

## **OSCEOLA PARK REDEVELOPMENT PLAN UPDATE SCOPE OF SERVICES**

CONSULTANT (K&S) is to provide professional services associated with the update of the Osceola Park Redevelopment Plan consistent with Florida State Statutes Chapter 163.

The Osceola Park Redevelopment Plan Update will analyze and update the plan to determine if the redevelopment strategies and development standards are still applicable given the current market conditions. Additionally, the CONSULTANT shall review and incorporate all relevant components from the 2016 Community Based Master Plan for Osceola Park.

The activities required for assisting the CITY/CRA are outlined below and are for an eight (8) month period of providing professional assistance, commencing on the date of an issuance of a Notice to Proceed:

### **Task 1: Project Coordination and City Staff Meetings**

CONSULTANT shall organize and facilitate one (1) project initiation meeting with CITY/CRA to review the process and timeline for the preparation of the Osceola Park Redevelopment Plan Update and related tasks.

During the life of this project, the CONSULTANT will hold up to six (6), one (1) hour meetings by conference call and two (2) on-site meetings with the CITY/CRA to discuss the status of the project.

Deliverables:

- A finalized and detailed Project Schedule
- Agendas for the meetings
- Summary minutes of the meetings

### **Task 2: Area Inventory and Analysis**

CONSULTANT will perform a broad site inventory and analysis to describe the generalities of the project area. This examination includes existing roadway corridors, lighting, landscape, utilities, land use and property ownership, forms of circulation and the current level of community policing activity. Additionally, past, current and future neighborhood improvement projects will be studied.

Deliverables:

- Site Inventory and Analysis Report

### **Task 3: Public Involvement**

In order to collect and incorporate community and stakeholder feedback into the Osceola Park Redevelopment Plan Update, the CONSULTANT shall complete the following tasks:

- Create monthly content for distribution through the CITY/CRA existing social media and electronic communication systems.
- Plan, conduct, and analyze results from one (1) community consensus meeting (up to 3 hours) to gather input on priority projects and the vision for the Osceola Park Redevelopment Plan Update.
- Plan, conduct, and analyze results from one (1) community consensus meeting (up to 3 hours) to gather feedback on the draft Osceola Park Redevelopment Plan Update.

The CITY/CRA shall be responsible for all advertising, mailing, facility, and public noticing. If attendance is greater than 40 persons, the CITY/CRA will provide staff support.

Deliverables:

- Community Meeting Results Analysis
- Vision for the CRA

#### **Task 4: Community Redevelopment Plan**

CONSULTANT shall analyze and update the Osceola Park Redevelopment Plan to determine if the redevelopment strategies and development standards are still applicable given the current market conditions (existing property and real estate values) and recommend new neighborhood improvement projects and redevelopment strategies. Additionally, the CONSULTANT shall review and incorporate all relevant components from the 2016 Community Based Master Plan for Osceola Park and the feedback obtained at the community meeting.

The Plan shall follow statutory requirements and be consistent with the City's Comprehensive Plan. However, if the proposed changes to the plan are inconsistent with the Comprehensive Plan, the update shall identify the requisite amendments required to establish consistency.

The CONSULTANT shall provide the CITY/CRA a list of all data needs to be provided by CITY/CRA STAFF, including but not limited to crime statistics, code enforcement activity, any available traffic data counts, and infrastructure conditions and planned improvements.

The CONSULTANT shall provide the CITY/CRA with a completed draft. The CONSULTANT shall make one (1) edit to the draft based on comments from CITY/CRA.

Deliverables: (PDF and editable format)

- Draft Osceola Park Redevelopment Plan Update
- Final Osceola Park Redevelopment Plan Update
- All images in individual image files
- All PowerPoint presentations
- All materials distributed at board meetings/hearings

**Task 5: Review Process for the Proposed Community Redevelopment Plan**

Following the preparation of the Osceola Park Redevelopment Plan Update, the CONSULTANT shall present the Osceola Park Redevelopment Plan Update to the following regulatory bodies:

- City of Delray Beach CRA Board – to forward the Plan to the local planning agency. One (1) meeting
- City of Delray Beach Local Planning Agency for review of consistency with the City of Delray Beach Comprehensive Plan. One (1) meeting
- City of Delray Beach CRA Board – final adoption. One (1) meeting

The CITY/CRA shall be responsible for all public noticing, reproduction and distribution of the Plan.  
Deliverables:

- Presentations to the CRA Board and Local Planning Agency
- Updates to Plan based on LPA and Board Feedback

**TOTAL FEE**

CONSULTANT proposes to provide the above described services for the following

**Lump Sum Amount of.....\$64,750.00**