



Agenda Item # 10A  
December 8, 2016

20 N. Swinton Avenue  
Delray Beach, FL 33444

~ CRA BOARD SUMMARY ~  
**WORK ASSIGNMENT – IBI GROUP (FLORIDA) INC. –  
W. ATLANTIC & SW NEIGHBORHOOD REDEVELOPMENT PLAN UPDATES  
(THE SET REDEVELOPMENT PLAN)**

---

The West Atlantic Redevelopment Plan was adopted in 1995, with the most recent Plan Amendment occurring in 2001. Also, the Southwest Area Neighborhood Redevelopment Plan was adopted in 2003 and has not been amended/updated.

In 2016, West Atlantic Redevelopment Coalition (WARC) and the Northwest/Southwest Neighborhood Alliance prepared The Set Transformation Plan, which reaffirmed the community's vision for the West Atlantic, Northwest and Southwest Neighborhoods (n.k.a. The Set), and established additional recommendations and strategies that could be incorporated into the Plan updates. This coincided with The Set Branding Initiative, which was officially launched on September 9-11, 2016. In order to preserve the momentum and facilitate the future redevelopment of The Set, updates to the existing planning documents are necessary. In addition to updating the West Atlantic Avenue (CRA Sub-area 3) and Southwest Area Neighborhood (CRA Sub-Area 8) Redevelopment Plans, the intent is to include the Northwest Neighborhood (CRA Sub-Area 4) and consolidating the Plans into one comprehensive document for The Set. The area is bounded by Lake Ida to the north, SW 10th Street to the south, Interstate I-95 to the west, and Swinton Avenue to the east (see Attachment B).

This Scope of Work involves an assessment of the Plans including the community's needs, market demands, redevelopment opportunities, and development trends to determine what additional measures should be taken to promote economic development and new job and development opportunities within the area. Due to the fact that this amendment is proposing a more comprehensive update of numerous Plans, staff has requested a proposal for assistance with the update from one of the CRA's Development Services Consultants on a Continuing Contract Basis, IBI Group (Florida) Inc. (IBI).

The update of the Plans is to be based upon public input through stakeholder interviews, public design workshops (if requested), and neighborhood association and committee meetings (i.e. West Atlantic Avenue Redevelopment Coalition – WARC, NW/SW Neighborhood Alliance), the Community Redevelopment Agency (CRA), Downtown Development Authority (DDA), Planning and Zoning Board, and the City Commission meetings. IBI will coordinate with the WARC and the CRA to facilitate this process.

This project will create awareness of the CRA/City's current implementation of the community's vision, including expenditures of public funds to implement the initiatives outlined in the plans, projects currently underway, and future projects.

IBI shall research and review photography, base documents, previous plans, current projects, as provided by City/CRA. Documents received with this Work Assignment include:

- West Atlantic Branding Initiative, prepared by CaliBrand Consulting, dated April 1, 2016.
- The 2015 Year-End Workshop Draft Summary Report, prepared by WARC and NWSWNA (The Set Transformation Plan).
- WARC Strategic Plan 2014-2017, prepared by CoreStrategies for Nonprofits, Inc., dated October 2013.

- West Atlantic Area Needs Assessment Community Workshop Summary, prepared for West Atlantic Redevelopment Coalition (WARC), dated October 2012.
- Southwest Area Neighborhood Redevelopment Plan, prepared by JEG Associates, in partnership with RMPK (now known as 181 Group), et al., dated May 9, 2003.
- West Atlantic Redevelopment Plan, prepared by Visions West Atlantic Community Redevelopment Agency, last amendment November 7, 2000.

As part of the scope of services, IBI will facilitate 50 interviews, three (3) public workshops, and 20 meetings that will be held with Delray Beach to residents, property owners and business owners, in order to gather input from community stakeholders, and will summarize the feedback, as well as, prepare the proposed drafts of The Set Neighborhood Redevelopment Plan and supportive documents the City, the CRA, and other Advisory Boards as part of the Plan Development, Review, and Adoption processes. The Consultant will work closely with representatives of WARC and the CRA staff to identify the stakeholders for the interview process. In addition, representatives from WARC, the CRA, and the City will be a part of the core group responsible for guidance and review of the drafts throughout the development of the Plan.

A draft of the scope of services was presented to WARC and the NW/SW Neighborhood Alliance (NWSWNA) in May 2016. Comments were received and incorporated into the proposed draft and received a recommendation of approval from WARC on October 27, 2016. The time frame for completion of these services is estimated at ten (10) months from the issuance of a Notice to Proceed by the CRA (December 8, 2016). The contract amount is an amount not to exceed \$72,110.00.

**Recommended Action:**

Approve the attached Work Assignment with IBI Group (Florida) Inc. (IBI) for services associated with The Set Redevelopment Plan at a cost not to exceed Seventy-Two Thousand One Hundred and Ten Dollars (\$72,110.00).

**Submitted By:** Thuy Shutt, Assistant Director

Attachments: Draft Work Assignment with IBI Group (Florida) Inc.

**WORK ASSIGNMENT  
BETWEEN  
THE DELRAY BEACH  
COMMUNITY REDEVELOPMENT AGENCY  
AND  
IBI GROUP (FLORIDA) INC.**

This Consulting Work Assignment is entered into this 23<sup>rd</sup> day of May, 2013 by and between the DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY, hereinafter referred to as "CRA" and IBI GROUP (FLORIDA) INC., hereinafter referred to as "CONSULTANT".

**WITNESSETH:**

WHEREAS, the CRA and the CONSULTANT previously entered into a three-year Agreement for Project Development, Financial, and Real Estate Management Analysis and Services dated July 25, 2013, the "Original Agreement"; and

WHEREAS, on April 29, 2016, the CRA and the CONSULTANT entered into an Amendment to the Original Agreement for Professional Contracting Services in order to provide for an extension of the Original Agreement for an additional one (1) year term, up to and including August 14, 2017; and

WHEREAS, the CRA and the CONSULTANT are authorized to enter into Work Assignments in order to provide for additional services to be provided by the CONTRACTOR for the CRA, pursuant to the Original Agreement; and

WHEREAS, the CRA and the CONSULTANT desire to enter into Work Assignments in order to provide for the CONSULTANT to provide additional services associated with the "2016 The Set Plan Neighborhood Redevelopment Plan". pursuant to the terms and conditions of the Original Agreement,

NOW, THEREFORE, in consideration for the mutual covenants and promises herein contained, the CRA and the CONSULTANT agree as follows:

1. The "WHEREAS" clauses recited above are hereby incorporated herein by reference.
2. The CRA authorizes the CONSULTANT to perform additional services as provided in this Work Assignment for the following CRA Project:

**The Set Plan Redevelopment Plan**

(the "Project")

3. The Scope of Services for the Project, as provided in the Original Agreement, is hereby amended in order to authorize the CONSULTANT to provide the Scope of Services as described on **Exhibit "A"** to this Work Assignment, which is attached hereto and incorporated herein by reference.

4. The Budget for the Project as stated in the Original Agreement is hereby amended to reflect the adjustments indicated on **Exhibit "A"** to this Work Assignment, which is attached hereto and incorporated herein by reference.

5. The Completion Date for the Project as stated in the Original Agreement is hereby amended to provide for the CONSULTANT to complete the Scope of Services described in **Exhibit "A"** to this Work Assignment, which is attached hereto and incorporated herein by reference.

6. This Work Assignment is approved contingent upon the CRA's acceptance of and satisfaction with the completion of the services rendered in the previous phase or as encompassed in the Original Agreement, as may have been amended.

7. The CONSULTANT may not commence work on any Work Assignment, including this Work Assignment, approved by the CRA, without a further notice to proceed, issued in writing by the CRA Executive Director, or her authorized representative.

8. The Original Agreement, as may have been modified, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Work Assignment as of the day and year indicated above.

**DELRAY BEACH COMMUNITY  
REDEVELOPMENT AGENCY**

BY: \_\_\_\_\_  
Reginald A. Cox, Chair

ATTEST:

\_\_\_\_\_  
Jeff Costello, Secretary

STATE OF FLORIDA

COUNTY OF PALM BEACH

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2016, by \_\_\_\_\_, Chairperson of the Delray Beach Community Redevelopment Agency who is personally known to me or has/have produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_  
Print Name

**CONSULTANT:  
IBI GROUP (FLORIDA) INC.**

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

Attest:

\_\_\_\_\_  
Secretary (CORPORATE SEAL)

STATE OF FLORIDA            )  
  )    SS:  
COUNTY OF PALM BEACH    )

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_ named in the foregoing agreement and that he/she acknowledged executing the same in the presence of two subscribing witnesses freely and voluntarily under authority duly vested in him/her by said \_\_\_\_\_ and that the Corporate seal affixed thereto is the true corporate seal of said Corporation.

Witness my hand and official seal in the County and State last aforesaid this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
NOTARY PUBLIC  
\_\_\_\_\_  
Printed Name

My Commission Expires

## EXHIBIT “A”

### “THE SET” REDEVELOPMENT PLAN

#### I PROJECT DESCRIPTION

The City of Delray Beach (City) and the Delray Beach Community Redevelopment Agency (CRA) seek assistance in updating the West Atlantic Avenue Redevelopment Plan and Southwest Area Neighborhood Redevelopment Plan, as well as, modifying the referenced plans to include future improvements to the Northwest Neighborhood, and consolidating the Plans into one comprehensive document.

The project study area shall be limited to an area within the CRA boundaries as indicated in Exhibit B: “The Set Project Boundary Map”. The boundaries for the study area consist of Lake Ida to the north, SW 10th Street to the south, Interstate I-95 to the west, and Swinton Avenue to the east.

The update of the West Atlantic Avenue Redevelopment (WA) and the Southwest Area Neighborhood Redevelopment (SW) Plans is to be based upon public input through stakeholder interviews, public design workshops (if requested), and neighborhood association and committee meetings (i.e. West Atlantic Avenue Redevelopment Coalition – WARC, NW/SW Neighborhood Alliance), the Community Redevelopment Agency (CRA), Downtown Development Authority (DDA), Planning and Zoning Board, and the City Commission meetings.

This project will create awareness of the CRA/City’s current implementation of the community’s vision, including expenditures of public funds to implement the initiatives outlined in the plans, projects currently underway, and future projects.

#### II SCOPE OF SERVICES

To develop a comprehensive “The Set Neighborhood Redevelopment Plan” using the West Atlantic Avenue Redevelopment Plan and the Southwest Area Neighborhood Redevelopment Plan as base documents.

##### **Part I - Due Diligence**

CONSULTANT shall research and review photography, base documents, previous plans, current projects, as provided by City/CRA. Documents received with this Work Assignment include:

- West Atlantic Branding Initiative, prepared by CaliBrand Consulting, dated April 1, 2016.
- The 2015 Year-End Workshop Draft Summary Report, prepared by WARC and NWSWNA.
- WARC Strategic Plan 2014-2017, prepared by CoreStrategies for Nonprofits, Inc., dated October 2013.

- West Atlantic Area Needs Assessment Community Workshop Summary, prepared for West Atlantic Redevelopment Coalition (WARC), dated October 2012.
- Southwest Area Neighborhood Redevelopment Plan, prepared by JEG Associates, in partnership with RMPK (now known as 181 Group), et al., dated May 9, 2003.
- West Atlantic Redevelopment Plan, prepared by Visions West Atlantic Community Redevelopment Agency, last amendment November 7, 2000.

## **Part II – Interview Process**

CONSULTANT shall conduct up to 50 interviews with stakeholders from City, CRA, residential and business communities, development industry, etc.

- Includes follow-up report and tabulation of interview feed-back.
- Stakeholders will be selected by the CRA in collaboration with WARC and the City.

## **Part III - Public Workshops**

CONSULTANT shall conduct three (3) public workshops to provide public engagement opportunities.

- Includes presentation boards, handouts, coordination, on-site participation, and follow-up report and tabulation of participant feed-back.

## **Part IV – Plan Development**

CONSULTANT shall develop a unified Redevelopment Plan for "The Set" Neighborhood, which includes the combined West Atlantic Avenue, Southwest Area and Northwest Neighborhoods. The development of the plan shall include the following:

- Clarify Community Roles and Responsibilities through joint meetings with the City, CRA, City Advisory Boards and Community Partners (WARC, NW/SW Alliance, etc.). A core group consisting of representatives from WARC, the City, and the CRA will be established for guidance and review of drafts throughout the Plan Development process;
- Analyze the most current US Census and interim documents;
- Incorporate data from the 2016 Housing Study, including identification of Housing needs within "The Set";
- Identify impediments and opportunities for future development and growth;
- Provide economic development strategies to position "The Set" to take full advantage of growth sectors;
- Review and incorporate applicable data and recommendations in the updated Downtown Cluster Study (January 2011) and the West Atlantic Area Needs Assessment (October 2012);
- Identify potential Land Development Regulations and Comprehensive Plan changes

- Renderings and analyses to support the planning recommendations;
- Develop a three-dimension Sketch-up or similar software to model the existing conditions within the study area; and,
- Prepare the Redevelopment Plan and supportive documents for Approval and Adoption processes.

**Part V – Plan Review and Adoption Process**

- CONSULTANT shall process the Redevelopment Plan for “The Set” Neighborhood for review by CRA/City Boards Approval and Adoption process.

**III – BUDGET**

CONSULTANT will provide all services described herein on a labor fee plus expense basis. Labor fee and expenses will be billed according to the rate schedule master agreement, AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES BETWEEN THE DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY AND IBI GROUP (FLORIDA) INC., dated July 25, 2013, as amended on April 29, 2016.

Estimated fees for above tasks are listed below. The cost of all services included in the Scope of Work shall not exceed \$72,110.00. CONSULTANT shall obtain written authorization from CRA before performing any work exceeding the budget. The Project will be billed monthly on a progress basis.

<b>Scope of Services</b>		<b>Estimated Schedule<sup>2</sup></b>	<b>Costs<sup>1</sup></b>
Part I	Due Diligence (10% of total fee)	30 days	\$7,211.00
Part II	Interview Process (10% of total fee)	30 days	\$7,211.00
Part III	Public Workshops (20% of total fee)	60 days	\$14,422.00
Part IV	Plan Development (30% of total fee)	90 days	\$21,633.00
Part V	Plan Review and Adoption Process (30% of total fee)	90 days	\$21,633.00
<b>Total</b>		<b>300 days</b>	<b>\$72,110.00</b>

1. The fee for the above does not include Engineering, Architectural, and Landscape Architectural services.
2. As the CONSULTANT cannot be certain the review duration by the City agencies, this estimate is based upon a timely comment/response period. This schedule may need to be adjusted based upon the progress of the project.
3. Reimbursable Expenses shall include those items noted in the fee proposal indicated in the Original Agreement by CONSULTANT.



#### **IV – MEETING ATTENDANCE AND PRESENTATIONS**

CONSULTANT shall attend all interviews, meetings, and workshops as previously described in Section III, Scope of Services. The fees above include the following estimated meetings and presentations:

Part II - Interviews Up to 50 interviews @ 0.5 hours minimum each  
Additional Interviews - Community Engagement Consultant (\$80/hour)

Part III – Public Workshops Up to three (3) public workshops @ five (5) hours each  
Additional meetings (\$1,750 Maximum each)

Part IV – City Staff/CRA Staff Up to twelve (12) meetings @ 2 hours each  
Additional meetings\*

Part V – Plan Review and Adoption Process  
Up to two (2) CRA Board meetings @ 2.5 hours each  
Additional meetings\* (\$2,075 maximum each)

Up to four (4) Presentations to City/Community Boards  
Additional meetings\* (\$1,650 maximum each)

Up to two (2) City Commission meetings/hearings  
Additional meetings\* (\$1,225 maximum each)

---

**Total Workshops/Meetings: 50 interviews, 3 workshops, and 20 meetings**

\*Additional meeting attendance upon request on an hourly rate basis in accordance with Exhibit A, Hourly Rate Schedule as part of approved Agreement for Project Development, Financial, and Real Estate Management Analysis and Services.

#### **V - COMPLETION DATE**

The CONSULTANT may not commence work on any work assignment approved by the CRA to be included as part of the contract without a further notice to proceed. Scope of services for **Task “A”** described in this Exhibit will be completed within **300 days** of receipt of a written notice to proceed from the CRA. Should the project completion be delayed through no fault of the CONSULTANT, 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.

EXHIBIT "B"

PROJECT BOUNDARY MAP



EXHIBIT "B"

PROJECT BOUNDARY MAP

