

ATTACHMENT A

SCOPE OF SERVICES

PORT ST. LUCIE BOULEVARD CORRIDOR STUDY FOR THE CITY OF PORT ST. LUCIE

SEPTEMBER 8, 2021

PROJECT DESCRIPTION:

The City of Port St. Lucie (City) seeks to engage the Treasure Coast Regional Planning Council (TCRPC) to solicit public input, analyze existing conditions, and provide recommendations for development and redevelopment of the Port St. Lucie Boulevard corridor. The Scope of Services will include the following phases of work:

Phase 1:

- Undertake due diligence research to assess land use, planning, and physical conditions along the Port St. Lucie Boulevard Corridor in the City of Port St. Lucie, generally located south of Gatlin Boulevard and north of Becker Road;
- Conduct a structured series of public input activities, including stakeholder interviews, meetings with property owners, public workshops, and presentations to the City Council;
- Generate corridor design concepts for multiple segments of the Port St. Lucie Boulevard Corridor which are representative of various lot arrangements, rights-of-way, and other conditions; and
- Develop a project report summarizing due diligence findings, public input, conceptual designs, and an implementation approach, including recommendations for revising the City's Comprehensive Plan, Land Development Regulations, infrastructure, and policies.

Phase 2:

- Conduct a financial feasibility analysis of three conceptual infill development or redevelopment scenarios as identified through the planning process, including determinations of likely investment viability and returns and estimated net new ad valorem tax yields.

SCOPE OF SERVICES:

Phase 1: Evaluation, Public Outreach, and Plan Development

Task 1.1: Due Diligence and Background Assessment

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; identify City GIS base map analysis; 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, 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 on the project mission and goals. Staff Work Session #1 will be scheduled with City 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 compile the City Comprehensive Plan, Land Development Regulations, utility plans (water, sewer, stormwater), roadway plans and right-of-way maps, ownership maps, GIS information, aerial photographs, completed and pending site plans including conversions, and other data as appropriate and provided by the City. With assistance from the City, the TCRPC team will begin to develop base maps for the project for use in developing corridor concepts.

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 staff, property owners, residents, and other representatives to tour specific areas to gain a greater understanding of relevant issues.

Preliminary Infrastructure Analysis

The TCRPC team will assess conditions related to the transportation network, potable water, sanitary sewer, stormwater, environmentally sensitive lands, parks, schools, property ownership patterns, property value analyses (age of structures, land value to total property value ratio, etc.) based on data to be provided by the City.

Staff Work Session #2

TCRPC will conduct a work session with City staff to review the field work, observations, due diligence documentation, and preliminary findings.

Task 1.1 Deliverables

Specific deliverables will include:

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

Task 1.2: Public Outreach (Phase 1)

Stakeholder Interviews

The TCRPC team will conduct up to twenty (20) stakeholder interviews virtually. The interviews will be designed to further inform the TCRPC team as to the opportunities and challenges related to redevelopment along the Port St. Lucie Boulevard corridor and will be focused on land uses, development patterns, building scale and mass, densities, and height. Interviewees are anticipated to include members of the City Council, City staff, property owners, developers, the Chamber of Commerce, real estate agents, and residents of the City, as well as representatives of other public agencies as appropriate (e.g., Florida Department of Transportation, St. Lucie County, St. Lucie Transportation Planning Organization, Treasure Coast Connector). City staff will identify recommended interviewees, and TCRPC will be responsible for scheduling and conducting the interviews.

Multimodal Team Meetings

TCRPC staff will participate in the quarterly meetings of the City of Port St. Lucie Multimodal Team throughout the course of the project to share progress updates and gain insight into City-wide efforts.

Public Workshop #1: Visioning

In order to gain public input and provide opportunity for public involvement and engagement, TCRPC will conduct a facilitated public workshop. The workshop will be open to all who are interested in attending. The workshop will include an opening presentation summarizing the intent of the effort, identify opportunities and challenges, and review development patterns.

The City will provide the workshop venue, public notice as required, and refreshments. TCRPC will provide workshop facilitators, maps, presentations, and all other workshop materials. TCRPC will work with the City regarding workshop logistics to maximize public participation both in-person and virtually utilizing City resources.

Staff Work Session #3

TCRPC will conduct a work session with City staff to review public input and preliminary plan concepts.

Task 1.2 Deliverables

Specific deliverables will include:

1. Completion of Interviews including:
 - a. Listing of Stakeholder Interviewees
 - b. General Summary of Interview Findings
2. Participation in quarterly Multimodal Team meetings
3. Completion of Public Workshop #1
4. Facilitation of Staff Work Session #3 and Documentation (Agenda, Sign-in Sheet, and Meeting Notes)
5. Project Memorandum #2 including:
 - a. Public Workshop # 1 Presentation and Documentation
 - b. Summary of Public Input

Task 1.3: Corridor Plan Concepts and Public Outreach (Phase 2)

Develop Port St. Lucie Boulevard Corridor Plan Concepts

Working with Village staff, TCRPC will integrate due diligence, preliminary findings, and public input into multiple corridor plan concepts addressing land use patterns, infrastructure improvements, and typical redevelopment scenarios. Concepts will be representative of various lot arrangements, rights-of-way, and other conditions.

Staff Work Session #4

TCRPC will conduct a work session with City staff to review corridor plan concepts.

City Council Presentation #1

TCRPC will provide a presentation to the City Council covering current project status and a summary of due diligence findings, public input, and corridor plan concepts.

Public Workshop #2

TCRPC will conduct a second Public Workshop to present a summary of the input received in Public Workshop #1 and the draft corridor plan concepts described above. The City will provide the workshop venue, public notice as required, and refreshments. TCRPC will provide workshop facilitators, maps, presentations, and all other workshop materials. TCRPC will work with the City regarding workshop logistics to maximize public participation both in-person and virtually utilizing City resources.

Task 1.3 Deliverables

Specific deliverables will include:

1. Corridor Plan Concepts
2. Facilitation of Staff Work Session #4 and Documentation (Agenda, Sign-in Sheet, and Meeting Notes)
3. Presentation #1 to the City Council
4. Completion of Public Workshop #2
5. Project Memorandum #3 including:
 - a. Corridor Plan Concepts
 - b. Public Workshop #2 Presentation and Documentation
 - c. Summary of Public Input

Task 1.4: Port St. Lucie Corridor Plan Report

Draft Project Report

The TCRPC team will assemble all project data, findings, and recommendations into a draft Project Report that will include summaries of due diligence, infrastructure analysis, and public input; recommended corridor plans (narrative, perspectives, renderings as needed); detailed analysis of representative areas (major intersections, key parcels, redevelopment opportunities); multimodal network diagrams; identification of block structure, parking, and stormwater interventions; and recommended implementation strategies (land use, zoning, infrastructure, policy). 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.

Staff Work Session #5

TCRPC will conduct a work session with City staff to review City comments on the draft report and mutually determine how to address the comments.

Final Project Report

Based on the review comments received from the City, the Project Report will be revised and finalized. The Project Report will then be provided to the City.

City Council Presentation #2

After the submittal of the final Project Report, TCRPC will present to the City Council covering the process, due diligence findings, public input, recommended corridor plans, and implementation strategies. Input received at the meeting will be incorporated as necessary into the Project Report and provided back to the City. TCRPC will coordinate the scheduling and content of the presentations with City staff.

Task 1.4 Deliverables

Specific deliverables will include:

1. Project Report (draft and final)
2. Facilitation of Staff Work Session #5 and Documentation (Agenda, Sign-in Sheet, and Meeting Notes)
3. Presentation #2 to the City Council

Phase 2: Financial Feasibility Analysis

Task 2.1: Preliminary Financial Feasibility Analysis

Preliminary Financial Feasibility Analysis

The TCRPC team will develop a preliminary financial feasibility model to analyze three conceptual infill development or redevelopment scenarios (e.g., residential, commercial, mixed-use) as identified through the planning process. This analysis will measure the overall investment viability and estimate potential land values and net new ad valorem tax revenues that could accrue to the City and other relevant taxing entities. Findings from this analysis will be incorporated into potential revisions to conceptual designs as well as land use, zoning, and other implementation recommendations in the Final Report.

Staff Work Session #6

TCRPC will conduct a work session with City staff to clarify land use conditions, assumptions, and inputs for the preliminary financial feasibility model.

Draft Financial Feasibility Memorandum

The TCRPC team will assemble the findings and recommendations from the preliminary financial feasibility analysis into a draft Financial Feasibility Memorandum. The draft Memorandum will be provided to staff for one round of consolidated edits.

Task 2.1 Deliverables

Specific deliverables will include:

1. Financial Feasibility Memorandum (draft)
2. Facilitation of Staff Work Session #6 and Documentation (Agenda, Sign-in Sheet, and Meeting Notes)

Task 2.2: Final Financial Feasibility Analysis

Staff Work Session #7

TCRPC will conduct a work session with City staff to review City comments on the draft Financial Feasibility Analysis and mutually determine how to address the comments.

Final Financial Feasibility Memorandum

Based on the review comments received from the City, the draft Financial Feasibility Analysis Memorandum will be revised, finalized, and incorporated into the Project Report as appropriate.

Task 2.2 Deliverables

Specific deliverables will include:

1. Financial Feasibility Memorandum (final)
2. Facilitation of Staff Work Sessions #7 and Documentation (Agenda, Sign-in Sheet, and Meeting Notes)

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 (produced by the City with TCRPC guidance)	Electronic copies in ArcGIS and PDF formats
Project and Workshop Presentations	Electronic copies in Power Point & PDF formats
Corridor Plans	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 \$135,000.00 (One Hundred Thirty-Five Thousand 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.

Revisions to the City’s Comprehensive Plan, Land Development Regulations, and the writing of ordinances or staff reports is not included in this Scope of Services.

PROJECT MILESTONE	%	PYMT AMT
Upon Execution	10%	\$11,000.00
Task 1.2 Due Diligence and Background Assessment (Project Memorandum #1)	10%	\$11,000.00
Task 1.2 Public Outreach Phase 1 (Interviews, Public Workshop #1, Project Memorandum #2)	25%	\$27,500.00
Task 1.3 Corridor Plan Concepts and Public Outreach Phase 2 (Corridor Plan Concepts, Public Workshop #2, Project Memorandum #3)	25%	\$27,500.00
Task 1.4 Submittal of Final Report	30%	\$33,000.00
Subtotal Phase 1	100%	\$110,000.00
Upon Execution	10%	\$2,500.00
Task 2.1 Preliminary Financial Feasibility Analysis	60%	\$15,000.00
Task 2.2 Final Financial Feasibility Analysis	30%	\$7,500.00
Subtotal Phase 2	100%	\$25,000.00
TOTAL		\$135,000.00

ANTICIPATED SCHEDULE:

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

**ATTACHMENT B
ANTICIPATED PROJECT SCHEDULE**

PORT ST LUCIE BOULEVARD CORRIDOR PLAN		2021						2022											
		J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
PROJECT SCHEDULE		3RD QTR		4TH QTR		1ST QTR			2ND QTR			3RD QTR			4TH QTR				
Task 1.1	Due Diligence & Background Assessment				■	■													
Task 1.2	Public Outreach (Phase 1)				■		■	■			■			■					
Task 1.3	Corridor Plan Concepts & Public Outreach (Phase 2)							■	■	■									
Task 1.4	Port St. Lucie Boulevard Corridor Plan Final Report										■	■	■	■	■	■			
Task 2.1	Preliminary Financial Feasibility Analysis							■	■	■									
Task 2.2	Final Financial Feasibility Analysis										■	■	■	■	■				