

TASK ORDER No. 19

**CONTINUING PROFESSIONAL SERVICES
(Surveying)**

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 State of 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 August, 28 2025, and services are generally described as: Paid Downtown Parking and Residential Parking Permit Program Implementation Consulting (the “Project”).

2.0 Scope

Under this Task Order, the CONSULTANT will provide the City of Lake Worth Beach with Surveying 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 within **330** calendar days 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 **\$112,290**. 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 Benjamin Sands, CPP, phone (980) 242-4376; email: Benjamin.Sands@wginc.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 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 (Surveying) 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. 19 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

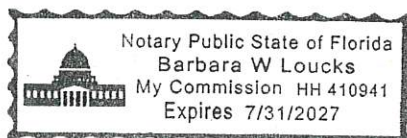
By: _____
Yannick Ngendahayo, Financial Services Director


[Corporate Seal]
STATE OF FLORIDA
COUNTY OF PALM BEACH

CONSULTANT: **WGI, INC.**

By: Kate Fontaine
Authorized Representative

THE FOREGOING instrument was acknowledged before me by means of physical presence or online notarization on this 3rd day of September 2025, by Kate Fontaine as the VP, Administration [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 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.



Barbara W. Loucks
Notary Public Signature

Notary Seal:

Exhibit “1”

(6 Pages)



August 28, 2025

Jamie Brown | *Interim City Manager & Director of Public Works*

CITY OF LAKE WORTH BEACH

1749 3rd Avenue South | Lake Worth Beach, FL 33460

jbrown@lakeworthbeachfl.gov

Re: Paid Downtown Parking and Residential Parking Permit Program Implementation Consulting
WGI Proposal: 25.2213

Dear Jamie,

WGI, Inc. (WGI) is pleased to provide this proposal to the City of Lake Worth Beach (CLIENT) for professional services on the above-referenced project. Our scope of services and corresponding fees are detailed below. In addition, it is agreed that WGI's services will be performed pursuant to WGI's current continuing services agreement with Client.

PROJECT UNDERSTANDING

The City Council has recently approved the transition to a paid parking program for Downtown Lake Worth Beach. This initiative will be accompanied by the implementation of Residential Permit Parking zones in neighborhoods adjacent to downtown as well as a smart card program to eliminate cash acceptance at the parking meters. Client has requested WGI assist the City with implementation of the paid parking and residential parking zones in and around downtown.

SCOPE OF SERVICES

PHASE 1 – Planning & Logistics *(297 Hours Estimated)*

I. Planning for Downtown Paid Parking and Residential Parking Districts

Tasks will include providing input, analysis, and recommendations to assist the City with preparing for the implementation of paid and permitted parking in and around downtown:

- A. *Downtown Paid Parking District and Residential Parking Permit District Boundaries, Rate Strategies, and Permit Zones* – WGI will assist the City in formalizing the Downtown Paid Parking and Residential Permit District boundaries. The area envisioned will encompass from the Railroad tracks on the West side to Golfview Road on the East side, and from 7th Ave. North on the North side, to 6th Ave. South on the South side. In addition, WGI will advise City staff as they determine the specific rate/time-limit as well as Residential Permit Zone strategies for on and off-street parking in the area. Once the areas and strategies are determined, WGI will generate a GIS map of the paid parking district and residential permit zones, providing all GIS shape files to the City upon completion. *(47 Hours Estimated)*
- B. *Paid Parking and Residential/Employee Permit Parking Regulatory and Instructional Signs and Placements* – WGI will work with City staff to generate draft sign messages and placement locations for regulatory and instructional signs for paid on-street and off-street parking, as well as residential/employee permit parking. These sign messages will be in accordance with existing City regulatory signs and build upon off-street sign recommendations included in the 2018

study. All graphics, branding and color design will be done by the City or it's designee. (34 Hours Estimated)

- C. *Parking Meter Technology Procurement, Signs, and Placements* – WGI will consult with City staff to assist with parking meter procurement, provide recommended messages for instructional signs/decals, and identification of recommended meter placement locations. (26 Hours Estimated)

➤ **Phase 1 Task 1 Deliverable:** GIS shapefiles (districts, rates, sign locations, meter locations); Recommended Meter Sign/Decal Messages;

II. Enhancing Parking Operations & Enforcement

Tasks will include providing input, analysis and recommendations to assist the City with expanding management and support of the City parking operations with the implementation of paid and permitted parking in and around downtown:

- A. *Updated Peer City Review* – WGI will update the most recent peer review to include additional information about paid downtown parking (fees, policies, and processes), and residential/employee permit programs (fees, policies, and processes). (22 Hours Estimated)
- B. *Parking Operations Workforce Capacity and Logistics Review* – WGI will work with City staff and provided data to estimate the current workforce capacities for parking enforcement and administration. These metrics will be used in generating an estimate of needed additional staff once downtown paid parking and residential permit programs are in operation. WGI will assist City staff in determining intended staff schedules and enforcement patrol zones considering any changes the implementation of downtown paid parking will bring (e.g. expanded parking enforcement times and days). (59 Hours Estimated)
- C. *Paid Parking Revenue and Expense Model* – Using information provided by the City and developed in the preceding task, WGI will generate a model of estimated parking expense and revenue for Downtown. This model will seek to estimate net operating income (NOI) from the parking operation using a range of parking rates to provide the City an understanding of possible return the paid parking system can generate at various rates. (51 Hours Estimated)
- D. *Loading Zone Management* – From City provided information, WGI will assist City staff in a review of current loading zone usage and operational challenges in the downtown area, gather input from stakeholders such as businesses and delivery services, and review best practices from other cities to develop data-driven recommendations and draft policies to improve loading zone management, including updated time limits, enforcement strategies, and the potential use of smart technologies. The scope also includes providing recommendations and input to the City for an implementation plan with clear operational guidelines and strategies for effective public communication, helping the City enhance curbside efficiency and better support downtown business operations. (21 Hours Estimated)
- E. *Parking Data Retention/Optimization Recommendations* – WGI will work with City staff to recommend processes to improve how parking data is used. These recommendations will include processes and considerations for data security, retention, and user anonymity. (20 Hours Estimated)
- F. *Parking Meter Maintenance and Troubleshooting Guide* – WGI will work with the City staff and the parking meter vendor to develop a guide of parking meter maintenance duties and

troubleshooting techniques and processes to repair and maintain parking meters the City uses. *(20 Hours Estimated)*

- **Phase 1 Task 2 Deliverable:** The input, analysis, and recommendations included in Task 2 will be provided in a Summary Memo including an updated peer review; parking workforce capacity analysis; paid parking revenue and expense model; loading zone management recommendations; data retention/optimization recommendations and a parking meter maintenance and troubleshooting guide.

III. Residential Parking Permit (RPP) Program Planning

Tasks will include providing input, analysis and recommendations to assist the City with implementing a processes to manage expanded parking permit programs:

- A. *Permit Program Activation, Application, Enrollment, and Administration Process Recommendations* – Working with City staff and the permit vendor, WGI will assist the City in development of a permit program activation, application, enrollment, and administration process for residential permit programs (RPP) in and around downtown. The process will build upon the City's existing beach permit program and include processes for online and in-person application and enrollment. *(42 Hours Estimated)*
 - **Phase 1 Task 3 Deliverable:** The input, analysis, and recommendations included in Task 3 will be provided in a Summary Memo detailing our planning recommendations for residential parking permit programs.

PHASE 2 – Communications *(133 Hours Estimated)*

I. Public Outreach, Marketing, and Branding

Tasks will include providing input, analysis and recommendations to assist the City with educating and informing the public about the changes to parking in downtown:

- A. *Downtown Paid Parking Marketing* – WGI will provide input and recommendations to City staff or their designee to develop marketing and branding materials for the introduction of paid parking in downtown. Materials may include a parking operations brand, temporary and permanent sign messaging, flyers, web content, social media messaging, press release language, and recommendations for outreach. This task will provide a marketing implementation plan intended to keep the public well informed of the changes to parking in downtown. *(35 Hours Estimated)*
- B. *Resident Permit Program Marketing* – WGI will input and recommendations to City staff or their designee to assist in development of marketing and branding materials for the RPP. Materials may include temporary and permanent sign messaging, direct mail notifications, social media messaging, and press release language and recommendations for outreach. *(15 Hours Estimated)*
- C. *Stakeholder Engagement* – WGI coordinate with City staff to hold up to three (3) stakeholder virtual meetings to encourage robust stakeholder engagement in the process. As directed by the City, these meetings are intended to bring together residents, business owners, and other key stakeholders to discuss project goals, review proposed policies and processes, address concerns, and provide feedback on program design and communication strategies. *(33 Hours Estimated)*
- D. *Project Webpage* – WGI will support the City's creation and maintenance of a dedicated project webpage to provide information and updates on the implementation of paid downtown parking

and permitted residential parking. The City will host the webpage and WGI will provide timely content and materials for posting. WGI will ensure that all project updates, meeting information, key documents, and public engagement materials are clear, accessible, and regularly updated to facilitate transparent communication and ongoing stakeholder engagement throughout the project. *(50 Hours Estimated)*

- **Phase 2 Task 1 Deliverable:** The input, analysis, and recommendations included in Task 1 will be provided in a Summary Memo detailing our paid and residential parking marketing recommendations; a summary of stakeholder meetings; project webpage materials.

PHASE 3 - Implementation *(86 Hours Estimated)*

I. Downtown Paid and Permitted Parking Implementation

Tasks will include providing input, analysis and recommendations to assist the City with implementing paid and permitted parking in downtown:

- A. *Scaling Parking Operations* – Based on the analysis performed in preceding tasks, WGI will provide input and recommendations to the City for scaling parking enforcement and general parking operations to incorporate high levels of customer service and rigorous enforcement of paid and permitted parking in downtown. Recommendations will provide strategies for consistent enforcement and educational efforts to ensure both residents and visitors are informed about new regulations, ultimately supporting improved turnover, compliance, and equitable access to downtown parking. *(14 Hours Estimated)*
- B. *Meter and Sign Installation Review* – WGI will review the installation of parking meters and signage to ensure they are placed in accordance with approved plans, regulatory requirements, and best practices for visibility, accessibility, and user clarity. *(12 Hours Estimated)*
- C. *Enforcement Grace Periods and Warning Citation Protocols* – WGI will provide input and recommendations to City staff regarding grace periods for enforcement and warning citation protocols. This will include evaluating best practices and local context to propose appropriate grace periods before full enforcement begins, such as issuing warning citations for initial violations to give the public time to adjust to new regulations. WGI will provide input to City staff to develop clear protocols for when and how warnings are issued versus formal citations, ensuring the approach supports public understanding, voluntary compliance, and a smooth transition to paid and permitted parking. *(14 Hours Estimated)*
- D. *Compliance Metrics and Adjustments* – WGI and City staff will review compliance metrics related to paid and permitted parking, including occupancy rates, citation data, and payment compliance, at 30, 60, and 90-day intervals following program launch. Based on this analysis, WGI will provide data-driven recommendations for adjustments to enforcement strategies, signage, meter operations, or public communication to address any identified issues or improve compliance. Recommendations will be tailored to varying levels of compliance and will support the City in optimizing the effectiveness and user experience of the parking program as it matures. *(30 Hours Estimated)*
- E. *Electric Vehicle (EV) Charging/Parking Considerations* – WGI will review and provide recommendations on the integration of EV charging and parking within the paid and permitted downtown parking program. This will include assessing existing and planned EV charging infrastructure, advising on the appropriate number and location of EV-capable, EV-ready, and

EVSE-installed spaces, and ensuring compliance with relevant building codes, parking ordinances, and ADA accessibility requirements. WGI will also consider best practices for signage, safety features, and user access, and will recommend policies for EV charging space use, enforcement, and inclusion in overall parking management strategies to support future growth in electric vehicle adoption. *(16 Hours Estimated)*

- **Phase 3 Task 1 Deliverable:** The input, analysis, and recommendations included in Task 1 will be provided in a Summary Memo detailing our recommendations for scaling parking operations; a summary of our meter and sign installation review; a summary of recommendation for grace periods and warning citation protocols; our recommendations for operational adjustments based on compliance; and our Electric Vehicle charging/parking recommendations.

Any additional optional services requested by CLIENT will be provided in accordance with WGI's hourly fee schedule in effect at the time of service, or a fixed fee to be negotiated once the scope of service is defined.

PROFESSIONAL FEES

We propose to perform the scope of services included on an hourly fee not-to-exceed (NTE) plus reimbursable expense basis. We propose a **budget of \$112,290** (561 Hours Estimated) for this project, in accordance with our existing agreement. We will not exceed the budgeted amount without prior written authorization from you. Customary project-related expenses include travel, mileage, reproduction, and shipping which are anticipated to be minimal for this project. Any additional services requested by CLIENT will be provided in accordance with WGI's hourly fee schedule in effect at the time of service, or a fixed fee to be negotiated once a scope of service is defined.

PROJECT SCHEDULE

We anticipate being able to begin this project immediately upon receiving notice to proceed, with post implementation tasks completed by July 2026. Our overall project timeline encompasses approximately eleven (11) months from August 2025 to July 2026.

Phase/Task	Estimated Timeline	Estimated Fees
Phase 1 Task 1: Planning for Paid and Permitted Parking	2-3 Months	\$21,170
Phase 1 Task 2: Enhancing Parking Operations and Enforcement	4-5 Months	\$38,210
Phase 1 Task 3: Residential Permit Program Planning	2-3 Months	\$8,680
Phase 2 Task 1: Communications	2-3 Months	\$26,660
Phase 3 Task 1: Implementation	5-6 Months	\$17,570

PROPOSAL ACCEPTANCE

We appreciate the opportunity to be of service to the City of Lake Worth Beach. Upon acceptance of this proposal, in accordance with our existing agreement and Fee Schedule, please provide a Task number as our notice to proceed.

Respectfully submitted,
WGI, Inc.



Benjamin Sands, CPP
Manager - Parking Planning & Operations



Rob McConnell, PE
Vice President – Parking