

EXHIBIT “A”
SCOPE OF SERVICES
COMPREHENSIVE PLAN UPDATE - 2019

I. Professional Planning Services

- A.** Task 1: Project Kickoff and Review of existing Comprehensive Plan priorities and relevant documents.
- 1.** Review of existing documents and City's Capital Improvements Plan and analyze if priorities within the existing Comprehensive Plan have been supported.
 - 2.** Identify where updates and changes are needed in each element;
 - 3.** Prepare and conduct a kick-off meeting with appropriate City representatives for each element (roundtable meetings);
 - 4.** Attend a Planning and Zoning Board meeting and/or a City Commission meeting and assist City staff in initial discussions with the Board and/or Commission on the Comprehensive Plan update project and process. With City staff's assistance conduct several 1-on-1 interviews with Board members and/or Commissioners as may be necessary.
- B.** Task 2: Preparation of Background Data, Inventory and Analysis.
- 1.** Continue review and incorporation of all relevant resources supplied by City (identified in RLI) in appropriate Data, Inventory and Analysis sections for eight (8) elements (Land Use, Potable Water, Sanitary Sewer, Solid Waste, Drainage, Public Schools, Recreation, Capital Improvements) and assist other team staff as needed on other elements (Housing, Transportation, Conservation and Coastal Zone);
 - 2.** Research and prepare new data from appropriate data sources and as required by State statutes for inclusion in eight (8) elements (Land Use; Infrastructure Sub-Elements - Potable Water, Sanitary Sewer, Solid Waste, and Drainage, Public Schools, Recreation, Capital Improvements) and assist other team staff as needed on other elements. City staff will play a crucial role in supplying appropriate data as well for the Infrastructure Sub-Elements, Recreation and Capital Improvements;
 - 3.** Coordinate with City staff to conduct group or individual interviews with key City personnel and officials to gain insight of their perspective and objectives for the Comprehensive Plan update;
 - 4.** Coordinate with Broward County Planning Council staff on items related to BrowardNEXT and update as needed;
 - 5.** Prepare data and analysis as needed for one (1) new element - Intergovernmental Coordination and assist other team staff on other new element - Climate Change;

6. Update applicable sources of the Housing Element data and analysis section and add any new information based on the recently completed housing analysis completed by Lambert Advisory as well as the required tables per state statutes (Lambert Advisory will be completing this task). Focus of this will be limited to applicable and pertinent information and will not include a complete update of all data and tables within the Housing Study and Housing Element.

C. Task 3: Public Outreach and Participation.

1. At a kick-off meeting, the CGA team will discuss with City staff the particulars of a tailored strategy for reaching out to and engaging the Pompano Beach public at different stages of the planning process. CGA and our team member, Dickey Consulting, have a wide variety of community engagement and community conversation tools from which the City can choose from. [Note that a Project Website is proposed and included under "Professional Data Technologies & Development Services];
2. The CGA team will develop a stakeholder database with assistance from City staff and officials and will assist City staff with notification for various community engagement activities. [To be completed by Dickey Consulting];
3. CGA will conduct two "Community Engagement" events throughout the planning process. (Note that the Transmittal and Adoption task includes the required public hearings with the Planning and Zoning Board (1) and City Commission (2)). These citywide workshop-style meetings or open houses will be approximately 2 hours long each, held at convenient central locations at times convenient to the largest possible number of attendees. We will look at nontraditional design activities to interactively engage the attendees.
4. In addition to Community Engagement meetings, supplementary public participation activities and tools will also be utilized. The CGA team is prepared to discuss a wide range of these type of activities including such things as social media, various survey techniques, meeting in a box and others. These activities are expected to be at minimal cost and will further the public participation for the project.

D. Task 4: Assist in Goal, Objective, and Policy updates.

1. Assist City staff with review of existing Goals, Objectives and Policies (GOPs) of eight (8) elements (Land Use; Infrastructure Sub-Elements - Potable Water, Sanitary Sewer, Solid Waste, and Drainage, Public Schools, Recreation, Capital Improvements) and make recommendations for changes and updates;
2. Prepare GOPs for the Intergovernmental Coordination Element and assist in preparation of GOPs for Climate Change Element;

3. Assist the City staff with review of existing Goals, Objectives and Policies (GOPs) of the Housing Element and make recommendations for changes and updates (task to be completed by Lambert Advisory);

E. Task 5: Adoption and Transmittal

1. Attend one (1) Planning and Zoning Board Public Hearing and two (2) City Commission Public Hearings as required for adoption of Comprehensive Plan amendments;
2. Assist City staff as needed during the adoption and transmittal period.

- F.** * Note - following submittal of draft element updates to City staff, Planning and Zoning Board and City Commission only one round of edits is included. City staff will coordinate internally to get appropriate review complete with other City staff and will supply CGA with a consolidated list of edits.

II. Professional Engineering Services

A. Traffic Engineering

1. CGA traffic engineers will update the current Transportation Element which will include the following items:
 - a. Update references to the old planning period.
 - b. Update or eliminate outdated narrative, tables, dates and timelines. Traffic data will be updated to reflect the 2025 and 2040 planning horizons.
 - i. This scope of services does not include updating traffic information for Tables 2 (Historical Traffic Trends), Table 8 (Existing Roadway Improvement Needs), Table 9 (Socioeconomic Data Year 2000 & Year 2030), Table 14 (Transit Characteristics in Pompano Beach), Table 18 (Runway Characteristics), Table 19 (Annual Air Traffic Operations), Table 20 (Pompano Airpark Operations Projections), Table 22 (Pompano Beach Tri Rail Station Average Monthly Boarding's and Ridership Projection) and Table 23 (Tri Rail Corridor ZDATA 1 Year 2000)
 - c. Update and correct references to current codes, state regulations, state agencies and program titles.
 - d. Update goals which have been completed, reviewed or achieved.
 - e. Incorporate any new State legislation adopted since the last EAR-based amendment.
 - f. Update exhibits included from the prior Transportation Element/EAR-based on current data as required by Florida Statutes.
 - i. This scope of services does not include updating the functional

classification transportation map with Complete Streets information per FDOT's design manual roadway classifications.

- g.** Incorporate available and relevant transportation information from the Broward MPO 2040 Long Range Transportation Plan (LRTP).

 - Note: CGA will utilize available traffic information from the Broward MPO, Broward County Traffic Engineering Division and/or FDOT for the existing traffic volumes and future forecasted traffic volumes for the existing, short term and long term planning horizons.
 - Note: Future City transportation initiatives for incorporating into new Goals, Objectives and Policies will be coordinated with City of Pompano Beach staff.
 - Note: This scope of services includes attendance by CGA traffic engineers at two community wide stakeholder meetings, (1) Planning and Zoning Board Public Hearing and one (1) City Commission Public Hearing. Professional Environmental Services
- B.** Review and update the Coastal Zone Management Element GOPs and DIA to address and include, but not limited to, sea level rise, resiliency, disaster planning, BrowardNEXT, Stormwater Management and current conditions and regulations. DIA will be streamlined and updated to reflect the current regulatory requirements.
- C.** Prepare edits to the Coastal Zone Management Element based on City staff review comments.
- D.** Review and update the Conservation Element GOPs and DIA to address and include, but not limited to, sea level rise, resiliency, BrowardNEXT, Stormwater Management, and current conditions and regulations. DIA will be streamlined and updated to reflect the current regulatory requirements.
- E.** Prepare edits to the Conservation Element based on City staff review comments.
- F.** Create a new Climate Change Element to include Goals, Objectives and Policies and background DIA based on the Broward County Climate Change Element and regulatory requirements.
- G.** Prepare edits to the Climate Change Element based on City staff review comments.
- H.** Create and incorporate resiliency goals, objectives and policies for inclusion throughout the remaining elements of the Comprehensive Plan.
- I.** To prepare for updates, conduct review of existing elements and applicable background information to include, but not limited to, Broward NEXT; the City's Stormwater Management Master Plan; the SE Regional Climate Compact documents and Regional Climate Action Plan.
- J.** Meeting Attendance to include:

1. Attend the kick-off meeting with City Staff,
2. Attend two (2) Public Workshops – Stakeholders meeting,
3. Attend one (1) coordination meeting with City Staff,
4. Attend one (1) Planning and Zoning Board Public Hearing, and
5. Attend one (1) City Commission Public Hearing.

III. Professional Data Technologies & Development Services

A. Create website for Comp Plan

1. Style web site appropriate to Pompano Beach guidelines
2. Include nightly site backups and user maintenance

BASIS OF PROPOSAL

- Any opinion of the cost proposal prepared by Calvin, Giordano & Associates, Inc. represents its judgment as a design professional and is supplied for the general guidance of the CLIENT since Calvin, Giordano & Associates, Inc. has no control over the cost of labor and material, or over competitive bidding or market conditions. Calvin, Giordano & Associates, Inc. does not guarantee the accuracy of such opinions as compared to contractor bids or actual cost to the CLIENT.
- Any outside planning or engineering services, studies, or laboratory testing not specifically mentioned in the Scope of Services will be the responsibility of the CLIENT. All municipal, permit, and agency fees as well as Title Certificates will be paid by the CLIENT.
- Basic services outlined within this proposal shall be considered complete when the project plans are submitted and adopted by the City Commission.
- Calvin, Giordano & Associates, Inc. is performing the consultant services set forth in this Agreement strictly as a professional consultant to CLIENT. Nothing contained in this Agreement shall create any contractual relationship between Calvin, Giordano & Associates, Inc. and any contractor or subcontractor performing planning activities, or any of CLIENT's other professional consultants.
- Calvin, Giordano & Associates, Inc. will require that all subconsultants carry proper insurance, including professional liability insurance, if appropriate.

MEETING ATTENDANCE

Due to the difficulties of predicting the number or duration of meetings, no meetings other than those listed above, are included in the lump sum fee.

TIMELINE SCHEDULE

Below is the scheduled timeline for completion of this project.

[illegible]

LUMP SUM FEE

Calvin, Giordano & Associates, Inc. will perform the Scope of Services for a lump sum fee as shown in the proposed Schedule of Fees:

PROPOSED SCHEDULE OF FEES		
I	Professional Planning Services	\$75,640.00
	Other Planning Work Activity	\$75,640.00
II	Professional Engineering Services	
A	Professional Traffic Engineering Services	\$20,950.00
	MISC Traffic	\$20,950.00
III	Professional Environmental Services	\$12,000.00
	Other Environmental Work Activity	\$12,000.00
IV	Professional Data Technologies & Development Services	\$1,540.00
	Web Development	\$1,540.00
TOTAL Lump Sum (Plus Hourly Services)		\$110,130.00