

**EXHIBIT C**  
**Proposal and Timeline**



December 16, 2021

Mr. Peter M. Schwarz, AICP  
Director of Community and Economic Development  
City of Oakland Park  
5399 North Dixie Highway, Suite 3  
Oakland Park, Florida 33334

Re: **City of Oakland Park – Comprehensive Plan Rewrite**

Dear Peter:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this letter agreement (the “Agreement”) to the City of Oakland Park (“Client” or “City”) for providing services related to the General Planning Services Contract (RFP #030218).

***Project Understanding***

Section 163.3191, Florida Statutes, requires each local government to assess its Comprehensive Plan to determine whether and how a Comprehensive Plan must be amended to address changes in growth management laws since the most recent update was adopted. The City submitted their Evaluation and Appraisal (EAR) Notification Letter to the Florida Department of Economic Opportunity (DEO) notifying DEO that the City has determined amendments to their Comprehensive Plan are necessary. Pursuant to Chapter 163.3192(2), Florida Statutes, within one year of the City submitting their EAR Notification Letter to DEO, proposed amendments to the Comprehensive Plan must be transmitted to DEO otherwise the City shall be prohibited from conducting any Comprehensive Plan amendments until it is completed. The DEO has advised the City that the proposed Comprehensive Plan amendments should be transmitted to the DEO by November 15, 2022.

Comprehensive Plan amendments that are an update based on an Evaluation and Appraisal must follow the State Coordinated Review Process outlined in Section 163.3184(4), F.S. Kimley-Horn will assist the City in rewriting the City’s Comprehensive Plan. A new City of Oakland Park Comprehensive Plan will be the resulting final deliverable.

***Scope of Services***

**Task 1 – Project Commencement, Data Collection, Public Outreach Meetings #1 and #2, and Marketing Coordination**

*Anticipated Timeline: January 1, 2022 – April 31, 2022)*

*Anticipated Fee: \$68,500 (includes marketing efforts to brand, design, and format the new Comprehensive Plan)*

Kimley-Horn understands that the primary point of contact from the City will be the Community and Economic Development Department staff (“City staff”). City staff may invite staff from other City departments to participate in meetings and provide input and feedback throughout the process.

### Task 1.1 Staff Project Kick-off Meeting and Initial Data Collection (Virtual)

Kimley-Horn will begin the process of critical mapping and data collection in coordination with City staff, relying on and building off the work previously done during the EAR process. Kimley-Horn will identify additional data and information that may be required to inform the Comprehensive Plan rewrite.

The Kimley-Horn team will meet with City staff to:

- Introduce team members of both the consultant and City and identify the roles that they will play in the process.
- Discuss the City's specific desired objectives and outcomes.
- Establish the tentative project schedule and milestones.
- Develop a list of key stakeholders' names and obtain contact information.
- Discuss options for public participation methods.
- Discuss public outreach meeting details, scheduling, and format.
- Determine domain main for project website.

### Task 1.2 Review of Data

The Kimley-Horn team will review collected data and documents, including, but not limited to:

**1.2.1 Planning Documents:** Kimley-Horn will review the City's past and present Comprehensive Plans, Land Development Code, and other planning studies to understand what has changed over the years and determine the effectiveness of the current documents. Kimley-Horn will work closely with staff to determine the most relevant sources of City-related planning documents.

**1.2.2 Public Facilities:** Kimley-Horn will also review public facilities and community assets (transportation, utilities, public parks, and open space) to understand their current state and any potential deficiencies. This analysis will lead to an understanding of the design and function of the City's transportation network, the effects of population changes through the year on traffic patterns (permanent versus seasonal), and the adequacy of various transportation modes (complete streets, pedestrian, bicycle, and public transportation).

**1.2.3 Regional Documents:** Kimley-Horn will review documents prepared by regional agencies that might impact the City's Comprehensive Plan (i.e., Broward County, Florida Department of Transportation, South Florida Regional Planning Council, etc.)

**1.2.4 Economics and Demographics:** Kimley-Horn will review economic and population statistics and identify the drivers that will likely affect future growth in the City. Typical sources of data used include the U.S. Census Bureau, ESRI Business Analyst Online, the American Community Survey, the Bureau of Economic and Business Research at the University of Florida, and the Florida Office of Economic and Demographic Research.

**1.2.5 GIS Mapping and Data:** Kimley-Horn will coordinate with City staff to identify the necessary GIS data for the Comprehensive Plan rewrite.

**1.2.6 Other Topics:** Other topics to be discussed at the kick-off meeting include land use issues/potential changes; current development characteristics and trends; housing supply, ownership, and affordability; employment statistics and characteristics; community facilities and services not already covered such as schools and emergency services; environmental resources, and cultural resources.

### Task 1.3 Public Project Kick-off Meeting #1

Kimley-Horn will hold a Public Project Kick-Off Meeting. At this meeting, the Kimley-Horn team will present an overview of the project scope and an overview of the data collected, followed by a forum that allows for input from attendees. Kimley-Horn will address issues such as the purpose and intent of the Comprehensive Plan, areas within the document that have worked and those that are outdated and/or not working, the issues the City is now facing (i.e., redevelopment, housing affordability, and other issues that will be

uncovered during EAR and the Comprehensive Plan data collection phase) and outline potential solutions. The public outreach meeting will include a hands-on exercise where participants will be asked by facilitators to depict their ideas or vision for the City on base maps. The information and knowledge collected at this meeting will inform the Comprehensive Plan rewrite and provide the Kimley-Horn Team with knowledge of residents' priorities and issues.

#### **Task 1.4 Existing Conditions - Update Data and Analysis**

Kimley-Horn will start with the community profile and character, which will provide a brief historic overview of the City and will use the EAR Data Inventory and Analysis document, , as the technical analyses for each Chapter. Demographic and socioeconomic data including population projections will be revisited to determine the appropriate growth scenario (likely based on Bureau of Economic and Business Research (BEBR) medium projections and the 2020 U.S. Census) for the City based on recent trends. This information will become the basis of the revisions in the Goals, Objectives, and Policies document. Future and existing deficits will be identified in the transportation, utilities, and infrastructure systems. The planning horizon will be extended to 2040. The Future Land Use Map series will be updated to reflect the current City boundary and any other Future Land Use Map changes since the last Comprehensive Plan update.

#### **Task 1.5 Marketing Coordination**

Under this task, Kimley-Horn will internally coordinate with our marketing team to establish a template for the design and layout of the new City of Oakland Park Comprehensive Plan. It is understood that the City's objective is to create a dynamic, engaging document that is user-friendly, as concise as possible, with a modern look and feel. Kimley-Horn will periodically share elements of the proposed design throughout the duration of the project for City Staff input and approval.

#### **Task 1.6 Public Outreach Meeting #2**

Kimley-Horn will hold a second public outreach meeting. This meeting will be held virtually. At this meeting, the Kimley-Horn team will present the branding of the new Comprehensive Plan followed by a forum that allows for input from attendees. Kimley-Horn will facilitate a discussion that will assist in the development of Goals for each Chapter of the new Comprehensive Plan. The information and knowledge collected at this meeting will inform the Comprehensive Plan rewrite and provide the Kimley-Horn Team with additional insight into the community's priorities and issues.

### **Task 2 - Amendment Matrix**

*Anticipated Timeline: On-going*

*Anticipated Fee: \$12,000*

#### **Task 2.1 Amendment Matrix**

Kimley-Horn will create an Amendment Matrix listing the recommended changes by Chapter to the Goals, Objectives, and Policies. This exercise will be performed in close coordination with City staff to develop appropriate decisions for change. This Amendment Matrix will provide the foundation of the breadth and scope of the amendments to the Comprehensive Plan. Before drafting of the Comprehensive Plan commences, Kimley-Horn will confirm the direction of the changes with City staff through responses to the Amendment Matrix.

### **Task 3 Comprehensive Plan Rewrite and Development of New Chapters**

*Anticipated Timeline: May 1, 2022 – December 30, 2022*

*Anticipated Fee: \$128,000*

Kimley-Horn will proceed with drafting the rewriting the Goals, Objectives, and Policies upon City staff approval of the recommendations in the Amendment Matrix.

### Task 3.1 Update Goals, Objectives, and Policies

Following the completion of the updated data and analysis, the Goals, Objectives, and Policies of the following Chapters will be amended to incorporate the City's vision, address deficiencies, and establish a framework for the future of Oakland Park through 2040.

- Future Land Use
- Transportation
- Housing
- Sanitary Sewer, Solid Waste, Drainage, Potable Water, and Natural Groundwater Aquifer Recharge (Infrastructure)
- Coastal Management
- Conservation
- Recreation and Open Space
- Intergovernmental Coordination
- Capital Improvements
- Land Use Implementation
- Capital Improvements Implementation
- Monitoring and Evaluation
- Public Schools Facilities
- Property Rights (New Chapter- pursuant to SB410)
- Sustainability/Climate Resiliency (New Chapter)
- Economic Development Chapter (New Chapter)

Kimley-Horn understands that the City desires to have a modern, updated Comprehensive Plan that is both intuitive and user-friendly with measurable Goals, Objectives, and Policies. The current format, text, and numbering system of the Comprehensive Plan will not be maintained and will be restructured as part of this effort. The nomenclature for each Chapter may also change based on input from City staff. As Chapters are rewritten, Kimley-Horn will provide drafts of the Goals, Objectives, and Policies for City staff review.

### Task 3.2 Draft Comprehensive Plan Review and City Commission and Public Outreach Meetings #3, #4, #5, and #6

Following completion of the draft 2040 Comprehensive Plan, the rewritten document will be made available online for public review and input. The City shall be responsible for posting the document(s) to the City's website and collecting input.

It is understood that the City shall be responsible for the meeting location arrangements and legal advertisements/public notices for all meetings.

The Kimley-Horn Team will present the draft Comprehensive Plan over four (4) Public Outreach Meetings.

**Task 3.2.1 One (1) Public Outreach Meeting #3:** This meeting will cover a broad overview of all Chapters.

**Task 3.2.2 One (1) Public Outreach Meeting #4:** This meeting will be held virtually and will cover groupings of the updated Chapters (for example, Public Outreach Meeting #4 may include Future Land Use, Transportation, and Infrastructure; Public Outreach Meeting #5 may include Coastal Management, Conservation, Sustainability and Climate Change, and Recreation and Open Space) etc.)

**Task 3.2.3 One (1) Public Outreach Meeting #5:** This meeting will be held virtually and will cover groupings of the updated Chapters (for example, Public Outreach Meeting #4 may include Future Land Use, Transportation, and Infrastructure; Public Outreach Meeting #5 may include Coastal Management, Conservation, Sustainability and Climate Change, and Recreation and Open Space) etc.)

**Task 3.2.4 One (1) Public Outreach Meeting #6:** This meeting will be held virtually and will cover groupings of the updated Chapters (for example, Public Outreach Meeting #4 may include Future Land Use, Transportation, and Infrastructure; Public Outreach Meeting #5 may include Coastal Management, Conservation, Sustainability and Climate Change, and Recreation and Open Space) etc.)

It is understood that changes will not be made to the draft Comprehensive Plan until the completion of the meetings listed in Task 3 above. An updated version of all Chapters will be provided to City Staff within 30 days of the last virtual public meeting.

#### **Task 4 Final 2040 Comprehensive Plan Adoption**

*Anticipated Timeline: January 1, 2023 – June 30, 2023*

*Anticipated Fee: \$46,000*

##### **Task 4.1 Final Plan Transmittal**

After the Plan has been reviewed by City staff and is deemed acceptable by City staff to advance to the adoption phases, Kimley-Horn will attend virtually and present the new 2040 Comprehensive Plan at the following meetings:

**4.1.1 Planning & Zoning Board:** Kimley-Horn will present the draft Comprehensive Plan to the Planning & Zoning Board at an advertised public hearing. Any input received will be added to the memorandum, to be presented to the City Commission.

**4.1.2 City Commission Transmittal:** Kimley-Horn will present the draft Comprehensive Plan to the City Commission at the transmittal hearing. Based on our assessment, the Plan will be reviewed by State agencies through the expedited review process, which provides for a 30-day review period. Following the review period, agencies will provide comments to the City directly.

##### **Task 4.2. Agency Comments**

Kimley-Horn will update the draft Comprehensive Plan one (1) time to incorporate comments received from State agencies as may be appropriate and at the City's discretion.

##### **Task 4.3 City Commission Adoption**

Kimley-Horn will present the draft Comprehensive Plan to the City Commission at the adoption hearing.

##### **Task 4.4 Broward County Planning Council Future Land Use Chapter Recertification**

Kimley-Horn will participate in one (1) Public Hearing before the Broward County Planning Council for the recertification of the Future Land Use Chapter in accordance with Broward County's Comprehensive Plan requirements.

##### **Task 4.5 Final Deliverable**

Kimley-Horn will provide City staff one (1) printed color copy and one (1) digital copy with print-ready graphics in pdf format. The digital copy shall not be protected or prevent future editing. All GIS maps and data (shapefiles) will be provided to the City.

#### **Task 5 Project Website**

*Anticipated Timeline: January 1, 2022 – June 30, 2023*

*Anticipated Fee: \$6,500*

Kimley-Horn will develop a concept for overall look, organization of information, and functionality for a project website. This includes the purchase of a domain name to be determined by City staff at Staff Project Kick-off Meeting under Task 1. The site will be designed using a Content Management System (CMS) interface such as WordPress. It will feature responsive functionality (for tablets and mobile devices),

incorporate social media links and/or content, and will be designed to match project branding. Once designed and initial content populated, the website will be provided to the City to host and maintain.

The process for developing the project website is assumed to be as follows:

- Develop website framework that describes the flow and content of the website (using wireframes and/or sample visuals)
- Review and finalize wireframes
- Create draft website with a client weblink to review/approve the content/design
- Address one set of consolidated comments from City staff
- Launch public website
- Coordinate with City IT staff to link to City’s website
- Consultant to host and maintain

**Additional Services**

Services requested that are not specifically included will be provided under a new and separate Individual Project Order agreement. This includes the development of a virtual meeting room for public input about the project (*estimated fee to develop \$5,000*).

**Schedule**

Kimley-Horn will provide our services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule.

**Method of Compensation:**

Kimley-Horn will perform the services in Tasks 1-5 for the total lump sum labor fee below. Individual task amounts are informational only. In addition to the lump sum labor fee, direct reimbursable expenses such as express delivery services, fees, and other direct expenses will be billed at 1.15 times cost. All permitting, application, and similar project fees will be paid directly by the Client.

Kimley-Horn will perform the above Scope of Services for a lump sum fee of \$261,000.00.

<b>Task Description</b>	<b>Fee</b>
Task 1: Project Commencement, Data Collection, and Marketing Coordination	\$68,500.00
Task 2: Amendment Matrix	\$12,000.00
Task 3: Comprehensive Plan Rewrite and Development of New Chapters	\$128,000.00
Task 4: Final 2040 Comprehensive Plan Transmittal and Adoption	\$46,000.00
Task 5: Project Website	\$6,500.00
<b>TOTAL LUMP SUM FEE:</b>	<b>\$261,000.00</b>

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Reimbursable expenses will be invoiced based upon expenses incurred. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

**Closure**

In addition to the matters set forth herein, our Project Agreement shall include and be subject to, and only to, the Agreement for General Planning Services per RFP #030218, dated October 17, 2018, which are incorporated by reference.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.



By: M. Lewis Bryant, P.E.  
Vice President

CITY OF OAKLAND PARK

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(By: Signature)

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(Name: Printed or Typed)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

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