

**CITY OF OAKLAND PARK, FLORIDA  
CITY COMMISSION AGENDA ITEM REPORT**

**AGENDA ITEM NO. 13**

MEETING DATE: 11/7/2018

<b>PREPARED BY:</b>	Jennifer Frastai, Director Engineering & Community Development	<b>DEPARTMENT HEAD APPROVAL:</b>	ECD Engineering and Building Services
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**SUBJECT:** Request to enter into an agreement with Zyscovich Architects for Downtown Urban Planning and Design Services, and for expenditure authorization for Phase 1 - Task 1, 2 and 3, and Phase 2 - Task 1.

**1. BACKGROUND/HISTORY**

**Issue Statement:** On October 3, 2018, the City Commission authorized staff to negotiate an agreement for downtown urban planning and design services and bring back for City Commission approval as authorized by RFQ# 022218.

**Recommended Action:** The City Commission adopt a Resolution authorizing the City to enter into an Agreement with Zyscovich Architects for the downtown urban planning and design services; and City Commission authorization of the expenditure for the attached scope of services.

**Background:** In 2004, the City of Oakland Park amended its Land Development Code to establish the Downtown Mixed-Use Development District (DMUD) and adopted the accompanying Oakland Park DMUD Design Guidelines. These guidelines were updated in 2010 in response to changes in the economy and market, to encourage adaptive re-use. In 2011, the DMUD was branded as a 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 this downtown area.

The conditions, plans, and overall vision of the downtown area have changed substantially since the guidelines from the DMUD were adopted in 2004 and revised in 2010. In 2016, the City held a workshop to identify areas of potential revisions for the City's Downtown Mixed Used Development regulations. Thereafter, the City Manager developed a working group of City professionals and outside consultants to focus collaboratively on the CRA Strategic Plan and moving the downtown development initiative forward. The mission of the Downtown Mixed Use Development Planning Team was to systematically collaborate with city administration, urban planning, engineering, economic development, and marketing professionals to comprehensively plan, establish, and implement the Downtown redevelopment vision for the City of Oakland Park.

To ensure the guidelines of DMUD match the established direction, RFQ# 022218 was prepared find an appropriate party (or parties) to review and propose updates to the existing design guidelines and land use amendments (including interim regulations, business list, block assembly requires, etc.), in addition to the redevelopment of property in the downtown area.

In January 12, 2018, a Request for Qualifications (RFQ) for Downtown Urban Design and Planning Services was released. After evaluation and ranking of the proposals, on October 3, 2018, the City Commission authorized staff to negotiate an agreement on a task basis and bring back for City Commission approval.

**2. CURRENT ACTIVITY**

Attached please find the negotiated Scope of Services with Zyscovich Architects, the top ranked firm. Staff seeks to enter into a contract with Zyscovich Architects, and expenditure authorization from the City Commission for the following work as shown in the attached scope of services:

Phase 1: \$99,640

- Task 1 – 3: Research, visioning, public outreach, and recommendations for new Design Guidelines and DMUD ordinance changes.

Phase 2: \$61,680

- Task 1 – Drafting & Adopting of DMUD Design Guidelines and Ordinances

The City will issue a Notice to Proceed for Phase 1 after approval of this item. Upon satisfactory completion and acceptance of Phase 1, the City will issue a Notice to Proceed for Phase 2.

### 3. FINANCIAL IMPACT

The FY19 Operating Budget of the Planning Division includes funds for professional fees relative to the tasks described in the foregoing which is estimated to be \$161,320 based on the attached proposed scope of services. The proposed expenditure is as follows:

**Proposed Expenditure**

**OP3D Contract Award - RFQ# 022218**

Account Name & Number	Available Budget	Proposed Expenditure	Remaining Available
Professional Services 00145515.431300	\$ 240,000	\$ 161,320	\$78,680

### 4. RECOMMENDATION

The City Commission adopt a Resolution authorizing the City to enter into an Agreement with Zyscovich Architects for the downtown urban planning and design services; and City Commission authorization of the expenditure for the attached scope of services.

**ATTACHMENTS:**

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[Resolution](#)

[Scope of Services](#)