

**RESOLUTION NO. 17-04-28**

**A RESOLUTION OF THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, APPROVING A WORK AUTHORIZATION FOR KITTELSON & ASSOCIATES, INC. FOR A PARKING MASTER PLAN INCLUDING THE EVALUATION OF EXISTING PARKING CONDITIONS AND PROPOSED RECOMMENDATIONS; AUTHORIZING THE VILLAGE MANAGER TO TAKE NECESSARY AND EXPEDIENT ACTION; PROVIDING FOR ALLOCATION OF FUNDS; AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, in 2015, the Village Council of Islamorada, Village of Islands (the "Village Council") adopted Resolution 15-05-32, thereby approving a Continuing Service Agreement with Kittelson & Associates, Inc. ("Kittelson") for transportation and traffic engineering services; and

**WHEREAS**, Village staff has recommended that the Village engage the services of a traffic engineering firm to perform an evaluation of existing parking conditions, propose recommendations to improve parking conditions and develop a Parking Master Plan within the Village; and

**WHEREAS**, the Village Council authorized Kittelson to perform an evaluation of existing parking conditions, propose recommendations and develop a Parking Master Plan to assist the Village to improve parking conditions within the "Village"; and

**WHEREAS**, the Village Manager has recommended that the Village engage Kittelson to perform the aforementioned services, as set forth in Work Authorization No. 3 attached hereto; and

**WHEREAS**, the Village Council, desires to approve Work Authorization No. 3 for Kittelson, at a cost not to exceed Ninety-Eight Thousand Ninety-Eight Dollars (\$98,098.00), as set forth in Exhibit "A" attached hereto; and

**WHEREAS**, the Village Council finds that approval of a budget amendment and approval of Work Authorization No. 3 are in the best interest of the Village.

**NOW THEREFORE, BE IT RESOLVED BY THE VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA, AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are true and correct and incorporated herein by reference.

**Section 2. Approval of Work Authorization.** The Village Council hereby approves Work Authorization No. 3 for Kittelson to perform an evaluation of existing parking conditions, propose recommendations to improve parking conditions and develop a Parking Master Plan, at a cost not to exceed Ninety-Eight Thousand Ninety-Eight Dollars (\$98,098.00), as set forth in Exhibit "A" attached hereto. The not-to-exceed amount includes additional funds in the amount of \$8,918.00 (10% of Kittelson's total work order budget) for additional tasks or adjustments to costs as the project progresses to be expended upon Village Manager approval.

**Section 3. Authorization of Village Officials.** The Village Manager and/or his designee and the Village Attorney are hereby authorized to take all actions necessary to implement the terms and conditions of the Work Authorization.

**Section 4. Authorization of Fund Expenditure.** Notwithstanding the limitations imposed upon Village Manager pursuant to the Village's Purchasing Procedures Ordinance, the Village Manager is authorized to record a budget amendment to reflect a Use of Unassigned Fund Balance in the General Fund in the amount of \$99,000.00 and expend budgeted funds to implement the terms and conditions of the Work Authorization.

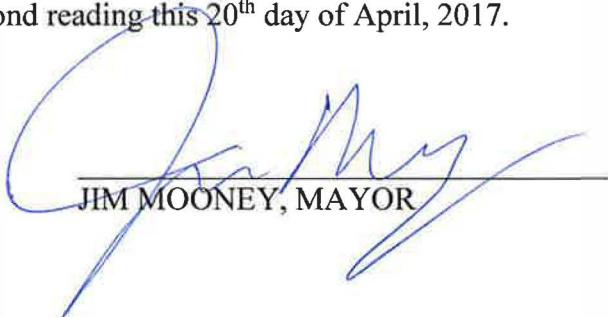
**Section 5. Effective Date.** This Resolution shall take effect immediately upon its adoption.

Motion to adopt by Councilwoman Deb Gillis, second by Vice Mayor Chris Sante.

FINAL VOTE AT ADOPTION  
VILLAGE COUNCIL OF ISLAMORADA, VILLAGE OF ISLANDS

|                           |     |
|---------------------------|-----|
| Mayor Jim Mooney          | YES |
| Vice Mayor Chris Sante    | YES |
| Councilman Mike Forster   | YES |
| Councilwoman Deb Gillis   | YES |
| Councilwoman Cheryl Meads | YES |

PASSED AND ADOPTED on the second reading this 20<sup>th</sup> day of April, 2017.



Jim Mooney's signature in blue ink, consisting of a stylized 'J' and 'M' with a horizontal line through it. Below the signature, the text 'JIM MOONEY, MAYOR' is printed in a smaller, sans-serif font.

ATTEST:



Kelly J. Tottl's signature in blue ink, followed by a horizontal line. Below the line, the text 'KELLY J. TOTTL, VILLAGE CLERK' is printed in a small, sans-serif font.

APPROVED AS TO FORM AND LEGALITY  
FOR THE USE AND BENEFIT OF  
ISLAMORADA, VILLAGE OF ISLANDS ONLY



Roger V. Bryan's signature in blue ink, followed by a horizontal line. Below the line, the text 'ROGET V. BRYAN, VILLAGE ATTORNEY' is printed in a small, sans-serif font.

PROJECT AGREEMENT

Between

ISLAMORADA, VILLAGE OF ISLANDS

And

KITTELSON & ASSOCIATES, INC.

For

Work Authorization No. 3

Islamorada General Transportation Engineering Consulting Services

This Project Agreement between ISLAMORADA, VILLAGE OF ISLANDS (hereinafter referred to as "VILLAGE") and KITTELSON & ASSOCIATES, INC. (hereinafter referred to as "CONSULTANT"), hereby authorizes the CONSULTANT to provide the services as set forth below:

The VILLAGE and CONSULTANT agree as follows:

**SECTION 1. SCOPE OF SERVICES**

1.1 The "Scope of Services" and tasks to be provided by the CONSULTANT for this Project are those services and tasks as listed in Exhibit "1"

1.2 The VILLAGE may request changes that would increase, decrease, or otherwise modify the Scope of Services. Such changes must be contained in a written change order executed by the parties in accordance with the provisions of the Continuing Services Agreement between the VILLAGE and CONSULTANT, dated June 1, 2015, prior to any deviation from the terms of the Project Agreement, including the initiation of any extra work.

**SECTION 2. DELIVERABLES**

As part of the Scope of Services the CONSULTANT shall provide to the VILLAGE the following Deliverables:

Task 1. A summary of existing project areas, parking data, demand, utilization, operations, and management. The CONSULTANT shall title Task 1 deliverable as "Village Parking Conditions Evaluation" provided in a PDF digital format. A summary of the Public Workshop and input received as a memorandum in PDF digital format.

Task 2. Draft Parking Master Plan for review by the Village and subsequently a Final Parking Master Plan provided in PDF digital format. A summary of the Public Workshop and input received as a memorandum in PDF digital format.

Unless otherwise stated, the CONSULTANT will provide all materials prepared for the PROJECT in both paper and electronic formats as appropriate, excluding material that is available only as photocopy to the VILLAGE. The VILLAGE shall be provided copies of all correspondence from CONSULTANT to any public or private entity or individual and all correspondence received by the CONSULTANT for the PROJECT.

### SECTION 3. TERM/TIME OF PERFORMANCE/DAMAGES

3.1 Term. This Project Agreement shall commence on the date this Agreement is fully executed by all parties and shall continue in full force and effect through, December 31, 2017, unless otherwise terminated pursuant to Section 6 or other applicable provisions of this Project Agreement. The Village Manager may extend the term of this Agreement through written notification to the CONSULTANT. Such extension shall not exceed (30) days. No further extensions of this Agreement shall be effective unless authorized by the Village Council.

3.2 Commencement. The CONSULTANT'S services under this Project Agreement and the time frames applicable to this Project Agreement shall commence upon the date provided in a written Notice to Proceed ("Commencement Date") provided to the CONSULTANT from the Village Manager. The CONSULTANT shall not incur any expenses or obligations for payment to third parties prior to the issuance of the Notice to Proceed of Commencement.

3.3 Contract Time. Upon receipt of the Notice to Proceed, the CONSULTANT shall commence services to the VILLAGE on the Commencement Date, and shall continuously perform services to the VILLAGE, without interruption, in accordance with the time frames set forth in the Scope of Services, a copy of which is attached and incorporated into this Agreement. The number of calendar days from the Commencement Date, through the date set forth in the Project Schedule for completion of the Project shall constitute the Contract Time.

3.4 All limitations of time set forth in this Agreement are of the essence.

### SECTION 4. AMOUNT, BASIS AND METHOD OF COMPENSATION

4.1 Lump Sum Compensation. VILLAGE agrees to pay CONSULTANT an amount not to exceed Ninety-Eight Thousand Ninety-Eight Dollars (\$98,098.00) as compensation for performance of all services related to the Project. The not-to-exceed amount includes additional funds in the amount of \$8,918.00 (10% of Kittelson's total work order budget) for additional tasks or adjustments to costs as the project progresses to be expended upon Village Manager approval. It is understood that the method of compensation is that of lump sum which means that CONSULTANT shall perform all services set forth for total compensation in the amount stated above. Said lump sum includes but is not limited to, compensation for all fees, expenses, and out-of-pocket costs of the CONSULTANT.

4.2 Reimbursables. It is acknowledged and agreed to by CONSULTANT that the lump sum amount set forth in Section 4.1 includes Direct Expenses and describes the maximum extent of, VILLAGE'S obligation to reimburse CONSULTANT for direct, nonsalary expenses, but does not constitute a limitation, of any sort, upon CONSULTANT' S obligation to incur such expenses in the performance of services hereunder.

## SECTION 5. BILLING AND PAYMENTS TO THE CONSULTANT

### 5.1 Invoices.

5.1.1 Lump Sum Compensation. CONSULTANT shall submit invoices which are identified by the specific project number on a monthly basis and in a timely manner. These invoices shall identify the nature of the work performed, the phase of work, and the estimated percent of work accomplished in accordance with the Payment Schedule as shown in Exhibit "I", attached hereto and made a part of this Agreement. Invoices for each phase shall not exceed the amounts allocated to said phase. The statement shall show a summary of fees with accrual of the total and credits for portions paid previously.

5.2 Disputed Invoices. In the event that all or a portion of an invoice submitted to the VILLAGE for payment to the CONSULTANT is disputed, or additional backup documentation is required, the Village Manager shall notify the CONSULTANT within fifteen (15) working days of receipt of the invoice of such objection, modification or additional documentation request. The CONSULTANT shall provide the VILLAGE with a written response and any additional information requested by the VILLAGE within five (5) working days of the date of the VILLAGE'S notice. The VILLAGE may request additional information, including but not limited to, all invoices, time records, expense records, accounting records, and payment records of the CONSULTANT. The VILLAGE, at its sole discretion, may pay to the CONSULTANT the undisputed portion of the invoice.

5.3 Suspension of Payment. In the event that the VILLAGE becomes credibly informed that any representations of the CONSULTANT, provided pursuant to Subparagraph 5.1, are wholly or partially inaccurate, or in the event that the CONSULTANT is not in compliance with any term or condition of this Project Agreement, the VILLAGE may withhold payment of sums then or in the future otherwise due to the CONSULTANT until the inaccuracy, or other breach of Project Agreement, and the cause thereof, is corrected to the VILLAGE'S reasonable satisfaction.

5.4 Retainage. The VILLAGE reserves the right to withhold retainage in the amount of ten percent (10%) of any payment due to the CONSULTANT until the project is completed, as applicable. Said retainage may be withheld at the sole discretion of the VILLAGE and as security for the successful and timely completion of the CONSULTANT'S duties and responsibilities under this Project Agreement.

5.5 Final Payment. Submission of the CONSULTANT'S invoice for final payment and reimbursement shall constitute the CONSULTANT'S representation to the VILLAGE that, upon receipt from the VILLAGE of the amount invoiced, all obligations of the CONSULTANT to others, including its Subconsultants, incurred in connection with the Project, shall be paid in full. The CONSULTANT shall deliver to the VILLAGE all documents and computer files requested by the VILLAGE evidencing payment to any and all subcontractors, and all final specifications, plans or other documents as dictated in the Scope of Services and Deliverables. Acceptance of final payment shall constitute a waiver of all claims against the VILLAGE by the CONSULTANT.

## SECTION 6. TERMINATION/SUSPENSION

6.1 For Cause. This Agreement may be terminated by either party upon three (3) calendar days written notice to the other for breach of any material term or condition of this Agreement. In the event that the CONSULTANT abandons this Agreement or causes it to be terminated by the VILLAGE, the CONSULTANT shall indemnify the VILLAGE against any loss pertaining to this termination. In the

event that the CONSULTANT is terminated by the VILLAGE for cause and it is subsequently determined by a court of competent jurisdiction that such termination was without cause, such termination shall thereupon be deemed a termination for convenience under Section 6.2 and the provisions of Section 6.2 shall apply.

**6.2 For Convenience.** This Agreement may be terminated by the VILLAGE for convenience upon five (5) calendar days written notice to the CONSULTANT. In the event of such a termination, the CONSULTANT shall incur no further obligations in connection with the Project and shall, to the extent possible terminate any outstanding subconsultant obligations. The CONSULTANT shall be compensated for all services performed to the satisfaction of the VILLAGE and reimbursable expenses incurred prior to the date of termination. In such event, the CONSULTANT shall promptly submit to the VILLAGE its invoice for final payment and reimbursement which invoice shall comply with the provisions of Paragraph 5.1. Under no circumstances shall the VILLAGE make payment of profit to the CONSULTANT for services which have not been performed.

**6.3 Assignment Upon Termination.** Upon termination of this Project Agreement, the work product of the CONSULTANT shall become the property of the VILLAGE and the CONSULTANT shall, within ten (10) working days of receipt of written direction from the VILLAGE, transfer to either the VILLAGE or its authorized designee, all work product in its possession, including but not limited to, designs, specifications, drawings, studies, reports and all other documents and digital data in the possession of the CONSULTANT pertaining to this Project Agreement. Upon the VILLAGE'S request, the CONSULTANT shall additionally assign its rights, title and interest under any subcontractor's agreements to the VILLAGE.

**6.4 Suspension for Convenience.** The VILLAGE shall have the right at any time to direct the CONSULTANT to suspend its performance, or any designated part thereof, for any reason whatsoever, or without reason, for a cumulative period of up to five (5) calendar days. If any such suspension is directed by the VILLAGE, the CONSULTANT shall immediately comply with same. In the event the VILLAGE directs a suspension of performance as provided herein, through no fault of the CONSULTANT, the VILLAGE shall pay the CONSULTANT as full compensation for such suspension the CONSULTANT reasonable costs, actually incurred and paid, of demobilization and remobilization.

## SECTION 7. PERSONNEL ASSIGNED TO PROJECT

7.1 The CONSULTANT shall assign only qualified personnel to perform any services concerning this Project. At the time of execution of this Agreement, the parties anticipate that the following named individuals will perform those supervisory or primary functions indicated:

| NAME                   | FUNCTION               |
|------------------------|------------------------|
| Jane Lim-Yap           | Principal Planner      |
| John Paul (JP) Weesner | Senior Planner         |
| Ryan Cunningham        | Senior Engineer        |
| Chris Romano           | Engineering Associate  |
| Benazir Portal         | Engineering Associate  |
| Michael Eagle          | Transportation Analyst |

So long as the individuals named above remain actively employed or retained by the CONSULTANT, they shall perform the functions indicated next to their names. Furthermore, the VILLAGE reserves the right to reject any proposed substitution for any of the above-named individuals, and the VILLAGE shall

have the further right to require that any individual assigned to the Project by the CONSULTANT be removed from the Project and reassigned for good cause.

#### **SECTION 8. INCORPORATION OF CONTINUING SERVICES AGREEMENT**

All terms and conditions of the "Continuing Service Agreement" between the VILLAGE and CONSULTANT, dated June 1, 2015, not specifically modified by this Project Agreement shall remain in full force and effect and are incorporated into and made a part of this Project Agreement by this reference as though set forth in full.

#### **SECTION 9. SEVERABILITY**

If any provision of this Project Agreement or its application to any person or situation shall to any extent, be invalid or unenforceable, the remainder of this Project Agreement, and the application of such provisions to persons or situations other than those to which it shall have been held invalid or unenforceable shall not be affected thereby, and shall continue in full force and effect, and be enforced to the fullest extent permitted by law.

IN WITNESS WHEREOF, the parties have executed this Agreement on the respective dates under each signature: The VILLAGE, signing by and through its Village Manager, attested to by its Village Clerk, duly authorized to execute same, and by CONSULTANT, by and through its \_\_\_\_\_, duly authorized office to execute same.

**VILLAGE**  
ISLAMORADA, VILLAGE OF ISLANDS, FLORIDA

By: Seth Lawless  
Seth Lawless, Village Manager

The 24<sup>th</sup> day of April, 2017

**AUTHENTICATION:**

Kelly S. Toth  
Kelly Toth, Village Clerk



**APPROVED AS TO FORM:**

Roget V. Bryan  
Roget V. Bryan, Village Attorney

**CONSULTANT:**

Kittelson & Associates, Inc.

By: Karl Fassetti

Print Name: Karl Fassetti

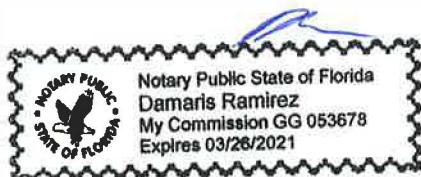
Title: Vice-President

The 2nd day of May, 2017.

**AUTHENTICATE:**

Mari  
Secretary

Damaris Ramirez  
Print Name



(CORPORATE SEAL)

**WITNESSES:**

Hope G.  
Print Name: Hope Goeman

Ryan Cunningham  
Print Name: Ryan Cunningham

## SCOPE OF SERVICES

### **Task Work Order 3 – Parking Master Plan Islamorada, Village of Islands**

#### **1.0 BACKGROUND:**

This scope of work has been developed in response to a request from Islamorada, Village of Islands (VILLAGE) to develop a parking master plan for the Village. This scope outlines an approach and methodology to evaluate a Parking Master Plan that will assist the Village in modifying the Village Parking Land Development Regulations (LDRs) as well as, identify potential multi-modal transportation alternatives, “Complete Street” solutions, urban design, and potential land use and zoning policies that would enhance the overall parking conditions within the Village.

Kittelson & Associates, Inc. (CONSULTANT) estimates a total cost of \$89,180.00

| <b>Task Budget</b>             | <b>Budget</b> |
|--------------------------------|---------------|
| <b>Task 1</b>                  | \$37,690.00   |
| <b>Task 2</b>                  | \$32,145.00   |
| <b>Sub-Consultant Fee</b>      | \$15,000.00   |
| <b>Project Expenses</b>        | \$4,345.00    |
| <b>TOTAL WORK ORDER BUDGET</b> | \$89,180.00   |

#### **2.0 PURPOSE:**

The intent of this task is to generate a planning-level analysis that will develop a Parking Master Plan (Plan) to assist the Village in updating and modifying the Village’s Parking Land Development Regulations (LDRs). The Plan will analyze the current parking supply, demand, operations, and management practices within the Village areas, during both peak (November through May) and non-peak (June through October) conditions and make recommendations based on an overall analysis of conditions and industry-best practices for the efficient use of the Village’s parking resources.

#### **3.0 SCOPE:**

The Consultant will prepare and develop a Parking Master Plan (Plan) to assist the Village Manager, Director of Planning, and Staff to update and modify the Village’s Parking LDRs. The Plan shall reflect a comprehensive approach following the Village’s Comprehensive Plan, State of Florida, and Federal Regulations. The Consultant shall work with the Village Manager, Director of Planning, Staff, Local Planning Agency, Village Council, stakeholders, and the community to complete a revision of the Parking LDRs. The Consultant will meet with Village staff to discuss specific issues, problems, and opportunities related to the current LDRs. The Consultant will also work with staff to obtain copies of any additional documents and information

that will help in identifying strengths and weaknesses of the current LDRs that provide a foundation for an update effort through the Plan. The Consultant will analyze the current parking operations and management practices within the Village areas, during both peak (November through May) and non-peak (June through October) conditions and make recommendations based on an overall analysis of conditions and industry-best practices for the efficient use of the Village's parking resources and assist the Village planning staff in creating LDRs to that serve the identified needs of the Village. The scope of work shall include the following:

**TASK 1: Village Parking Conditions Evaluation.** The Consultant will compile the parking data and summarize the data into a format that will facilitate decision-making. Provide an inventory of existing Village-owned and maintained parking supply and demand within the Village.

- 1) Kickoff/Staff Meetings and Phone Conferences. The Consultant will conduct a kick-off meeting to engage staff and receive existing conditions data. Throughout the course of the project, the Consultant will conduct regular meetings via phone conferences to update staff on the progress of the project and share all relative information.
- 2) Data Collection. The Consultant will collect existing information as it relates to:
  - Existing Parking Conditions – Review current parking management techniques employed by the Village, such as parking standards, parking programs, parking rates and operation practices that affect parking behavior. Evaluate privately owned remote parking resources shall also be included. Evaluate existing conditions and future conditions (Max Rate of Growth Ordinance (ROGO) & Building Permit Allocation System (BPAS)). Examine, inventory and evaluate the Village's current Village Center Specific Plan area and peripheral public parking fee structure, including on-street parking meters.
  - Existing Parking LDRs – Review existing parking LDRs and other parking related policy language and identify issues and opportunities.
  - Pedestrian Conditions – Evaluate pedestrian circulation patterns and walking distances, based on existing conditions.
  - Transit Conditions – Evaluate the current Monroe County Transit (MCT) and use of the Village's peripheral public parking lots.
  - Identify Missing Data – Infill any identified missing data and summarize parking demand and utilization within the Village as it relates to existing and future land use, as well as, any near-term or programmed developments.
- 3) Parking Supply and Demand Analysis. Evaluate current inventory and uses to determine if current parking supply is adequate to satisfy the existing off-peak period (June to October) demand.
- 4) Industry Best Practices and New Technologies. Evaluate the implementation of “new parking technological advantages” (mobile applications, smart parking controls and dynamic signage) with parking management to determine the availability of such technology in the Village Center and peripheral areas.
- 5) Project Website. The Consultant will prepare and maintain a project website via [maps.kittelson.com](http://maps.kittelson.com) for public input and data collection for entire time period of the project. The feedback collected will be presented in Public Meetings and summarized at the end of each task.

- 6) **Public Workshop #1.** The Consultant will prepare for and conduct a two (2) day public workshop to obtain community input on parking and mobility, perceived conditions within the Village, and preference related to best practices and conceptual parking strategies. Prior to the workshop, the Consultant will prepare a questionnaire for posting on the Village website to solicit input from the public that may or may not attend the public workshop. The public workshop will include:
  - Up to ten (10) stakeholder (merchants, property owners, residents, and Village officials) interviews. These will be scheduled on Day One of the workshop and involve thirty to sixty minutes “interviews” that discuss specific issues regarding parking within the Village area.
  - Local agency or Village Council meetings to solicit additional input from appointed and elected officials.
  - An evening presentation/discussion that identifies a relationship between current project area parking conditions and community objectives (as indicated in the Village Center Specific Plan, General Plan, Parking ordinance etc.), public education on best practices of parking management, and examples of potential parking strategies that could be utilized to improve project area parking conditions while satisfying community goals.
- 7) **Documentation and Report.** An easy to understand graphical report summarizing the existing conditions and public input as well as potential new technologies and best management practices will be created to document the activities in Task 1. This report will be in PDF format for posting online or digital delivery.
  - **Draft Report and Village Review** – A draft report will be prepared to summarize the results of the analysis and will be submitted for the Village’s review. A follow-up phone conference will be scheduled to discuss the analysis, findings and review comments with the Village staff.
  - **Draft Final Report** – Based on the Village staff review the draft final report will be prepared and submitted to the Village.
- 8) **Local Agency and Village Council Meetings** - the Consultant will present the existing conditions summary to the Village Council to solicit additional input from appointed and elected officials as the project transitions to Task 2.

***Task 1 Deliverables:*** *A summary of existing project areas, parking data, demand, utilization, operations, and management. The Consultant shall title Task 1 deliverable as “Village Parking Conditions Evaluation” provided in PDF digital format. A summary analysis memo of the Existing Parking LDRs A summary of the Public Workshop and input received as a memorandum in PDF digital format.*

**TASK 2: Parking Master Plan.** Based on the conclusions of Task 1, the Consultant will prepare the Parking Master Plan that will address the following considerations:

- 1) **Planning Considerations.** Evaluate the advantages and disadvantages based on the context of the Village as summarized in Task 1 and, as appropriate, recommend introduction or modification of existing parking management techniques including, but not limited to:
  - Parking pricing systems
  - Shared parking programs
  - Community parking programs

- Modifications to existing Village Parking LDRs – Based on elements in Task 1 and planning/parking considerations generated in Task 2, develop draft modified or new LDR language for the Staff to review.
- Alternatives for available underutilized parking resources
- Parking within the Village street right-of-ways (as on-street parking)
- Park and ride programs
- Educational programs and signage
- Residential parking passes
- New technologies including charging stations for electric cars
- Operational system structures for parking facilities and typologies

2) **Parking Supply Strategies and Recommendations** Develop strategies to address existing conditions and future conditions (Max Rate of Growth Ordinance (ROGO) & Building Permit Allocation System (BPAS)). Provide recommendations for regulatory or zoning code changes (including shuttle, park and ride programs and parking fees) which could help accommodate the Village parking demand related to adjacent and local land uses.

3) **Walkability and Livability** Develop recommendations, compliant with State and Federal directives, which ensure that the needs of all users including pedestrians, bicyclists, users of public transit, motorists, tourist, children, the elderly, and the disabled. Evaluate and recommend incentives for non-vehicle transportation, co-benefit techniques addressing:

- Traffic congestion
- Livability, walkability, and sustainability
- Traffic calming on Village streets
- Methods to increase and improve current parking facilities
- Management of spillover and overflow issues
- Alternate transportation mode opportunities (including public transportation) and incentives

4) **Financial Considerations** Identify potential funding sources and revenue streams and combinations that can be used for implementation of the Parking Master Plan. Such funding sources shall include but not be limited to:

- Parking meters
- In-lieu parking fees
- Parking districts passes
- Impact fees
- Grants and/or other agency funding

5) **Public Workshop #2** – the Consultant will prepare for and conduct a public workshop to obtain community input on the various aspects of the initial DRAFT Parking Master Plan. This meeting will be conducted in an “open house” session, where exhibits and graphics will be provided at multiple stations to showcase the various aspects of the DRAFT Parking Master Plan. Input opportunities will be provided both facilitated by the Consultant and Village Staff and non-facilitated through mailers and web-based feedback.

6) **Local Agency and Village Council Meetings** - the Consultant will attend up to three (3) meetings with the either the Local Planning Agency and/or the Village Council to solicit additional input from appointed and elected officials.

7) **Documentation and Final Report** An easy to understand graphically visual report for the use of political officials, developers, and Village staff will be created for easy distribution

to those interested in the project as well as in PDF format for posting online or digital delivery. This report will summarize the analysis and recommendations.

- Draft Report and Village Review – A draft report will be prepared to summarize the results of the analysis and will be submitted for the Village's review. A follow-up meeting will be scheduled to discuss the analysis, findings and review comments with the Village staff.
- Final Parking LDR Recommendations – Incorporate Staff comments and any other comments solicited from the Local Planning Agency and Village Council Meetings into Final New/Modified Parking LDR language for Staff to incorporate or replace existing Village Parking LDRs.
- Draft Final Report – Based on the Village staff review the draft final report will be prepared and submitted to the Village.

***Task 2 Deliverables: Draft Parking Master Plan for review by the Village and subsequently a Final Parking Master Plan provided in PDF digital format. Final Parking LDR Recommendations. A summary of the Public Workshop and input received as a memorandum in PDF digital format.***

#### **4.0 CONSULTANT RESPONSIBILITIES:**

The Consultant shall conduct the services based on the scope and budget estimated in this document.

#### **5.0 TIMELINE:**

The Consultant will conduct the services based on the scope and budget estimated in this document following the proposed timeline described below.

**Task 1:** The data collection, analysis and documentation for Task 1 shall be conducted within 8 weeks from the kick-off meeting. Coordination and completion of the public workshop will vary upon schedule availability of participants. The summary report shall be completed within 30 days of the Public Workshop.

**Task 2:** The synthesis and planning work for Task 2 will begin prior to the Public Workshop in Task 1, and shall be conducted within 8 weeks from the completion of Task 1. Coordination and completion of the public workshop will vary upon schedule availability of participants. The summary report shall be completed within 60 days of the Public Workshop.

#### **6.0 VILLAGE RESPONSIBILITIES:**

The VILLAGE will provide the CONSULTANT the necessary background information to conduct the study.

### Task Work Order 3 – Budget Estimate All Tasks

#### Task Work Order 3 - Scope of Work

| Task   | Principal Planner<br>HR<br>\$ 230.00 | Planner<br>HR<br>\$ 140.00 | Senior Engineer/Planner<br>HR<br>\$ 140.00 | Engineering Associate<br>HR<br>\$ 125.00 | Transportation Analyst<br>HR<br>\$ 115.00 | Total Hours         | Total Cost    |                     |               |                     |
|--|--------------------------------------|----------------------------|--|--|---|---------------------|---------------|---------------------|---------------|---------------------|
| <b>1) Village Parking Conditions Evaluation</b>                          | <b>3.00</b>                          | <b>\$ 690.00</b>           | <b>88.00</b>                               | <b>\$ 12,320.00</b>                      | <b>122.00</b>                             | <b>\$ 15,250.00</b> | <b>82.00</b>  | <b>\$ 9,430.00</b>  |               |                     |
| 1.1) Kickoff/Staff Meetings and Phone Conferences                        |                                      |                            | 24.00                                      | \$ 3,360.00                              | 24.00                                     | \$ 3,000.00         |               | 48.0                | \$ 6,360.00   |                     |
| 1.2) Data Collection   |                                      |                            | 8.00                                       | \$ 1,120.00                              | 16.00                                     | \$ 2,000.00         | 20.00         | \$ 2,300.00         | 44.0          | \$ 5,420.00         |
| 1.3) Supply and Demand Analysis  | 2.00                                 | \$ 280.00                  | 8.00                                       | \$ 1,120.00                              | 16.00                                     | \$ 2,000.00         | 16.00         | \$ 1,840.00         | 42.0          | \$ 5,240.00         |
| 1.4) Research/Review of Technologies and Best Management Practices       |                                      |                            | 8.00                                       | \$ 1,120.00                              | 16.00                                     | \$ 2,000.00         | 16.00         | \$ 1,840.00         | 40.0          | \$ 4,960.00         |
| 1.5) Creation and Maintenance of Project Websites and/or Social Media    |                                      |                            | 2.00                                       | \$ 280.00                                | 4.00                                      | \$ 500.00           | 10.00         | \$ 1,150.00         | 16.0          | \$ 1,930.00         |
| 1.6) Public Workshop #1  |                                      |                            | 30.00                                      | \$ 4,200.00                              | 30.00                                     | \$ 3,750.00         |               |                     | 30.0          | \$ 7,950.00         |
| 1.7) Summary Report Draft and Final                                      | 1.00                                 | \$ 230.00                  | 8.00                                       | \$ 1,120.00                              | 16.00                                     | \$ 2,000.00         | 20.00         | \$ 2,300.00         | 45.0          | \$ 5,650.00         |
| <b>2) Parking Master Plan</b>  | <b>3.00</b>                          | <b>\$ 690.00</b>           | <b>93.00</b>                               | <b>\$ 13,020.00</b>                      | <b>107.00</b>                             | <b>\$ 13,375.00</b> | <b>44.00</b>  | <b>\$ 5,060.00</b>  | <b>192.00</b> | <b>\$ 32,145.00</b> |
| 2.1) Planning Considerations   |                                      |                            | 16.00                                      | \$ 2,240.00                              | 20.00                                     | \$ 2,600.00         | 4.00          | \$ 560.00           | 40.0          | \$ 5,600.00         |
| 2.2) Parking Strategies and Recommendations                              |                                      |                            | 8.00                                       | \$ 1,120.00                              | 16.00                                     | \$ 2,240.00         | 16.00         | \$ 2,240.00         | 40.0          | \$ 5,600.00         |
| 2.3) Walkability and Livability  |                                      |                            | 8.00                                       | \$ 1,120.00                              | 20.00                                     | \$ 2,800.00         | 4.00          | \$ 560.00           | 32.0          | \$ 4,480.00         |
| 2.4) Financial Considerations  | 2.00                                 | \$ 280.00                  | 8.00                                       | \$ 1,120.00                              | 20.00                                     | \$ 2,800.00         |               |                     | 28.0          | \$ 4,200.00         |
| 2.5) Public Workshop #2  |                                      |                            | 15.00                                      | \$ 2,100.00                              | 15.00                                     | \$ 1,875.00         |               |                     | 15.0          | \$ 3,975.00         |
| 2.6) Local Agency and Village Council Meetings                           |                                      |                            | 30.00                                      | \$ 4,200.00                              |   |                     |               |                     | 0.0           | \$ 4,200.00         |
| 2.7) Documentation and Final Report                                      | 1.00                                 | \$ 230.00                  | 8.00                                       | \$ 1,120.00                              | 16.00                                     | \$ 3,060.00         | 20.00         | \$ 4,600.00         | 37.0          | \$ 10,350.00        |
| <b>TOTAL PROJECT</b>   | <b>9.00</b>                          | <b>\$ 1,380.00</b>         | <b>282.00</b>                              | <b>\$ 25,340.00</b>                      | <b>352.00</b>                             | <b>\$ 28,625.00</b> | <b>190.00</b> | <b>\$ 14,490.00</b> | <b>723.00</b> | <b>\$ 69,835.00</b> |
| <b>Sub-Consultant Fee</b>  |                                      |                            |  |  |   |                     |               |                     |               | \$ 15,000.00        |
| <b>Reimbursable Expenses</b>   |                                      |                            |  |  |   |                     |               |                     |               |                     |
| Mileage (miles)  |                                      |                            |  |  |   |                     |               | 3,100               | \$ 0.55       | \$ 1,705.00         |
| Accommodations (nights)  |                                      |                            |  |  |   |                     |               | 12                  | \$ 175.00     | \$ 2,100.00         |
| Meals  |                                      |                            |  |  |   |                     |               | 36                  | \$ 15.00      | \$ 540.00           |
| <b>TOTAL FEES</b>  |                                      |                            |  |  |   |                     |               |                     |               | <b>\$ 89,180.00</b> |
| Lower Matecumbe, Tea Table, Upper Matecumbe, Windley and Plantation Keys |                                      |                            |  |  |   |                     |               |                     |               |                     |