

CITY OF DELRAY BEACH COMPREHENSIVE PLAN

SCOPE OF SERVICES

I. PHASE AND TASKS

Phase 1 – Start-up and Analysis

By establishing the format and review procedures early, including the establishment of table of contents, and a style guide and review format for each deliverable, CGA will create an annotated outline which will serve as a tracking “matrix” showing old and new sections that will be updated throughout the process. In addition, outreach and meeting dates will be further defined.

Our assessment will involve a thorough review of the City’s relevant documents including but not limited to the current Comprehensive Plan, Neighborhood and Redevelopment Plans, Special Studies/Plans, Regulations, Standards, and Definitions. A list of these documents will be provided by the City. We will synthesize the findings by formulating a matrix/annotated outline organized by chapter identifying the strengths, weaknesses and deficiencies within each element as well as what component to include in the new elements.

Deliverables

- *Document formats for all deliverables including but not limited to the main plan, maps, Citizen pamphlet, E-Newsletter, website, meeting minutes, presentations, survey, meeting handouts, and the supporting data. This shall take into account the arrangement of elements into four (4) broad areas such as Context, Natural Environment, Built Environment and Implementation.*
- *List off the existing and needed supporting data*
- *Annotated Outline/Matrix*
- *Format of Kickoff Meeting*
- *Format of E-Newsletter and timing. City staff will provide layout, distribution content for eight (8) E-newsletters throughout the process unless noted.*
- *Schedule of Project Team Meetings, fourteen (14) total*
- *Minutes of staff and other meetings*

Phase 2 – Kick Off

Upon completing the initial assessment, CGA along with City staff will facilitate a kick-off meeting with Planning Staff, the Steering Committee, and the Planning and Zoning Board at a public meeting. This meeting will be legally noticed as well as advertised through the website and social media to encourage public involvement. CGA will discuss information needed to formulate the issues to address in the rewrite of the Comprehensive Plan as well as the schedule for meetings. This initial meeting will also discuss the best methods for ways the project team will provide outreach to the community.

Deliverables

Deliverables will be provided in both written and electronic format to include:

- *Power Point Presentation*
- *Updated Annotated Outline*
- *Information for website and social media platform. CGA will provide materials including text, photographs, maps, renderings, and other images for the City's website.*
- *Meeting Minutes;*
- *Hardcopy Meeting Notices (copies, postage and envelopes excluded)*
- *Digital Meeting Notices (email blast from dedicated web page, city email/notification system, department Twitter account, etc.)*

Phase 3 – Steering Committee and Newsletters

CGA along with the City staff will organize and lead Steering Committee meetings, a total six (6) (excluding the initial kick-off meeting) meetings. At each meeting, CGA will provide full project status reports in order to receive guidance and direction on the work products.

Deliverables

- *Written Project Status Report*
- *Presentation Materials*
- *Six (6) of the eight (8) E-Newsletters; one after each committee meeting summarizing what took place. City staff will provide layout, distribution and content of newsletter.*
- *Meeting Minutes*
- *Web Page Updates*
- *Hardcopy Meeting Notices (copies, postage and envelopes excluded)*
- *Digital Meeting Notices (email blast from dedicated web page, city email/notification system, department Twitter account, etc.)*
- *Updated Annotated Outline*
- *Any Supporting Data and Analysis*

PHASE 4 – INDIVIDUAL AND GROUP INTERVIEWS

To understand the issues with the Comprehensive Plan, the people identified by staff and/or the Steering Committee as the key users will be interviewed on a one-on-one or group basis to ascertain their recommendations for the update to the comprehensive plan. CGA will conduct fifteen (15) interviews or meetings with key neighborhood groups, organizations, companies, and individuals identified by City staff and/or the Steering Committee.

The issues, ideas, and recommendations identified through the interview process will be summarized and prepared into a presentation for the community workshop.

Deliverables

- *Attendance at fifteen (15) interviews; Interviews may be scheduled in conjunction with other CGA visits.*
- *Presentation Materials*
- *Meeting Minutes*

PHASE 5 – COMMUNITY WORKSHOPS AND SURVEY

CGA will conduct four (4) community workshops as part of the public outreach process.

The issues, ideas, and recommendations identified through the interview process and steering committee meetings will be summarized into a presentation for the four (4) community workshops. Invitations to the workshops will be broad based to community groups, residents, business owners and managers, land owners, and members of the development community. CGA will reach out using a variety of means such as a general mailing, posted flyers, announcements on Commission and Board agendas, website postings media outlets, and postings on any social media the city utilizes to reach out to the citizens of Delray Beach. The CGA Team will make a point of asking participants that attend the community workshop how they heard about it so the most effective means of getting the word out can be identified and emphasized during the remainder of the outreach process.

Invitations to the workshops will be broad based and include outreach to residents, business owners and managers, land owners, contractors, and other members of the community. CGA will assist the City with advertisements including a general postcard mailing, flyers, announcements on City and Board agendas, postings to the project website portal and any social media sites the City utilizes to reach out to its citizens.

Before each workshop, the CGA Team along with City staff will prepare a presentation explaining the purpose of the meeting. This will include but shall not be limited to an explanation for any proposed recommendations or changes in order to facilitate the discussion and elicit input from the attendees. CGA will present the issues, ideas, and recommendations identified to date through the interviews with the various users. The audience will then be directed to join a small groups for a facilitated discussion of issues that pertain to them. The three groups can be but are not limited to:

- Residents and Homeowners
- Business owners, commercial land owners, and commercial tenants
- The development community

A CGA and/or City staff member will facilitate each group and take notes on the issues, ideas, and recommendations that are discussed. After this breakout session, each group will report back their findings to the main group. CGA will provide Hand held voting devices or similar method in order to gauge the opinions and/or concerns while ensuring that each attendee is able to voice their opinion in an anonymous fashion while giving opportunity for further discussions.

This input will be used in the development of the status reports presented to the steering committee.

Throughout these workshops, CGA staff will compile and maintain an email list of interested parties in order to keep them informed of all work products prepared for public discussion as well as upcoming meetings and links to draft work products.

CGA, with City staff input, will prepare a web based survey to be disseminated to the citizens, businesses, and interest groups in the City via email, social media, the project website, and other methods as determined by City staff. The purpose of the survey is to seek input and opinions to help guide the formation of the Cities goals, objectives and policies for the new comprehensive plan.

Deliverables

- *Attendance at Four (4) Community Workshops*
- *Web Page Updates*
- *Hardcopy and Electronic Meeting Notices (copies, postage and envelopes excluded)*
- *CGA will assist City Staff in drafting one (1) summary article for the E-Newsletter. City staff will provide layout, distribution and remaining content.*
- *Digital Meeting Notices (email blast from dedicated web page, city email/notification system, department Twitter account, etc.)*
- *Community workshop presentation materials*
- *Updated Annotated Outline*
- *Meeting minutes*
- *Supporting Data and Analysis*
- *Draft and Final Survey*
- *Survey Results and analysis*

Phase 6 – Public officials and Community Representative’s Roundtable

At part of this phase in the project the results of all community workshops, steering committee work sessions and individual/group interviews will be presented at a joint meeting of the Planning and Zoning Board and the City Commission. Included will be a summary of any policy considerations needing input.

Deliverables

- *Updated Annotated Outline*
- *Briefing Book summarizing results*
- *Policy Considerations*
- *Presentation Materials*
- *Web Page Updates*
- *Hardcopy Meeting Notices (copies, postage and envelopes excluded)*
- *Digital Meeting Notices (email blast from dedicated web page, city email/notification system, department Twitter account, etc.)*

Phase 7 – Final Analysis and Draft Plan

The update to the Comprehensive Plan will be a culmination of both previous goals, objectives, and policies and the new goals, objectives and policies and will include an existing conditions analysis, summary of the stakeholder interviews, analysis of regulations and planning issues, summary and analysis of the citizen input survey, and public input received through the community outreach effort. We will evaluate potential land use changes in relation to the current land use designations and existing uses. CGA will evaluate major property holdings, development regulations, public amenities, including but not limited to civic facilities, parks and open space, public and private infrastructure, circulation patterns and gaps, and transportation facilities and needs.

CGA will collect data consistent with Chapter 163.3177 Florida Statutes (F.S.) and provide all document so that they meet the requirements of Chapter 163.3191 F.S. In order to accomplish this, the CGA team will gather and analyze existing information for all comprehensive plan elements from the South Florida Water Management District, Palm Beach County, Florida Department of Transportation, Department of Environmental Protection, Shimer Institute (University of Florida), Florida Department of Economic Opportunity, Florida Department of State, South Florida Planning Council, and other public and private service providers according to the requirements of Chapter 163 F.S. The revised new Data, Inventory and Analysis will provide the baseline for any new or amended Goals, Objectives and Policies.

The analysis will include the preparation of the GIS maps necessary to display and support the elements in the Comprehensive Plan.

Included in the evaluation will be an analysis of the following:

1. Land use and the extent of vacant and developable land
2. Regional location, land use patterns, and significant regional issues and topics
3. Population, household and labor force characteristics and trends
4. Employment and economic characteristics and trends
5. Housing
6. Quality of life factors
7. Transportation system and circulation
8. Natural, cultural resources
9. Historic resources
10. Community, parks, and recreation facilities
11. Neighborhood areas and organizations
12. Public services, permitting and regulations
13. Intergovernmental coordination
14. Infrastructure
15. Coastal management including sea level rise

CGA will prepare a working draft of proposed goals, objective and policies and supporting data and analysis to provide consistency with Chapter 163.3177 Florida Statutes (F.S.). The plan must be based on at least the minimum amount of land required to accommodate population projections for at least a 10-year planning period, the elements must be consistent with each other. With an

emphasis on targeted strategies for one, three and five year initiatives, the Comprehensive Plan will include the following 15 elements:

1. Future Land Use
2. Transportation & Mobility (Including Complete Streets policy and a Bike/Ped Master Plan)
3. Housing
4. Public Facilities
5. Coastal Management
6. Conservation
7. Open Space and Recreation
8. Economic Development (new)
9. Sustainability & Resilience (new)
10. Healthy Community (new)
11. Historic Preservation (new)
12. Intergovernmental Coordination
13. Capital Improvement
14. Public School Facilities
15. Education (new)

The Comprehensive Plan will be a culmination of existing conditions, an analysis of regulations and planning issues, and public input received through the extensive community outreach effort. We will evaluate potential land use changes in relation to the current land use.

CGA has installed an optimum GIS network environment to provide the most up to date mapping necessary for the update to the Comprehensive Plan. CGA will provide the City with all necessary maps to meet the requirements of Chapter 163.3177 F.S and any additional maps necessary for the City to achieve its goals.

CGA has the ability to produce high quality 2-dimensional and 3-dimensional graphics in support of any illustrative needs of the project. These include the ability to prepare fully rendered maps, plans, sections and elevations, as well as massing models and photo-realistic montages for before-and-after and visioning images. We currently hold 8 licenses for the entire Adobe Creative Cloud with all the latest graphic, photographic and layout creative software (including Photoshop, Illustrator, InDesign, Lightroom, Adobe Pro), over 60 AutoCAD drafting programs in various versions and iterations, ArcGIS graphic information software, 3d software including SketchUP, Maya and Rhinoceros, and photo-realistic rendering platforms including V-ray, SU Podium, and Maxwell Render.

All maps for the Comprehensive Plan will be developed using available data. As a minimum, the map series proposed for the plan shall include approximately sixty (60) maps as well as all required maps pursuant to Florida Statutes which include:

1. Regional Context Base Map
2. Land Use Maps (existing and future)

3. Transportation Network Maps
4. Community Facilities Maps
5. Public Services Maps
6. Natural Resources Maps
7. Cultural and Historic Resources Maps

Graphic Support

1. Sense of Place Character Images
2. Diagrams
3. Tables and Charts
4. Supporting Graphics
5. Web Graphics

Other maps or graphics may be developed and included as mutually agreed upon by City of Delray Beach and CGA.

Deliverables

- *Draft Comprehensive Plan (pdf and word) inclusive of goals, objectives and policies, approximately sixty (60) maps and seventy-five (75) tables/charts. It is estimated that the document will be between 450-550 pages.*
- *Web Page Updates*
- *Updated Annotated Outline*
- *CGA will assist City Staff in drafting one (1) summary article for the E-Newsletter. City staff will provide layout, distribution and remaining content*

Phase 8 – Implementation Strategy

CGA will create a short term work plan for the City. This matrix will describe proposed land development and zoning code amendments to be adopted by the City to facilitate the implementation of the Comprehensive Plan. CGA will review the Capital Improvement Plan to confirm that there are no conflicts with the proposed Comprehensive Plan update as well as the proposed code amendment list. CGA will also provide list of all goals, objectives and policies that have specific timeframes for implementation in a matrix for easy tracking. This will allow the City to annually review and update the plan.

Deliverables

- Short-Term Work Plan (pdf and word)
- Program Matrix (pdf and word)

Phase 9 - Public Hearing/Adoption

The final draft of the Comprehensive Plan will be presented at this time to the Planning and Zoning Board/LPA for review and recommendation. An executive summary outlining the public participation process, revisions, changes and rationale for the draft recommendations will be

presented. Each section will be discussed with the opportunity for modifications, revisions, additions and deletions.

Based on the input received, revisions will be made to the entire draft document if necessary. The modifications will be reviewed for internal consistency within the document and in keeping with the desires of the public. Map changes will also be reviewed concurrently.

The final draft of the Comprehensive Plan will be presented at this time to the City Commission. A briefing book summarizing the public participation process, revisions, policy direction, changes and rationale for the recommendations will be presented.

Final Deliverables

Final deliverables shall include the original format documents as well as PDF versions and will include:

- Five (5) hard copies of the full plan, including the Policy document and the Backup data
- A print ready PDF file, and an original editable version of all the Plan documents
- All maps including GIS files using a mapping tool identified for City's needs
- Policy manual that meets all State requirements
- Background reports and data for each element
- An Citizen Pamphlet of the plan that will contain an overview of the plan, a summary of each element, and the key policies that can be handed out to all residents and businesses to serve as a marketing piece. A third party translation service will be arranged by CGA to provide the pamphlet in Creole and Spanish
- A web version of the plan that is interactive with hyperlinks, and easily searchable
- Final Implementation Strategy with measurable benchmarks.

II. SCHEDULE AND FEE

PHASE	TASKS	ANTICIPATED COMPLETION	ESTIMATED HOURS AND FEE
1	Startup and Analysis a. Commencement meeting with staff to discuss format, workflow etc. b. Review and analysis of current Comprehensive Plan and supplemental strategic/vision plans c. Develop format for project kick off meeting	July 2016 September 2016 July/August 2016	\$5,400/36 hrs.
2	Community Kickoff a. Assist in Development of Web Site b. Set up social media platform c. Kick-off Meeting	July/August 2016 July/August 2016 September 2016	\$12,000/80 hrs.
3	Steering Committee and E-Newsletter		\$30,000/200 hrs.

	a. Steering Committee Work Session 1 b. Steering Committee Work Session 2 c. Steering Committee Work Session 3 d. Steering Committee Work Session 4 e. Steering Committee Work Session 5 f. Steering Committee Work Session 6 g. E-Newsletter distribution to coincide with the steering committee work sessions	October 2016 November 2016 January 2017 March 2017 April 2017 May 2017	
4	Individual and Group Interviews a. 12 Individual and/or Group interviews	October 2016 November 2016	\$12,000/80 hrs.
5	Community Workshops and Survey a. Workshop 1 b. Workshop 2 c. Workshop 3 d. Community Survey e. Community Workshop 4	October 2016 November 2016 December 2016 November 2016 May/June 2017	\$25,000/167 hrs.
6	Public Officials and Community Representative's Roundtable	January 2017	\$10,800/72 hrs.
7	Draft Plan a. Complete analysis and provide draft amendment package to staff for review including: <ul style="list-style-type: none"> Volume 1 Proposed Amendment to the GOPs FLUM Amendments GIS maps Volume 2 New Data and Analysis 	May 2017	\$105,500/704 hrs.
8	Implementation Strategy a. Short Term Work Plan b. Prepare annual update program in matrix	June 2017	\$12,000/80 hrs.
9	Public Hearings and Adoption a. LPA Hearing b. Transmittal package and presentation at public hearing c. Adoption package and presentation at public hearing d. Summary list of future code amendments e. Final copy to City after NOI issued by DEO	August 2017 September 2017 October 2017 November 2017 December 2017	\$36,000/240 hrs.
	FINAL ADOPTION	18 MONTHS	\$250,000