



CITY OF POMPANO BEACH
100 W Atlantic Blvd, Pompano Beach, FL 33060

<p>WORK AUTHORIZATION NO: 3</p>	<p>COPBFL Project Manager: Kate Belcher Phone: 954-786-4575 Email: Kate.Belcher@copbfl.com COPBFL Contract Specialist: Antonio Pucci Phone: 954-786-5574 Email: Antonio.Pucci@copbfl.com</p>
<p>Firm Name: Walters Zackria Associates, PLLC Address: 5813 N. Andrews Way City/State/Zip: Fort Lauderdale, FL 33309</p>	<p>Firm's Contact Representative: Abbas Zackria Phone: (954) 522-4123 Email: abbas@wza-architects.com</p>
<p>In accordance with solicitation number <u>E-24-20</u>, Ordinance number <u>2021-55</u> dated <u>4/27/2021</u> for the proposed Parks and Recreation Department Master Plan Update, the City of Pompano Beach hereby directs the firm to perform the services for the project as detailed in the description below.</p> <p>All terms and conditions of the Original Contract dated <u>5/3/2021</u> approved via Ordinance No. <u>2021-55</u> remain unchanged and in full force and effect, and shall govern the work described herein to its completion, independent of the Original Contract's effective termination date.</p>	
<p>Description:</p> <p>This Work Authorization, when executed, shall authorize to services related to updating the Parks and Recreation Master Plan completed in 2013. Work shall include an assessment of 26 sites at various locations in the City of Pompano Beach, as requested by the City of Pompano Beach (City).</p> <p>The Master Plan will assess existing facilities as described in Exhibit A, document information including uses, demands and operation and maintenance procedures and to recommend suitable modifications, improvements, enhancements, additional uses and potential revenue-generating possibilities including concessions. Facilities to be analyzed include public parks, recreation centers, aquatic facilities, an amphitheater, and athletic sports fields, as listed in Exhibit A. Each will be reviewed, and recommendations provided for improvements to existing facilities or potential new buildings and facilities to accommodate existing and future demands of the community and of the City's Parks and Recreation system.</p> <p>WZA (Consultant) shall review and evaluate comments, suggestions and directions from the City of Pompano Beach staff and public groups along with guidance from the City Commissioners and will provide a Master Plan update with opinions of probable costs for recommended capital improvements, modifications, repairs, renovations or operational maintenance recommendations.</p> <p>The Master Plan update process is expected to span approximately 12 months.</p> <p>The scope of work shall include the following tasks:</p> <p>I. <u>TASK DESCRIPTION</u></p> <p>PHASE I TASKS: Data Collection, Analysis, and Workshops</p> <p>Task 1.1 Project Kick-off and Meetings and Data Collection</p>	

WZA will participate in a kickoff meeting with key City staff from Parks and Recreation Department to establish protocol, review responsibilities, discuss relevant City plans and documents to be considered as part of this project and review technical issues and policies to be regarded. The project team will also begin develop a schedule identifying projected dates to schedule activities and deliverables, including up to monthly progress meetings between WZA and the City staff.

WZA shall review available material provided by City, including site surveys, previous studies and masterplans, environmental reports, building plans and specifications. As part of this task, WZA staff will visit each site to review existing conditions.

WZA shall catalogue information regarding the features and components of each facility. This information shall include size, current programming and utilization, amenities, special events and requirements, and shall identify current asset and constraints; and will identify opportunities for improvement.

Task 1.2 - Stakeholder Due Diligence

WZA shall attend due diligence meetings with the City and the public to discuss issues and determine requirements that might impact the planning process. A preliminary list of the agencies and meeting objectives is listed below:

- A. City of Pompano Beach Parks and Recreation Department: Review existing park facilities and programs to determine any park and facility deficiencies which might be appropriate to be corrected or developed.
- B. City of Pompano Beach Utilities and Engineering Department: Determine if improvements to the potable water and sanitary sewer systems will be required to accommodate any proposed facility improvements.
- C. City of Pompano Beach City Manager.
- D. City of Pompano Beach Fire Rescue Services Department: Determine minimum fire protection requirements and site access issues.
- E. Broward Sheriff's Office: Discuss security issues and needs.
- F. Park Managers and Grounds Crews: Discuss any facility or operational issues.
- G. Up to ten (10) stakeholder interviews limited to two-hours each are included in the scope.
- H. Online public survey: Survey with link on City website for public engagement and input.

Task 1.3 - Stakeholder Report

WZA shall prepare a summary stakeholder report with its findings and present the analysis, opportunities, constraints and potential program to the City Staff.

Task 1.4 – Site Assessments

WZA shall evaluate the existing parks, facilities, and programming as they relate to accommodating needs and expectations.

The evaluation shall take into consideration economic factors, land use patterns, and demographics, including population growth projections. The Consultant shall also prepare recommendations to address deficiencies in the facilities, comment on the organizational structure of the facilities, and identify expected trends and how they may impact programming.

Task 1.5 - Public Workshop #1

WZA will attend a Public Workshop in each district to present the project opportunities, constraints, and existing site conditions.

Task 1.6 - Commission Workshop #1

WZA shall attend one City Commission workshop for the purpose of evaluating and considering City Commission and public input as to potential program uses and recommendations. WZA shall participate in discussions with the Commission regarding the range of potential program uses for the facilities.

Task 1.7 - Workshop Summary #1

WZA shall prepare a workshop summary highlighting discussions with the Public and City Commission regarding the range of potential program uses for the facilities.

PHASE II TASKS - Masterplan Development and Alternative Concepts

Task 2.1 - Conceptual Master Plan Alternatives

Based on the Commission's directives at the conclusion of meetings, workshops and assessments, WZA will develop master plans concepts for each park facility slated to receive improvements. The building concepts will depict specific recommendations for facility repairs, renovations, expansions, and improvements. Master plan concepts will be reviewed and discussed with City staff.

Task 2.2 - Public Workshop #2

WZA will attend a Public Workshop in each district to present the conceptual masterplan alternatives.

Task 2.3 - Commission Workshop #2

WZA shall attend one City Commission workshop to present the conceptual masterplan alternatives.

Task 2.4 - Workshop Summary #2

WZA shall prepare a workshop summary highlighting discussions with the Public and City Commission regarding the comments to the proposed conceptual masterplans.

Task 2.5 – Final Master Plan

Based on the direction given by City staff at the conclusion reviewing the Conceptual Master Plan Alternatives, WZA will prepare the Final Master Plan to provide practical strategy guidelines for 2025-2035. Components of this work include the following, at a minimum:

- A. Major Opportunities and Constraints – This includes the maps and narrative from the data-gathering stage provided in simplified format as a means of providing a checklist of accomplishments by the guidelines in response to these existing conditions.
- B. Master Plan Narrative – A written guidelines for the development of the Master Plan will be prepared. This narrative will be supported by the graphics and exhibits also prepared as part of this task. This report will establish standards, identify needs, and provide recommendations for future development and staffing needs.
- C. Master Plan Designs – Conceptual Design components will include typical site plans for each of the facilities identified in Exhibit A.
- D. Recommendations for facility improvements and expansion.

Task 2.6 – Capital Improvement Plan

A preliminary opinion of conceptual construction costs will be prepared by each major program element in the Master Plan. This Master Plan will then be reviewed with City Staff. Based upon this input, the appropriate information will be developed for presentation to the City Commission.

Task 2.7 - Master Plan Final Presentation

Prepare presentations with visual aids for a final presentation of the Parks and Recreation Department Master Plan to the City Commission. This information and narratives shall be in electronic format and delivered for use on the City's website.

Compensation - \$149,915.00

A schedule for completion of services will be generated once we receive a purchase order or a notice to proceed.

Thank you for the opportunity to provide design services. We will initiate work upon receipt of signed proposal. Please contact our office if you have any questions regarding this proposal.

Sincerely,



Abbas H. Zackria, RA, LEED AP
Manager

Total Work Authorization Amount: \$149,915.00

CIP/Account No. (For City's internal use):

Firm/Contractor Approval:

See Signature Pages Below

City of Pompano Beach Approval:

See Signature Pages Below

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year hereinabove written.

Attest:

CITY OF POMPANO BEACH

KERVIN ALFRED, CITY CLERK

By: _____
REX HARDIN, MAYOR

APPROVED AS TO FORM:

By: _____
GREGORY P. HARRISON, CITY MANAGER

MARK E. BERMAN, CITY ATTORNEY

(SEAL)

“CONSULTANT”

Walters Zackria Associates, PLLC
(Print or type name of company here)

Witnesses:

J. J. [Signature]

JUGAL AHUJA
(Print or Type Name)

Alan Zettl

AVAN FERTEL
(Print or Type Name)

By: [Signature]

Print Name: Abbas Zackria

Title: Manager

Business License No. AR91520

STATE OF FLORIDA

COUNTY OF BROWARD

The foregoing instrument was acknowledged before, by means of physical presence or online notarization, me this 2nd day of May, 2024, by Abbas Zackria as Manager of Walters Zackria Associates, PLLC, a Florida limited liability company on behalf of the company. He/she is personally known to me or who has produced _____
_____ (type of identification) as identification.

NOTARY'S SEAL:

[Signature]
NOTARY PUBLIC, STATE OF FLORIDA

Yaritza D. Rodriguez
(Name of Acknowledger Typed, Printed or Stamped)

HH 104054
Commission Number



YARITZA D. RODRIGUEZ
Commission # HH 104054
Expires July 12, 2025
Bonded Thru Budget Notary Services

Exhibit A

List of City Parks

District 1

- Marine Drive Park (review scope; replace amenities)
- Scott A. Winters Memorial Park – swing set for adults
- Indian Mound Park
- Lake Santa Barbara Park
- Harbors Edge Park – swing set for adults
- Alsdorf Park and Boat Launch – look at front car parking area; playground shade

District 2

- Highlands Park
- North Pompano Park – North end
- Sandspur Park
- Cresthaven Park
- Sand and Spurs Stables
- Air Park Jogging Park – lights, benches w/ shades @ water station

District 3

- Fairview Park
- Avondale Park
- Pompano Community Park – tennis center, pool
- Amphitheater – masterplan for support spaces

District 4

- Coleman Park
- Novelty Park
- Sanders Park – small features with turf
- Jackson Park – small features with turf
- Apollo Park
- Kendall Lakes Park - small features with turf
- Lovely Park
- Weaver Community Park
- Hunters Manor Park

District 5

- George Brummer Park