



20 N. Swinton Avenue
Delray Beach, FL 33444

~ CRA BOARD SUMMARY ~
SELECTION TO OLD SCHOOL SQUARE PARK MASTER PLAN CORE COMMITTEE

At the August 23, 2016 City Commission/CRA Board Joint Worksession, Rob Steele, gave a presentation regarding the Community Conversations and Charrette Synopsis conducted in 2015 and 2016. The presentation included short term improvements and long term improvements. After discussing the items, the City Commission gave direction for the CRA to resume contract negotiations with Currie Sowards Aguila Architects, Inc. (CSA) for the Master Plan portion of the project.

On October, 20, 2016, the CRA approved the Agreement with CSA. It is anticipated that the master plan development process will take six (6) months. The scope of services in Exhibit A of the agreement generally consists of the preparation of a new conceptual Master Plan for the OSS Center for the Arts Campus and Park. The Master Plan development process will consist of the following:

- Site Analysis;
- Meetings with select "core committee" which will review progress plans and provide input/feedback; members of committee to be developed by the CRA;
- Meetings with staff;
- Conduct up to two (2) input gathering public meetings;
- Document project consensus;
- Develop park Master Plan concept;
- Prepare opinion of probable cost; and,
- Prepare and submit final Master Plan for presentation, approval and adoption by the CRA Board and City Commission.

The Master Plan process excludes preparation of necessary documents for and submittal to the Historic Preservation Board (HPB) for approval, design development, construction documents, bidding and permitting and construction administration.

The inclusive public engagement and consensus building activities involves the creation of a "core committee" developed by the CRA. The role of the core committee is to review progress plans and provide input/feedback throughout the master planning process. Since the Old School Square Complex is one of the most used public spaces in the City by both residents and visitors, the programming and public input phase needs to include a broad cross section of the community both in geography, as well as, in expertise. It is anticipated that there will be a minimum of seven (7) meetings that the core committee members need to attend. Of the seven (7) meetings, two (2) will be public input meetings, six (6) monthly working meetings with staff and the CSA, and one (1) additional meeting for the master plan presentation to the CRA and/or City Commission.

Staff recommends that the Board nominates one (1) CRA Board member to participate in the project as a core committee member and will be requesting one(1) member from the City Commission. Additionally, each CRA Board member is requested to nominate one (1) individual from the suggested list below to be on the core committee.

- 1 Representative from Old School Square Board
- 1 Representative from Pineapple Grove Arts District
- 1 Representative with Historic Preservation experience
- 1 Representative from Chamber of Commerce
- 2 Representatives from The Set
(West Atlantic Redevelopment Coalition & NW/SW Neighborhood Alliance)

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- 1 Representative from the DDA
- 1 Representative from Delray Beach Youth Council
- 1 Representative from Beach District
- 2 Representatives from Western Community (West of I-95)
- 1 Representative from North Federal Highway (North of George Bush Boulevard)
- 1 Representative from South Federal Highway (South of SE/SW 10th Street)
- 1 Representative from Osceola Park Neighborhood
- 1 Representative from Lake Ida/Seacrest/Del-Ida Neighborhood

The following key City/CRA/OSS staff will also be requested to participate in the master plan development process.

- Delray Beach CRA – Jeff Costello and Thuy Shutt
- Planning, Zoning, and Building Department – Tim Stillings or designee
- Environmental Services Department – John Morgan or designee
- Old School Square – Rob Steele
- Parks and Recreation Department – Suzanne Fisher or designee

Recommended Action:

Each Board member select a representative to serve on the Old School Square Park Master Plan Committee.

Submitted By: Thuy Shutt, Assistant Director

Attachments: Exhibit A of the Agreement between CRA & Currie Sowards Aguila Architects, Inc for the OSS Master Plan.

EXHIBIT A

I. PROJECT BACKGROUND

On June 28, 2015, the CRA issued a Request for Qualifications (RFQ) for professional consulting services to provide an integrated design for the existing Old School Square (OSS) Center for the Arts Campus and Park consisting of 5.25 acres on Atlantic Avenue in downtown Delray Beach. The existing Campus and Park are well-known and well-used landmarks in the City.

Numerous annual public events, as well as private programs take place on this site throughout the year. It is envisioned that public engagement will be required throughout all phases of this project.

On October 15, 2015 the CRA awarded the contract and authorized contract negotiations with the ARCHITECT. Negotiations were suspended on January 14, 2016 and resumed after receiving direction from City Commission on August 23, 2016.

II. PROJECT DESCRIPTION

The general scope of work to be performed by the ARCHITECT shall include:

- A. Create an integrated design for the existing OSS Center for the Arts Campus and Park that accommodates and provides improved infrastructure for flexibility of use, accommodate the Delray GreenMarket, supports ongoing programming and daily use of the facilities, provides economic opportunities, and provides intimate areas and focal points within the park to create a world-class public space. Planning concepts must include adequate shade areas, children's play area, relocation of the concession stand and bathroom facilities, improved lighting, signage, and security recommendations, direct connection from the plaza area to OSS Park and the parking garage, support public art and educational opportunities, integrate local culture and history in a meaningful way by connecting with The Set to the west and the Delray Beach Historical Society to the north, and provide for expanded economic development for the OSS Center of the Arts Campus and Park facility and the City as a whole.
- B. Development of a park programming plan that is coordinated and supported by the City, OSS Center for the Arts, and other identified stakeholders.
- C. The park design, along with the program plan must be woven into a broader urban economic and development plan that capitalizes on the new growth in the area, downtown development plans and other economic drivers for the City. Design development will require a combination of technical and creative disciplines to address all potential aesthetic and recreational components as well as required site improvements.

- D. Lead public engagement and consensus building activities commencing with the development of a Master Plan, **Task “A”**, and will continue throughout all phases of the project.

Task “A” of the project generally consists of the preparation of a new conceptual Master Plan for the existing OSS center for the Arts Campus and Park for CRA Board and City Commission consideration and approval. The site is located between Swinton Avenue to the west, Pineapple Grove Way/NE 2nd Avenue to the east, Atlantic Avenue to the south and NE 1st Street to the north, containing approximately 5.25 acres.

Task “A”, Master Plan will consist of the following:

- Site Analysis.
- Meeting with select “core committee” which will review progress plans and provide input/feedback; members of committee to be developed by the CRA.
- Meetings with staff.
- Conduct up to two (2) input gathering public meetings.
- Document project consensus.
- Develop park Master Plan concept.
- Prepare opinion of probable cost.
- Prepare and submit final Master Plan for presentation, approval and adoption by the CRA Board and City Commission.

Future tasks, not included in this proposal, that may be added as directed for an additional fee, include:

- Preparation of necessary documents for and submittal to the Historic Preservation Board (HPB). This will likely be a phased approval to be implemented for development in phases.
- Preparation of Design Development documents.
- Preparation of bid and permit documents for the selected phases.
- Preparation of opinion of probable costs at various intervals as needed.
- Assistance during permit review.
- Provide Construction Administration services.
- Other services as directed by the CRA.

Consulting firms working under this Agreement and included in our **Task “A”** fee:

- TBG Partners – Landscape Design
- HLB Lighting – Lighting Design
- Keith & Associates – Civil Engineering Consulting
- RDC, Inc. – Cost Estimating/Construction Specialist

The following Consultants are anticipated in future tasks.

- Thompson & Youngross Engineering Consultants – MEP
- McCarthy & Associates (Pennoni) – Structural Engineering

- E. Following completion and acceptance of the master plan design and program plan, an implementation plan will be developed. The implementation plan will include construction documents and the following elements: planning, life-cycle cost estimates for construction and operation and maintenance, possible phasing plan for implementation and developing a final design package and specifications sufficient for permitting and bidding, bid evaluation assistance, and construction administration.

III. SCOPE OF SERVICES

PART I - Task A - Master Plan

ARCHITECT as team leader for the project will coordinate all necessary activities as further described below:

- ARCHITECT will coordinate with the CRA's representative, monitor the progress of the work, monitor the project schedule and budget and provide project updates as needed. ARCHITECT will chair all project meetings and provide meeting minutes and reports.
- ARCHITECT will gather all available information on previous discussions and include during conceptual design development.
- ARCHITECT will be principally in charge of the preparation of all conceptual design graphics and presentation material as needed and coordinate with consulting team.
- Meetings to include the following:
 - Initial CRA meeting for detailed scope definition and project understanding. This will provide for review of previous discussions, review of any available data, identify item needed that are currently not available, review new project intent, and preparation of a summary report.
 - Follow up Conceptual Design meeting with staff, core committee, and other designated community members to identify design opportunities, develop options and prioritize areas of development.
 - Follow up meeting with CRA and other interested parties to finalize design intent and review public input.
 - Once public and staff input phase is concluded, the design team will prepare a presentation to be made to the CRA and the Community at large. This will include opinion of probable costs for the various components as illustrated on the plan.
 - Upon conceptual approval, a final presentation to the CRA, CRA Board, and City Commission will be made.
- Following each meeting ARCHITECT will compile notes and distribute a meeting summary to CRA for file and distribution.

The following items are not included in this Work Assignment:

- Preparation of documents as needed for the Historical Preservation Board (HPB).
- Bid, permit, and construction documents.
- Traffic study.
- Application fees.
- New Boundary, topographic, and tree survey. This will be required for future services.

Deliverables: Following each formal meeting with the CRA, the ARCHITECT will prepare a summary report, or minutes, for the CRA file and other distribution. The ARCHITECT will prepare all needed graphics for public meetings or presentations. Opinion of probable cost will be prepared at completion of the conceptual design to use in selecting the possible site amenities, design features, or component groupings. A final opinion of cost will be prepared once the final Master Plan is ready for presentation. Conceptual Master Plan shall include the following:

- Architect will coordinate all other consultants, prepare the conceptual master plan, and chair all meetings,
- Architect will review CPTED design principles and apply any solutions that will provide for a safer and secure site, where practical.
- Proposed landscaping material options to be used as a palette for final design. This will include selection of species, size, and general application.
- Civil Engineer will assist the Client with preliminary engineering review of available data and the concept plans and provide assistance and coordination with meetings with other consultants and regulatory agencies.
- Lighting Consultant will participate in meetings, prepare illumination analysis, participate in meetings, provide alternative options, and prepare overall report on lighting options.
- Final Master Site Plan, renderings/vignettes or 3-D digital illustrations, PowerPoint presentation, and project summary report will be the final deliverables.

PART II - Task A – HPB, Design Development, Construction Documents, and Construction Administration

Preparation of HPB, design development, bid and permit documents, and construction administration may be provided upon written authorization by the CRA as an additional service and include the following.

- HPB, site plan drawings, application submittal forms, traffic study, updated boundary and topographic surveys, landscape & Irrigation design, site lighting, and other items as requested.
- Attendance at HPB meetings.
- Selected component design development documents.

- Preparation of bid and permit documents and attendance at meetings during bidding and permitting processes.
- Construction administration services

IV. TIME OF PERFORMANCE

Scope of services for **Task “A”** described in this Exhibit will be completed within six (6) months of receipt of a written notice to proceed from the CRA. Should the project completion be delayed through no fault of the design team, a sixty (60) day time extension may be approved with written authorization by the Executive Director. Any additional time extension beyond the sixty (60) days, is subject to approval by the CRA Board.

V. COMPENSATION

Services for **Task “A”** described herein shall be provided for a lump-sum fee amount of **Eighty Seven Thousand Five Hundred Dollars (\$87,500.00) and No Cents**. Direct reimbursable expenses are additional and will be invoiced at cost and will not exceed **\$2,500.00**, unless authorized by the CRA.

Services for (**only Task A is listed in this agreement**) services not specifically noted herein may be provided as an additional service once **Task “A”** completion is reached.