and previous master plans to understand the MBC and existing conditions. Prioritizing site and building assessment, Task 1 documents existing conditions and identifies opportunities and constraints through technical studies, data analysis, and a SWOT/contextual assessment. Task 2 builds on this baseline to explore potential futures, alternative development scenarios, testing their feasibility, and engaging City leadership and stakeholders to evaluate benefits and trade-offs. Task 3 advances the selected development scenario into conceptual design project options, incorporating traffic and parking analysis, site planning, and public engagement, and culminating in the selection of a preferred concept and definition of next steps toward implementation.

Phase 1 includes the following three (3) Tasks and respective Sub Tasks as detailed below:

TASK 1	MBC SITE AND BUILDING ASSESSMENT ANALYSIS
TASK 2	MBC OPPORTUNITIES ASSESSMENT
TASK 3:	MBC DEVELOPMENT OPTIONS

TASK 1: MBC SITE AND BUILDING ASSESSMENT ANALYSIS

The Consultant Team will gain an understanding of the current conditions of the Municipal Beach Complex (MBC) site by meeting with City Staff, City's Community Sustainability Department and other identified departments to request all available information related to prior master plans, building additions, renovations, and other design documentation. This includes historical, cultural, and recreational information, as well as all building and site plans that may affect current conditions or potential expansion. The work under this task will establish a clear baseline of data, confirm project goals and expectations, and culminate in a structured analysis of site strengths, weaknesses, opportunities, and threats. Together, these efforts will provide the foundation for evaluating future planning and potential development scenarios.

Sub Task 1.1: Project Kick-off Meeting and Site Visit

The project kickoff meeting and site visit, scheduled between the Consultant Team and representatives of the City of Lake Worth Beach, will formally launch the project. The purpose of this meeting is to clarify project goals and expectations and confirm which City departments and stakeholders should be directly involved in the planning process. By establishing clear lines of communication and shared objectives, the kickoff meeting will set the tone for effective collaboration throughout the project.

Deliverables:

Meeting notes and a summary of key decisions, including confirmed project goals, expectations, and a list of City departments and stakeholders to be engaged in the planning process.

Sub Task 1.2: Data Compilation

The Consultant Team will request, compile, and organize all available data and resources relevant to the study. This will include master plans, prior building additions and renovations, cultural and recreational program information, and technical materials such as site surveys and engineering reports. The outcome of this subtask will be a centralized and organized data repository to support a coordinated and informed analysis of the site. The City will be asked to provide the following information in digital format:

- Current site survey including extending to the centerline of all adjacent rights-of-way and including the following:
 - Natural features (topography, contours and/or spot grades).
 - Locations of buildings including the location and size of berms, walls, underground facilities, sidewalks, driveways, curbs, and streets.
 - Abutting and internal streets and their widths, including existing curb-cuts/driveways to surrounding properties within 100 feet.
 - Easements and/or dedications with O.R. or plat book(s) and page number(s).
 - Net and gross property size in square feet and acreage; and
 - Tree Survey illustrating all trees that are two inches in diameter at breast height (DBH) or more and their locations and their botanical name, common name, and caliper measurement in tabular form.
- Existing Environmental and Civil Engineering Studies of the site including any environmental resources.
- Site utilities and infrastructure information as well as any easements including sewer, water, gas, electric, phone, site drainage, etc.
- Civil, site drawings and surveys, indicating all underground and overhead mechanical, plumbing and electrical site utilities, which may affect design.
- Fire hydrant flow test data, performed at the hydrants required by the design (to be indicated by TLC).
- Previous Geotech Report(s), including reports of subsurface soils conditions with recommendations for foundations and site preparation.
- Any special engineering survey limitation considerations, notably areas where asbestos is present within the facility.
- Operating costs of existing City Owned facilities.
- 40-year re-certification report.
- CAD drawings of Existing Casino Facility.
- Any historic/cultural/environmental resources.
- Any lease agreements and parking agreements for existing facilities including any ground leases and/or commercial leases on the property between city and operator(s) as well as most current rent rolls.
- Citywide Transportation or Mobility initiatives.
- Current Zoning information and Land Use Information.
- Previous Master Plans or Studies.

Deliverables:

An organized digital repository of all data and background materials relevant to the study, including prior master plans, building additions and renovations, historical and cultural information, site surveys, and other technical documents provided by the City.

Sub Task 1.3: Data Review, Analysis, and Mapping

The Consultant Team will conduct a comprehensive review and analysis of existing conditions, previous studies, and applicable regulations. This effort will include evaluation of prior master plans, assessment of historic and structural building elements, review of geotechnical and engineering reports, and preliminary investigations into civil, coastal, and traffic conditions.

The analysis will also extend to land use, zoning, and landscape code requirements to ensure alignment with regulatory

frameworks. By mapping and documenting these findings, the team will establish a clear picture of existing site conditions and technical considerations that may influence future development scenarios.

- **Review Previous Studies & Reports – Zyscovich**

Zyscovich will review and evaluate previous master plan initiatives for the MBC site, along with related planning projects, programs, policies, and studies. This includes previously prepared program studies, budgets and current development initiatives affecting the site area, such as the *Lake Worth Beach Complex- The Art of Florida Living New Pool Complex Conceptual* package, (dated August 14, 2019, as provided in the RFQ), as well as other relevant site studies, as provided or indicated by the city.

- **Existing Building Assessment – Zyscovich and TLC Engineering**

Consultant will perform a complete review of all previous reports related to the MBC Casino Building and site including:

- Potential historic elements of the site and Casino Building (Zyscovich).
- Analysis of Geotechnical Report and 40-year re-certification Report (TLC Engineering).

- **Preliminary Civil Site Investigation and Coastal Issues – Kimley Horn**

Kimley Horn will conduct the following analysis:

- Request the existing pump station capacity information from the Division of Environmental Resources Management and estimate capacity of the existing lift stations.
- Perform one (1) Site Visit to document the existing conditions at and above grade and include photographs pertaining to civil engineering features in the site investigation report.
- Review of the Federal Emergency Management Agency (FEMA) community panel maps to review the published FEMA base flood elevations.
- Identify base flood elevation requirements for the site.
- Review atlases and as-builts requested from the Agencies Having Jurisdiction (AHJ) to identify utility service connection locations, and utilities that may need to be relocated.
- Meet with the County and/or Municipal staff to confirm the availability and adequacy of utility infrastructure for water and wastewater services.
- Request as-builts from the companies having facilities or infrastructure that run through and adjacent to the project area, including electrical.
- Research the stormwater management and drainage design criteria for the site and potential development.
- Develop a list of potential Permits and Approvals required to submit Civil Engineering
- Drawings for Review and Approval by local, state, and federal agencies as a future reference for the project implementation phase.
- Review the survey and provide input to the Team regarding any additional information.

- **Coastal Engineering – Kimley-Horn**

Kimley-Horn will conduct environmental due diligence on the proposed project site. This will include researching the Coastal Construction Control Line and preparing a map of the line in relation to the project site. Research will also be conducted to determine any construction limitations or proposed lighting limitations as these items have the potential to impact listed species (i.e. nesting sea turtles). This analysis will include presentation of potential sustainable strategies addressing resiliency goals and an understanding of potential storm water and sea level rise management strategies.

- **Land Use, Development, and Zoning Regulations – Zyscovich**

Consultant will evaluate city's land use and zoning classifications for this site and conduct an inventory of existing uses, and other characteristics that can determine compatibility, location and other physical parameters in the area, as well as land uses of adjacent parcels on the north and south of this parcel that are outside of the City Boundary.

- **Landscape Assessment and Code Research – Kimley Horn**

Kimley-Horn will provide a condition assessments on the existing landscape material and identification of specimen material, if any. Kimley-Horn will review the applicable city's Zoning Code, Landscape Code, and other applicable Code of Ordinances that apply to the site.

Deliverables:

A preliminary memorandum outlining:

- Summary of historical data and information related to the Casino Building and surrounding site.
- Preliminary Structural engineering review of Geotech report and 40-year recertification.
- Civil engineering review of existing conditions and existing studies.
- Land Development Regulations with necessary exhibits or maps illustrating the current pattern of development and description of land uses and zoning categories.
- A summary of relevant landscape requirements and best practices.
- Summary feedback from City's Community Sustainability staff.

Sub Task 1.4: SWOT Analysis

After completing the site and building conditions assessment in previous tasks, the Consultant Team will conduct a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis for the MBC facility and site including an evaluation to determine building and site constraints, limitations and opportunities. This effort will synthesize findings from the site visit, existing conditions review, and data analysis completed in prior subtasks. The analysis will document:

- Notable strengths and weaknesses of the MBC's physical characteristics, including beachfront, visibility, accessibility, and other relevant features affecting potential development and uses.
- The property's strengths, including its beachfront location and overall context, community assets, and unique characteristics as well as relationship of the property to surrounding land uses and activities.
- Identify weaknesses such as access limitations, initial infrastructure concerns, resiliency or regulatory constraints.
- Outline opportunities for redevelopment, placemaking, and resiliency; and
- Assess potential threats, including environmental conditions and coastal vulnerability.

In addition, the contextual analysis will examine placemaking characteristics and opportunities of the site to define a list of aspired community needs and benefits. This will include evaluating public areas such as the pier and coastal recreational facilities that serve as community assets, as well as identifying key view corridors and natural resources that should be preserved as part of future development scenarios. The results of the SWOT and contextual analysis will provide a balanced understanding of site constraints and opportunities, establishing a foundation for planning and design alternatives. The SWOT analysis will provide a structured framework for evaluating the MBC site's potential and limitations, ensuring that all relevant factors are considered in the definition of future planning scenarios for the MBC under Task 2 work.

Deliverables:

A written summary and supporting graphics documenting the SWOT and contextual analysis, including identification of site strengths, weaknesses, opportunities, and threats, as well as placemaking characteristics, community assets, view corridors, and natural resources to be preserved.

TASK 2: MBC OPPORTUNITIES ASSESSMENT

Task 2 focuses on exploring alternative planning scenarios (futures) for the MBC. Building on the baseline findings from Task 1, the Consultant Team will establish guiding principles and design parameters to identify up to three planning scenarios for the MBC site and facility with the goal of evaluating the contextual and physical impacts of each. This task also includes coordinated stakeholder outreach and preparation for a Workshop with Commissioners and key City staff. Together, these efforts will allow the City to compare options, weigh benefits and trade-offs, and begin moving toward a preferred development approach for the site.

Sub Task 2.1: Planning Scenarios / Approaches

During this task, the Consultant Team will define up to three (3) planning scenarios or approaches for the MBC. These may include, but not be limited to, a “no-build” scenario, a hybrid scenario, or a public-private partnership (P3) scenario.

The objective of this exercise is to visualize alternative planning approaches and provide the City with a clear understanding of the impacts of each. By comparing scenarios, the City and community stakeholders will be able to weigh choices between preservation, incremental improvements, or more transformative redevelopment of the MBC site and facility, ultimately guiding informed decision-making about the future of the site.

For each planning scenario, the Consultant will illustrate a range of “zones” (ie. public use zone(s); preservation zones; protection of zones by activity; parking zones; potential development zones or areas; etc) and identify a series of parameters (ie structural considerations, resiliency issues, impacts to public access and amenities; etc) to be evaluated to weigh in on the pros and cons of each scenario.

Deliverables:

- Graphics identifying ‘zones’ (ie. public use zone(s); preservation zones; protection of zones by activity; parking zones; potential development zones or areas; etc) within each planning scenario for the purpose of evaluating and selecting a preferred planning approach.
- PPT presentation of the MBC Planning Scenarios.

Sub Task 2.2: Preparation for Workshop with Commissioners and Key City Staff

Prior to the workshop outlined in Sub Task 2.3, the Consultant Team will:

- Coordinate **pre-workshop education and outreach with identified key stakeholders, including up to ten (10) virtual meetings**. The meetings will educate stakeholders on the process, next steps, and key dates for upcoming workshops. The pre-workshop meetings will also be used to disseminate accurate information to the public and manage expectations about the process.
- Coordinate a pre-workshop meeting with city staff working group to present findings, discuss options, and identify obstacles prior to workshop.
- Prepare “staff agenda item style” memo summarizing findings, options, recommendations, and next steps for Commission prior to the workshop.
- Coordinate workshop presentation and materials with City Staff.

Deliverables:

- **Pre-workshop Stakeholder Meetings – Virtual (up to 10).**
- Memorandum summarizing meeting feedback.

Sub Task 2.3: Workshop with Commissioners and Key City Staff

The purpose of this Workshop is to share findings, discuss challenges and opportunities, present up to three (3) potential development scenarios, gain consensus on preferred scenario, and define next steps. During the Workshop, the Consultant Team will:

- Present the findings of Task 1, including the baseline understanding of site and building conditions, results of the data review and SWOT/contextual analysis, and the key opportunities and constraints for each potential development scenario.
- Facilitate workshop discussion and build consensus with goal of identifying and selecting a preferred development scenario to advance to Task 3 work. Discussions will highlight the constraints, impacts, benefits and tradeoffs of each development scenario.
- Garner public feedback through real time polling (i.e. Menti or similar digital polling tool) and a comment box for public attendees.

Deliverables:

- **Workshop with Commissioners and Key City Staff** including materials and presentation.
- Memorandum outlining Workshop outcomes.

TASK 3: MBC DEVELOPMENT OPTIONS

Drawing on the conclusions from Task 1 and feedback gathered during Task 2 including the selection of one (1) preferred planning scenario, the Consultant Team will develop up to three (3) conceptual PROJECT options.

These options will reflect the parameters identified in the previous task for the selected planning scenario. Each PROJECT concept will explore variations in program areas and site access, aiming to foster a constructive and informed dialogue between the Consultant and the City. This discussion will focus on the strengths and limitations of each option, including financial feasibility and realistic development potential, and will be paired with targeted stakeholder engagement and public outreach to gather input that informs further refinements with the goal of selecting one (1) PROJECT to advance and refine under Phase 2 work.

Sub Task 3.1: Visioning

The Consultant will synthesize a comprehensive vision outlining clear project goals, priorities, and aspirations. Building on the data and insights gathered in Task 1 and Task 2, we will craft an overarching vision that articulates the core themes of the MBC Plan. This vision will establish guiding principles and development criteria that will serve as a foundation for evaluating the three (3) conceptual PROJECT options to be developed in Task 3.2.

Deliverables:

A Vision Statement and Guiding Principles memorandum summarizing project goals and priorities as well as core themes and criteria that will guide evaluation of the three (3) conceptual PROJECT options to be developed under Sub Task 3.3.

Sub Task 3.2: Market Assessment and Feasibility

To evaluate the Vision and its potential from a market perspective developed in Task 3.1 above, Lambert Advisory will conduct a high-level market demand analysis for the core commercial and entertainment uses identified in the Vision plan and to guide the subsequent Conceptual Project Options. Lambert will rely on industry standard order of magnitude costs of development estimates and expenses for similar product type. This market demand analysis will provide context as to what potential property values by use for retail, restaurants, attractions, and hotels and associated ground lease rates may be for each of the uses proposed under each potential development scenario and project options.

Deliverables:

- A visual presentation for stakeholder meetings and commission presentation.
- A high-level analysis memorandum of potential property value by use and associated ground lease rates for each of the proposed uses, including if developed by a private investment partner.
- Cost Benefit Analysis including estimated ad valorem Impact and impact fees.
- Development of industry typical operating costs for each of the development scenario and project options.

Sub Task 3.3: Conceptual Project Options

Based on the selected planning scenario identified in Task 2, the Consultant Team will test up to (3) three conceptual PROJECT options that demonstrate different approaches to the site and program, balancing public and private benefits that make market and financial sense and addressing contextual and resiliency considerations. Each concept will be tested and followed by subsequent refinements and implementation recommendations for later tasks. The program areas that are to be evaluated during this task will be validated by subsequent market analysis, to support the right balance between economic development and community benefits. Each concept will also be evaluated by a traffic analysis conducted by Kimley Horn and Associates as described under Sub Task 3.3.

Deliverables:

- Plan diagrams alternatives, defining site and building location and massing analysis, access and circulation (vehicular, bike, pedestrian, service), alternative parking solutions, landscape and open space, program areas and adjacencies and synergies with the existing context.
- Massing diagrams and illustrative plans and “reference” images to represent project character and scale.
- Sustainable strategies addressing resiliency goals and an understanding of potential storm water and sea level rise management strategies.
- Program matrix, defining public and private benefits of each option for consideration.
- Order of magnitude costs will be developed on a high level and based on industry standards, for site related improvements and/or development and buildings.

Sub Task 3.4: Traffic Analysis

To address the traffic impacts for the potential proposed uses on site, Kimley-Horn and Associates will perform preliminary traffic investigations in compliance with the requirements of Palm Beach County and the City of Lake Worth Beach. The purpose of this task is to determine the impact of the PROJECT options on surrounding roads, potential access points on State Road A1A, need for turn lanes, and the potential of signalization at driveway entrances, as applicable, as well as considerations impacting evacuation from the barrier island. Parking considerations will also be evaluated. As part of this task, KHA will:

- Evaluate the impact of the desired development scenario on surrounding roadways.
- Provide guidance on access locations and potential need for turn lanes and signalization.
- Identify various mitigation measures that may be implemented to offset deficiencies, if any.
- Plan diagrams of access and circulation (vehicular, bike, pedestrian, service), alternative parking solutions, landscape and open space
- Evaluate the potential parking requirements for each scenario and discuss potential parking mitigation measures such as shared parking, alternate parking studies, or shuttle service.

It is anticipated that all data required for this analysis are available from Palm Beach County and the City of Lake Worth Beach.

Deliverables:

A Traffic and Parking Assessment memorandum summarizing preliminary investigations, roadway impacts, access considerations, potential turn lane and signalization needs, parking demand for each scenario, and recommended mitigation measures.

Sub Task 3.5: Outreach – Stakeholders and Public Engagement

The Consultant Team will conduct outreach to share up to three (3) conceptual PROJECT options and gather feedback from key stakeholders and the public. This will include **up to ten (10) in-person meetings with identified stakeholders** such as HOAs, nonprofits, and community partners, as well as a **drop-in style Public Open House** to present conceptual PROJECT alternatives and obtain public input. Feedback will be documented and used to refine the options, ensuring they reflect both technical feasibility and community priorities.

Deliverables:

- **Stakeholder Meetings - Up to ten (10) in-person meetings.**
- **Public Open House** including materials and displays.
- Memorandum documenting input and refinements to conceptual project options.

Sub Task 3.6: Preferred Project and Next Steps

Based on the input of Sub Task 3.4, the Consultant will work with City Staff to select a preferred conceptual PROJECT for final presentation to City Commission. The Consultant Team will synthesize the outcomes of Task 3 into a clearly defined and preferred development option for the Municipal Beach Complex. This will include preparation of a Site Plan and Massing

Study that illustrates the selected program and general site layout, building forms, circulation patterns, parking approach, and integration of public spaces. The preferred option will reflect community and stakeholder feedback and alignment with the vision and guiding principles established earlier in the process.

In addition, the Team will prepare a list of key requirements necessary to advance the preferred option toward implementation. These requirements may include zoning amendments or variances, pros/cons of public benefits, listing of amenities, infrastructure and utility improvements, permitting needs, funding strategies, and potential partnership structures (e.g., public-private partnerships). By outlining these requirements, the Consultant Team will provide the City with a roadmap for next steps, highlighting both the opportunities and challenges associated with moving the PROJECT forward into the implementation phase.

At the end of this Task, the Consultant Team will do a Final Presentation to City Commission. The goal of the final presentation is to present recommendations based on consultant work and feedback from the public, as well as gaining consensus and direction on how to proceed with Phase II

Deliverables:

- Preferred MBC Development PROJECT - Site Plan and Massing Study.
- Summary memorandum outlining regulatory, financial, infrastructure, and partnership requirements to advance the preferred option.
- **Final Presentation at City Commission Meeting** including materials and displays.

PHASE TWO | DESIGN DRIVEN PLAN AND IMPLEMENTATION

This second phase of work involves detailed planning, financial considerations, recommendations and implementation strategies for the Phase 1 selected/preferred PROJECT. Phase 2 begins after Phase 1 work identifies and confirms the feasibility and selection of a viable project for the MBC facility and site, and key leaders and decision-makers show strong engagement and support for the Phase 1 proposal.

Phase 2 includes the following two (2) Tasks and respective Sub Tasks as detailed below:

TASK 4: DEVELOP “DESIGN DRIVEN PLAN”
TASK 5: MBC PLAN IMPLEMENTATION

The scope of work for Phase 2 is detailed below. The breakdown of fees by task will be developed in consultation with City Staff once Phase 1 work is completed.

TASK 4: DEVELOP “DESIGN DRIVEN PLAN “

Based on the selected development PROJECT by City Commission, the Consultant Team shall move forward into further development of the PROJECT by defining an overall approach that will identify necessary components including infrastructure capacities, program requirements, parking, phasing and other project characteristics. The Consultant will develop, in consultation with City Staff, a strategy for additional public outreach and engagement during this Phase 2 work.

Sub Task 4.1: Evaluation of Site infrastructure

The Project design ‘package’ will identify necessary infrastructure improvements to meet the proposed project’s storm water management, demand for water and sewer and site electric capacities to be evaluated by civil engineers and electrical engineers. During this task, we will work with the team to assess potential relocation of any roadways or existing easements.

Deliverables:

Memorandum summarizing requirements identified during site infrastructure evaluation.

Sub Task 4.2: Definition of Project Character

During this task, the Consultant will create vision sketches to explore and depict the conceptual architectural massing of the

Project. These will include "in-house" 3D massing and selected "mood images" to depict building character, single-line layouts of typical building plans, and overall building heights.

The Project 'character design' package will depict the architectural character and scale of the project and include definition and size of the elements in the public realm that will set the criteria for the Project's streetscapes and landscapes to be used by the landscape architect and civil engineer to address walkability, bike paths, and other mobility options that will enhance access and overall project experience.

Deliverables:

- Up to three (3) renderings of the project depicting architectural character and scale definition.
- Order of magnitude costs will be developed at a high level and based on industry standards, for necessary site related improvements and building(s).

Sub Task 4.3: Updated Matrix of Public Benefits

The Consultant together with Lambert Advisory will generate data suitable for development of the Project proforma to evaluate the pros and cons of the selected project and assess impacts to identify public benefits.

Deliverables:

The Consultant will prepare an Updated Matrix of Public Benefits.

Sub Task 4.4: Zoning and Land Use Recommendations

The Consultant will provide zoning and land use recommendations and will work with the landscape architect to develop parameters that will accompany a process of regulatory changes. Recommendations will include:

- Building envelope parameters such as building height, setbacks, step backs, etc.
- Building capacity.
- Parking requirements.
- Site requirements including landscape, open space, and other site characteristics such as access and view corridors.
- Design Standards.

Deliverables:

Memorandum summarizing land use, zoning, and landscape recommendations necessary for implementation of the project including:

- Illustrative site plans and necessary sketch plans.
- Three (3) illustrative renderings.
- Building regulation and land use change recommendations.
- Identification of zones of development and potential phasing scenarios.

TASK 5: MBC PLAN IMPLEMENTATION

Under this Task, the Consultant will provide strategic advisory services to the City to support the implementation of the proposed development project. The Consultant will not be engaged in the Formal Solicitation Process. The outline below is for reference only.

Sub Task 5.1: Developer Forum

A Developer Forum is a proactive outreach tool designed to raise awareness about upcoming redevelopment opportunities and foster early engagement with the development community. The forum serves as a platform for cities to present project goals, share preliminary site information, and solicit feedback from experienced developers before issuing a formal solicitation.

Working in collaboration with the City, the Consultant will:

- Identify and invite a targeted list of qualified developers, investors, and industry stakeholders.
- Coordinate, market, and facilitate the Developer Forum to maximize participation.

- Capture input and produce an after-action report summarizing key findings, market insights, and recommendations that may strengthen the formal solicitation process.

Deliverables:

Materials and displays about the MBC development for the Developer Forum.

FORMAL SOLICITATION PROCESS – NOT INCLUDED / BY CITY ONLY

Once the City's staff has determined that a competitive solicitation process is the appropriate method for project implementation, the CITY will define the most appropriate procurement method for selecting and engaging a qualified and capable project development team based on a clear and compelling solicitation document.

The CITY will draft key solicitation documents, including the Scope of Work (SOW), performance specifications, and legal terms and conditions. Additional information includes: developing evaluation criteria and scoring process to ensure consistency and compliance; assisting evaluation committee with proposal reviews scoring of submitted proposals; assist in planning and facilitating oral presentations from shortlisted respondents; provide summaries and objective analysis; City's staff and evaluation committee will perform all scoring and final ranking; City shall prepare a final report summarizing the evaluation process, scoring results, and rationale for the recommended vendor selection.

CITY Deliverables:

- *Project procurement strategy document.*
- *Complete draft of the solicitation document (e.g., RFP, IFB, RFQ).*
- *Documentation of the pre-proposal conference, including presentation materials and Q&A log.*
- *All issued addenda.*
- *Vendor evaluation and scoring methodology.*
- *Final evaluation report, including recommendation for award.*
- *Summary of contract negotiations.*
- *Draft final contract document.*

We look forward to working with the City of Lake Worth Beach on this transformative project and are ready to begin work upon approval. Please contact me with any questions and to discuss next steps.

Sincerely,

ZYSCOVICH, LLC.

Grace Perdomo
Senior Vice President of Civic
E: gperdomo@zyscovich.com
T: 305-372-5222

EXHIBIT A: PHASE 1 FEE PROPOSAL BREAKDOWN BY TASKS

PHASE 1: STRATEGIC PLANNING						
Consultant Team	Zyscovich LLC. Master Planning, Urban Design and Architecture	Kimley Horn & Associates Civil and Coastal Engineering, Landscape Architecture, Traffic Analysis	TLC Engineering MEP, Structural and Site Electrical Engineering	Lambert Advisory Market Analysis and Feasibility Study	RMCG Consulting Group Public Outreach and Engagement	FEES
PHASE 1 TASKS						
TASK 1:						
MBC SITE AND BUILDING ASSESSMENT	\$65,000.00	\$41,110.00	\$39,600.00	\$2,500.00	\$2,500.00	\$ 150,710.00
Sub Task 1.1 Project Kick-Off Meeting and Site Visit						
Sub Task 1.2 Data Compilation						
Sub Task 1.3 Data Review, Analysis and Mapping						
Sub Task 1.4 SWOT Analysis						
TASK 2:						
MBC OPPORTUNITIES ASSESSMENT	\$60,000.00	\$25,850.00	\$16,500.00	\$0.00	\$19,745.00	\$ 122,095.00
Sub Task 2.1 Planning Scenarios - Up to 3						
Sub Task 2.2 (a) Preparation for Workshop & Stakeholder Meetings						
Sub Task 2.3 (a) Workshop with Commissioners and Key City Staff						
TASK 3:						
MBC DEVELOPMENT OPTIONS	\$95,000.00	\$12,800.00	\$10,500.00	\$39,250.00	\$20,237.00	\$ 177,787.00
Sub Task 3.1 Visioning						
Sub Task 3.2 Market Assessment and Feasibility						
Sub Task 3.3 Conceptual Project Options - Up to 3 "Testings"						
Sub Task 3.4 Traffic Analysis						
Sub Task 3.5 (a) Stakeholder Meetings & Open House						
Sub Task 3.6 (a) Preferred Project and Next Steps						
Sub Total Fees =	\$220,000.00	\$79,760.00	\$66,600.00	\$41,750.00	\$42,482.00	\$ 450,592.00
Reimbursable Expenses						\$ 22,529.60
PHASE 1 TOTAL FEES =						\$ 473,121.60

(a) Sub Task with Public Outreach Component

PHASE 2: DESIGN DRIVEN PLAN AND IMPLEMENTATION *						
* The proposed tasks for Phase 2 are outlined below. The breakdown of fees by task will be developed in consultation with City Staff once Phase 1 work is completed.						
Consultant Team	Zyscovich LLC. Master Planning, Urban Design and Architecture	Kimley Horn & Associates- Civil and Coastal Engineering, Landscape Architecture, Traffic Analysis	TLC Engineering MEP, Structural and Site Electrical Engineering	Lambert Advisory Market Analysis and Feasibility Study	RMCG Consulting Group Public Outreach and Engagement	FEES
PHASE 2 TASKS - PROPOSED						
TASK 4:						
DEVELOP DESIGN DRIVEN PLAN						To be determined
Sub Task 4.1 Evaluation of Site Infrastructure Needs						
Sub Task 4.2 Definition of Project Character						
Sub Task 4.3 Updated Matrix of Public Benefits						
Sub Task 4.4 Zoning and Land Use Recommendations						
TASK 5:						
MBC PLAN IMPLEMENTATION						To be determined
Sub Task 5.1 Developer Forum						
Sub Total Fees =						
Reimbursable Expenses						
PHASE 2 TOTAL FEES =						
Format Solicitation Process - BY CITY ONLY						NA

SCOPE OF WORK - PROCESS OUTLINE

