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RESOLUTION NO. R-2018-161

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF OAKLAND PARK, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE AN AGREEMENT WITH ZYSCOVICH ARCHITECTS FOR THE DOWNTOWN URBAN PLANNING AND DESIGN SERVICES; A COPY OF THE AGREEMENT IS ATTACHED AND IDENTIFIED AS EXHIBIT "A"; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission deems it to be in the best interests of the City to approve and authorize the proper city officials to execute an Agreement with Zyscovich Architects for the downtown urban planning and design services.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF OAKLAND PARK, FLORIDA THAT:

SECTION 1. The foregoing "WHEREAS" clauses are true and correct and hereby ratified and confirmed by the City Commission. All exhibits attached hereto are hereby incorporated herein.

SECTION 2. In accepting the recommendation of City staff, the City Commission of the City of Oakland Park, Florida, hereby approves and authorizes the property city officials to execute an Agreement with Zyscovich Architects for the downtown urban planning and design services in an amount not to exceed \$161,320.00; a copy of the Agreement is attached hereto as composite Exhibit "A".

SECTION 3. All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.

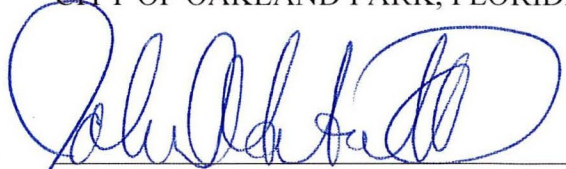
SECTION 4. If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.

SECTION 5. This Resolution shall become effective immediately upon its passage and adoption.

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ADOPTED by the City Commission of the City of Oakland Park, Florida this
7th day of November, 2018.

CITY OF OAKLAND PARK, FLORIDA


for MAYOR TIM LONERGAN

S. GUEVREKIAN	<u>ABSENT</u>
M. SPARKS	<u>YES</u>
M. CARN	<u>YES</u>
J. ADORNATO	<u>YES</u>
T. LONERGAN	<u>ABSENT</u>

ATTEST:


RENEE M. SHROUT, CMC, CITY CLERK



**CITY OF OAKLAND PARK
3650 NE 12th Avenue
Oakland Park, FL 33334**

AGREEMENT FOR DOWNTOWN URBAN PLANNING AND DESIGN SERVICES

This AGREEMENT, made this 6th day of December, 2018, by and between the City of Oakland Park, acting herein through its City Manager, hereinafter called "OWNER", and Zyscovich, Inc., hereinafter called "CONSULTANT".

WITNESSETH, that the parties hereto do mutually agree as follows:

ARTICLE I

That for, and in consideration of, the payments and agreements hereinafter mentioned, to be made and performed by the OWNER, the CONSULTANT hereby agrees with the OWNER to commence and complete the work described as follows:

Pursuant to City Commission action on November 7, 2018, the City Commission authorized the City to enter into an agreement with Zyscovich Architects for the downtown urban planning and design services (RFQ#022218); and authorized the expenditure for the scope of services attached as Exhibit A.

All terms, conditions and provisions of RFQ #022218 are incorporated herein by reference and made specific part hereof.

ARTICLE II

In accordance with the Proposal, the CONSULTANT shall furnish at his own expense all labor, vehicles, materials, tools and equipment needed to perform the services required.

CONSULTANT will invoice the City on a monthly basis for services rendered the previous month. After receipt the City shall notify CONSULTANT within ten (10) days of any discrepancies or disputed items. If the invoice is acceptable, the City agrees to pay CONSULTANT within thirty (30) days of date of invoice.

ARTICLE III

The initial term of this Agreement shall be for a period of 2 years. The City shall have the option to extend the contract for 2 additional 1 year periods, at terms and conditions mutually acceptable to both parties.

In the event delivery/service is scheduled to end because of the expiration of this contract, the CONSULTANT shall continue to deliver/service upon the request of the Contract Administrator. The extension period shall not extend for more than 90 days beyond the expiration date of the existing contract. The CONSULTANT shall be compensated for the product/service at the rate in effect when this extension clause is invoked by the City.

ARTICLE IV

If it is determined that it is in the best interest of either party of the Agreement to terminate this Agreement prior to the expiration date, for cause, a thirty (30) calendar day written notice shall be given by the party wishing to terminate this Agreement.

ARTICLE V

CONSULTANT agrees to indemnify and save CITY, its public officials, agents, servants and employees harmless from and against any and all claims arising out of or in any way connected with the willful misconduct or negligence of the CONSULTANT, or its employees, to protect the CITY and its interests from such actions of the CONSULTANT or sub-CONSULTANTS. CONSULTANT further agrees to reimburse CITY for any and all court costs and other expenses, including reasonable attorney's fees incurred by CITY in defending any action, at both the trial and appellate levels, including paralegal expenses associated therewith, brought against CITY for injury or damage claimed to have been suffered as a result of or in any way connected with CONSULTANT's willful misconduct or negligence or that of its employees.

ARTICLE VI

Nondiscrimination Equal Employment Opportunity and Americans With Disabilities Act:

CONSULTANT shall not unlawfully discriminate against any person in its operations and activities or in its use or expenditure of funds in fulfilling its obligations under this Agreement. CONSULTANT shall affirmatively comply with all applicable provisions of the Americans with Disabilities Act (ADA) in the course of providing any services funded by this Agreement, including Titles I and II of the ADA (regarding nondiscrimination on the basis of disability), and all applicable regulations, guidelines, and standards. In addition, CONSULTANT shall take affirmative steps to ensure nondiscrimination in employment against disabled persons. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay, other forms of compensation, terms and conditions of employment, training (including apprenticeship) and accessibility.

CONSULTANT's decisions regarding the delivery of services under this Agreement shall be made without regard to or consideration of race, age, religion, color, gender, sexual orientation, gender identity, gender expression, national origin, marital status, physical or mental disability, political affiliation, or any other factor which cannot be lawfully used as a basis for service delivery.

CONSULTANT shall not engage in or commit any discriminatory practice in violation of the Broward County Human Rights Act (Broward County Code, Chapter 162) in performing any services pursuant to this Agreement.

ARTICLE VII

Public Records

The City of Oakland Park is a public agency subject to Chapter 119, Florida Statutes. The CONSULTANT shall comply with Florida's Public Records Law. Specifically, the CONSULTANT shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
2. Provide the public with access to such public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
3. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
4. Meet all requirements for retaining public records and transfer to the City, at no cost, all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the agency.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT

**Renee M Shroul, CMC
City Clerk
City of Oakland Park
3650 NE 12 Avenue
Oakland Park Fl. 33334
954-630-4298
renees@oaklandparkfl.gov**

The failure of CONSULTANT to comply with the provisions set forth in this Article shall constitute a Default and Breach of this Agreement and the City shall enforce the Default in accordance with the provisions set forth in ARTICLE IV.

CERTIFICATION PURSUANT TO FLORIDA STATUTE § 287.135

I, Suria Yaffar- Partner, on behalf of Zyscovich, Inc.,
Print Name and Title Company Name

certify that Zyscovich, Inc. does not:
Company Name

1. Participate in a boycott of Israel; and
2. Is not on the Scrutinized Companies that Boycott Israel List; and
3. Is not on the Scrutinized Companies with Activities in Sudan List; and
4. Is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; and
5. Has not engaged in business operations in Syria.

Submitting a false certification shall be deemed a material breach of contract. The City shall provide notice, in writing, to the CONSULTANT of the City's determination concerning the false certification. The CONSULTANT shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination of false certification was made in error. If the CONSULTANT does not demonstrate that the City's determination of false certification was made in error then the City shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute § 287.135.

Section 287.135, Florida Statutes, prohibits the City from: 1) Contracting with companies for goods or services in any amount if at the time of bidding on, submitting a proposal for, or entering into or renewing a contract if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, F.S. or is engaged in a boycott of Israel; and 2) Contracting with companies, for goods or services over \$1,000,000.00 that are on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, created pursuant to s. 215.473, or are engaged in business operations in Syria.

As the person authorized to sign on behalf of the CONSULTANT, I hereby certify that the company identified above in the section entitled "CONSULTANT Name" does not participate in any boycott of Israel, is not listed on the Scrutinized Companies that Boycott Israel List, is not listed on either the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, and is not engaged in business operations in Syria. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject the company to civil penalties, attorney's fees, and/or costs. I further understand that any contract with the City for goods or services may be terminated at the option of the City if the company is found to have submitted a false certification or has been placed on the Scrutinized Companies with Activities in Sudan list or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Zyscovich, Inc.

COMPANY NAME



SIGNATURE

Suria Yaffar

PRINT NAME


Partner

TITLE

AGREEMENT:

IN WITNESS WHEREOF, the parties to these presents have executed this contract in two (2) counterparts, each of which shall be deemed an original, in the Year and Day first mentioned above, approved by the City Commission the 7th day of November, 2018.

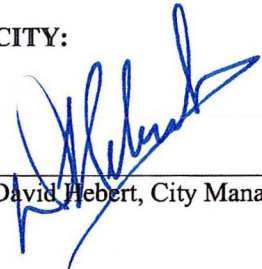
ATTEST:



Renee Shroat, City Clerk

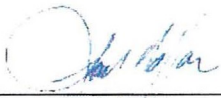
(SEAL) *R.2018.161*

CITY:



David Hebert, City Manager

CONSULTANT:



CONSULTANT

Angela R. Davidson

WITNESS (as to CONSULTANT)



Debra Vanzant

WITNESS (as to CONSULTANT)



ADDRESS:

100 Biscayne Blvd., 27th Floor

Miami, FL 33132

PHONE: 305-372-5222

EXHIBIT A

CITY OF OAKLAND PARK DESIGN GUIDELINES ZYSCOVICH SCOPE OF WORK *

PHASE 1: OP3D DESIGN GUIDELINES RECOMMENDATIONS

TASK 1.0 PROJECT ORGANIZATION

The initial mobilization phase and management of the project over a six-month period comprises two key elements:

1. Project Organization Plan including Stakeholder Advisory Committee Formation
2. Kick-off Meeting and Stakeholder Input Plan

SubTask 1.1 Project Organization Plan and General Project Management

The preparation of a detailed Project Organization Plan will include the organization of the project scope to guide and support the planning process, the creation of a stakeholder advisory committee, as applicable, the development of a stakeholder input plan and the collection and assessment of applicable and available data to inform the planning process. The second element of the initiation phase is the Project Kickoff, a period of mobilization activities as part of project initiation. The output of this task will drive the management and communication protocols for the project over a six-month period.

SubTask 1.2 Stakeholder Input Plan

Zyscovich will develop a Stakeholder Input Plan. We will closely coordinate with the Project Manager and other City staff to implement a process for stakeholder input to include various stakeholders as determined by the City and determine priorities and objectives for proposed amendments. The Plan will include a proposed timeline and calendar of possible dates for stakeholder activities including visioning and design meetings, interviews, etc. The objective, format, and logistics of each activity will be discussed and tentatively outlined.

***Deliverables:** Project Initiation and Project Admin Meeting agenda and minutes; Project Timeline; Stakeholder Input Plan; Summary of minutes from meetings, as applicable.*

TASK 2.0 NEW DESIGN GUIDELINES

Design Guidelines can define the expectations of new development and redevelopment from the perspective of adaptive reuse; permitted uses; scale transitions; building street presence; and architectural character. As architects, we are uniquely qualified to craft realistic standards that are applicable to numerous building types and ensure compatible building and development patterns. Given our extensive knowledge in creating zoning and design guidelines, we understand that new provisions need to be respectful of existing property rights; need to strike a balance between predictability and flexibility; and ultimately need to serve as an incentive to the private development community to invest.

The City of Oakland Park Downtown Mixed-Use District (DMUD) is a Local Activity Center (LAC) spanning approximately 1 square mile centered by Dixie Highway and the Florida East Coast Railway (FEC). In 2004, the City of Oakland Park amended its Land Development Code to establish the DMUD and adopted the accompanying Oakland Park Mixed Use District Design Guidelines. In 2011, the DMUD was branded as Culinary Arts District and since that time the City has been working to boost private investment in the downtown through a series of plans, programs, and projects focused in the downtown district.

Currently, the Mixed-Use District Guidelines that were established in 2004 no longer embody the urban form and sense of place that has successfully taken root through private establishments like Funky Buddha Brewery, Switchbox coffee,

Koncept Events, and Allied Kitchen and Bath, etc. The City desires to establish new Design Guidelines and Design Review Tool that will assist the City:

- " to establish the character of the Downtown and ensure that new development sensitively fits into surrounding neighborhoods;
- " to provide flexibility in the application of development standards; and
- " to improve communication and participation among developers, neighbors and the City early in the design and siting of new development.

SubTask 2.1 Assessment of Existing Design and Regulatory Framework

The Zyscovich Team will complete the following Initial Research and Analysis to develop an understanding of the existing conditions, character, and issues as they relate to the current regulations. These would include:

1. Review the existing related studies and documents, including, but not limited to, the City's Downtown Mixed-Use District (DMUD) guidelines, the City's Comprehensive Plan, the R. Miller analysis, the Mobility Study by the Corradino Group and the Community Redevelopment Agency 5-year plan;
2. Analyze the Downtown Mixed-Use District (Oakland Park Downtown Development District/OP3D) regulations including an understanding of existing zoning and future land use as relates to common zoning variances and parking regulations;
3. Compare current Regulations to proposed development projects and review planned and proposed private development projects including review and identification of potential incentives for residential and commercial mix of uses;
4. Review the allowable uses within the Downtown to understand the potential to attract an ideal mix of businesses as envisioned by the City and identified during the visioning process in subsequent tasks.
5. Analyze future land use and identify future development patterns including:
 - a. Ownership patterns; Vacant land; Open space / Recreation; Residential; Commercial;
 - b. Identify future development patterns including significant land assemblies; and development trends and desires of the community
6. Documenting planned public improvements

Deliverables: *Preliminary assessment memorandum to staff including assessment maps and drawings.*

Subtask 2.2 Design Guidelines Development and Testing

Our unique visioning, development and testing process will be based on a rigorous analysis of development potential and how best to accommodate appropriate new development. This analysis will start with a comparison of prevalent development patterns and any proposed projects and the existing Oakland Park Downtown Mixed-Use District Regulations (OP3D).

The following section describes the scope of work under this task in more detail and will be formally presented during the stakeholder group forums for input.

1. **Inventory of Existing Conditions.** Examine the existing conditions of the built environment. This inventory will provide the consultant with an overall understanding of:
 - a. Overall intensity of the urban fabric
 - b. Overall assessment of use distribution and use clusters
 - c. Existing building height and massing
 - d. Existing building density and estimated floor area ratios (FAR)
 - e. Existing building condition
 - f. Potential historic structures
 - i. Review historic and character defining assets
 - ii. Evaluate the historic value of existing building stock

In addition, the consultant will prepare an onsite analysis of:

1. Existing infrastructure studies including parking
2. Circulation patterns
3. Streetscape and Inventory of recent and planned public improvements

2. **Issues and Opportunities Analysis**

- a. Character-based neighborhood assets addressing mixed use and residential uses
- b. Public realm improvements, including streetscape and gateways
- c. Pedestrian and bicycle mobility
- d. Parking and circulation
- e. Architectural character
- f. Street Hierarchy and Character to determine pedestrian interaction at the street level.

3. **Architectural and Guidelines.** Based on the detailed inventory, the assessment of issues and opportunities relating to establishing a new Urban Aesthetic for The Downtown Culinary Arts District, and on input from the Visioning and Design Forums with the stakeholder advisory committee, our team will develop and test concepts that have the potential to impact the built environment, building forms and uses by reinforcing the existing character of the district and creating a Downtown thematic zone(s), in terms of:

- a. Transitional zones
- b. Building variation and design
- c. Strategies for promoting interaction at street level
- d. Massing, height and building scale transitions
- e. Setbacks/Build-To Lines
- f. Density, FAR and potential incentives
- g. Lot coverage/Open Space
- h. Building separation
- i. Relationship of parking areas to buildings
- j. Parking ratios
- k. Architectural Character

All recommendations will be tested to ensure their feasibility. Accompanying graphics will provide a visual explanation of the recommendations.

Deliverables: Each of the strategies and initial draft concepts will be communicated through descriptive narratives and by accompanying plans, diagrams, photographic images, sections, elevations, and 3-dimensional; Draft Design Guidelines with graphic representations and multiple text will be submitted for City Staff review and approval; Final Design Guidelines; Presentations as required.

Subtask 2.3 Design Guidelines Recommendations

This task will provide overall recommendations, beginning with a new vision and culminating with specific regulatory recommendations which will impact the built environment and its surroundings.

We understand that the design guidelines and resulting design-based code need to provide for enhancement and preservation of existing downtown assets and perpetuate the character of those assets through new development. It is also critical that the standards provide a welcoming regulatory environment that spurs private investment in the district. Balancing these issues is the key to the creation of effective design guidelines that preserve and enhance character and have the impact of catalyzing private investment. The Zyscovich Team will translate the concepts developed in the previous sub-tasks into a final document with recommendations, drawings, and images. The final report will be a presentation of required character-based design elements for the "Culinary Arts District". The final manual will be formally presented to the Planning and Zoning Board and City Commission for approval.

We can work with the City to develop standards that implement non-monetary incentives like density, FAR, and height bonuses in exchange for community benefits such as workforce housing, and other specific uses that arrive from

stakeholder groups input, which would help with redevelopment. Zyscovich would consider recommendations that can also be geared towards creating bonus provisions to promote appropriate development.

Based on the City's review comments and final approved recommendations, our team will prepare the New Design Guidelines in both narrative and graphic format such as diagrams and or "mood" images depicting character. The new design-based guidelines will include recommendations for updating the existing Zoning Regulations to be addressed under Phase 2. Recommendations will guide intent, building form and use for all building components, including adjacent right of way/streetscape improvements, pedestrian and vehicular access and will be clearly illustrated with additional explanatory diagrams and sample imagery.

Deliverables: Design Guidelines Recommendations

TASK 3.0 PUBLIC ENGAGEMENT Visioning - Establishing the Design & Regulatory Framework

During this task, the Zyscovich Team will establish a vision for the DMUD design guidelines update and/or replacement by identifying issues, opportunities and major principles for moving forward with the character driven and design-based intent of creating a visual plan for the desired future of Downtown.

The character-driven, design-based guidelines for the Downtown "Culinary Arts District" will include a new vision, guiding principles, and recommendations which will enhance the built environment of the Downtown and its surroundings. The new Design Guidelines will include design review tools that will provide flexibility in the application of development standards; improve communication and participation among developers, neighbors and the City early in the design phases of new developments.

The Zyscovich Team will provide solutions for reinforcing these planning elements to create a Downtown character zone(s). The Design Guidelines will be organized by these elements and may change and evolve as they are further evaluated during this process.

Community stakeholders play a vital role in every planning process and effective communication and coordination is paramount. Our team is capable of employing any combination of outreach and engagement techniques customized to meet the specific needs of the City, and the project's stakeholders. While we will remain flexible in this regard, our approach for this effort is intended to help define the vision and planning framework and maximize participation and input into the process.

As part of this task, we propose to facilitate up to (2) two Visioning and Design Forums with a selected group of stakeholders or selected advisory committee group to coincide with key milestones in the planning process outlined under Task 2 above. The forums will discuss and prioritize near- and long-term values and goals that will impact the Downtown, including vision for the future and potential growth objectives, cultural, artistic, technological, aesthetic, economic, environmental, safety, sustainability, and other relevant criteria.

Deliverable: Documentation of the visioning and stakeholder engagement process will be consolidated into a comprehensive Visioning and Design Guidelines recommendations document. Each of the strategies will be communicated through descriptive narratives and by accompanying graphics and visuals.

PHASE 2 OAKLAND PARK DMUD REGULATIONS UPDATE

The formulation of regulatory provisions is a critical step in the implementation of the design guidelines recommendations. The New Design Guidelines will guide and form the basis for updating the OAKLAND PARK DOWNTOWN MIXED-USE DISTRICT REGULATIONS under this Phase 2 work.

Based on knowledge of the City's existing DMUD Regulations, we will evaluate and advise on the most effective means of implementing the New Design Guidelines, whether it's a special district overlay, or an entirely new district. We have accomplished both with success. Our work examples include new districts, as well as our work in Midtown Miami as an overlay that was an extremely successful redevelopment project in and of itself, but also dramatically catalyzed redevelopment in surrounding neighborhoods such as the Design District and the Wynwood Arts District.

Phase 2 work will consist of the following three tasks:

Task 1: Design Guidelines Revisions

Task 2: Draft Oakland Park DMUD Regulations Language

Task 3: Final Oakland Park DMUD Ordinance Language

Phase 2 will translate the Vision and Design Guidelines into an updated/new design-based code. The new code will be based on policies for new development and redevelopment, opportunities to connect existing assets, improvements to the infrastructure and public realm, and policy for downtown development. Based on the approved recommendations, our team will prepare land development regulations, standards and guidelines in both narrative and graphic format. The new design-based code will include Intent, Building Form and Use Regulations/Standards and Design Guidelines for buildings, including adjacent right of way/streetscape improvements, pedestrian and vehicular access. The documents will be prepared in the specified formats.

Our team will work with City staff to develop and review an appropriate approach and anticipate working with the City's legal department to provide additional oversight in crafting appropriate language for use in the preparation of the Zoning Ordinance. Any Land Use Amendments work, if necessary, will be developed under a separate scope of work.

The final deliverable should be a user-friendly, intuitive, well-organized, state-of-the-art document that can be easily understood by not only design professionals and attorneys, but also residents, property owners and laypersons alike. A web-based interface, which provides an online and interactive experience to browse, search, and download the new design guidelines can:

1. provide the public a customized experience of the City's regulatory framework;
2. make the guidelines easy-to-use and accessible for the general public;
3. provide all the relevant zoning information for a property in one centralized place; and
4. offer enhanced tools for internal coordination and code administration within the City.

Deliverables: Design Guidelines Recommendations and Zoning Ordinance changes with graphic representations. Final Presentation; City Staff Training Session.

** The above tasks may be expanded upon, as needed, to include additional tasks/scope identified within the Request for Qualifications.*

Oakland Park Downtown Urban Planning and Design Services: Scope & Fees

SUB-TASKS	ZYSCOVICH Staff Billing Rate	BZ	SY	GP	Support	TOTAL
		\$ 450.00	\$ 330.00	\$ 210.00	\$ 135.00	
	Contract Negotiations/Notice to Proceed					
	Project Kick-off Meeting					
PHASE 1: VISIONING AND OP3D DESIGN GUIDELINES RECOMMENDATIONS						
PHASE 1 TASK 1 - PROJECT ORGANIZATION						
1.1	Project Admin over six month project period	0	0	40	0	40
1.2	Project Kick-off Meeting & Stakeholder Input Plan	2	2	4	0	8
	Deliverables -					
	Task 1 Subtotal Hours =	2	2	44	0	48
	Task 1 Subtotal Fees =	\$ 900	\$ 660	\$ 9,240	\$ -	\$ 10,800
PHASE 1 TASK 2 - NEW DESIGN GUIDELINES						
2.1	Assessment - Establishing the Design & Regulatory Framework					
	Initial Research	0	0	4	4	8
	Review Existing DMUD Guidelines	2	2	8	8	20
	Analysis of DMUD Guidelines and Impact on Built Environment	2	2	12	12	28
	Deliverables					
	Subtask 2.1 - Subtotal Hours	4	4	24	24	56
	Subtask 2.1 - Subtotal Fee	\$ 1,800	\$ 1,320	\$ 5,040	\$ 3,240	\$ 11,400
2.2	Design Guidelines Development and Testing					
	Inventory Existing Conditions	0	4	8	24	36
	Issues and Opportunities Analysis	2	4	8	24	38
	Architectural Guidelines	2	4	16	48	70
	Deliverables					
	Subtask 2.2 - Subtotal Hours	4	12	32	96	144
	Subtask 2.2 - Subtotal Fee	\$ 1,800	\$ 3,960	\$ 6,720	\$ 12,960	\$ 25,440
2.3	Design Guidelines Recommendations					
	Testing / Refinements based on Input		4	8	40	52
	Draft Design Guidelines and Final Recommendations	2	4	12	40	58
	Deliverables					
	Subtask 2.3 - Subtotal Hours	2	8	20	80	110
	Subtask 2.3 - Subtotal Fee	\$ 900	\$ 2,640	\$ 4,200	\$ 10,800	\$ 18,540
	Task 2 Subtotal Hours =	12	26	120	200	358
	Task 2 Subtotal Fees =	\$ 5,400	\$ 8,580	\$ 25,200	\$ 27,000	\$ 66,180
PHASE 1 TASK 3 - PUBLIC ENGAGEMENT						
3.1	Visioning & Design Forum 1 - Stakeholder Input					
	Under Task 2.1 - Visioning	4	4	12	8	28
3.2	Visioning & Design Forum 2 - Presentation					
	Under Task 2.2 -DG Development	4	4	12	8	28
3.3	Visioning & Design Forum 3 - Session with City Staff / Commission					
	Under Task 2.3 - DG Tools and Recommendations	4	4	12	8	28
	Task 3 Subtotal Hours =	12	12	36	24	84
	Task 3 Subtotal Fees =	\$ 5,400	\$ 3,960	\$ 7,560	\$ 3,240	\$ 20,160
	TOTAL Tasks 1, 2 and 3 Hours =	26	40	200	224	490
	TOTAL Tasks 1, 2 and 3 Fees =	\$ 11,700	\$ 13,200	\$ 42,000	\$ 30,240	\$ 97,140
	TOTAL Tasks 1, 2 and 3 REIMBURSABLES =				\$	2,500
	GRAND TOTAL Tasks 1, 2 and 3 Fees =				\$	99,640

Oakland Park Downtown Urban Planning and Design Services: Scope & Fees

SUB-TASKS	ZYSCOVICH Staff Billing Rate	BZ \$ 450.00	SY \$ 330.00	GP \$ 210.00	Support \$ 135.00	TOTAL
PHASE 2: OAKLAND PARK DMUD REGULATIONS UPDATE						
PHASE 2 TASK 1 DESIGN GUIDELINES & ZONING ORDINANCE						
1.1	Design Guidelines Revisions					
	Draft Revisions for Review	2	12	48	40	102
1.2	Draft Zoning Regulations Language					
	Final Design Guidelines incl Draft Ordinance Recommendations and Changes	2	16	24	80	122
1.3	Final Zoning Regulations Language					
	Final Zoning Ordinance for adoption	8	16	24	40	88
	<i>Deliverables -</i>					
	Task 1 Subtotal Hours =	12	44	96	160	312
	Task 1 Subtotal Fees =	\$ 5,400	\$ 14,520	\$ 20,160	\$ 21,600	\$ 61,680
LAND USE AMENDMENTS (To be Determined / As Necessary)						