

EXHIBIT A

Scope of Services

- 1.0 Liaison:** Report directly to the Executive Director or his designee and act as a liaison as directed on real estate and public-private partnerships (P3s), special projects, and budget, including interfacing with CRA staff and key city departments such as finance, public works, engineering, capital improvements, development services, and others. Work and coordinate with the CRA staff, particularly with the CRA Director.
- 1.1 Attend meetings including but not limited to Development Review, Advisory Boards/Committees, City Commission or Community Redevelopment Agency Meetings as needed;
 - 1.2 Writing, preparation, and packaging of reports, memos, financial analysis and other related deliverables as requested.
- 2.0 P3s and Real Estate Projects:** Assist the CRA and other staff in developing effective development strategies for CRA properties and development activity in Downtown Pompano and the East CRA.
- 2.1 Advise on P3 opportunities, including development of CRA owned sites;
 - 2.2 Assist CRA staff in securing third party professional appraisals of its Properties, securing third party professional environmental Phase 1 and Phase 2 reports if required, coordinating surveys of all individual tracts within a development area, and procuring boundary surveys as needed;
 - 2.3 Advise on the need for plat work required on each project;
 - 2.4 Advise on the need for a land use amendment, rezoning or any other regulatory condition;
 - 2.5 Assist in writing request for proposals, or other versions of bidding, if required, for the selection of a developer(s) in developing a CRA P3 project;
 - 2.6 Assist in the evaluation of third party solicited or unsolicited proposals made to the CRA by developers;
 - 2.7 Assist in writing a development agreement for the sale or lease of property for development;
 - 2.8 Assist in preparing a financial analysis of a proposed development including projecting the economic benefits that the CRA would receive from such development;

- 2.9 Assist in the oversight and management of P3 development agreements;
- 2.10 Assist the CRA with other services pertaining to P3s and real estate as directed by the Executive Director;
- 2.11 Assist in land acquisition for purchase or lease for parking and other public uses.

Exclusions: preparing land use amendments, drafting zoning regulations, providing owner's representation for construction management associated with the development of projects, plat work or providing material of any kind for demonstration or presentation purposes for the exclusions listed above.

3.0 Special Projects: Assist the CRA and other staff as directed in developing effective redevelopment strategies for CRA special projects in Downtown Pompano and the East CRA district. Provide analysis and recommendations for project feasibility as well as oversight services for the CRA as directed by the Executive Director or designee.

- 3.1 Identify CRA special project opportunities, including development of CRA owned sites as well as privately owned property;
- 3.2 Provide project management services for CRA special projects;
- 3.3 Community Outreach- Develop project presentations and present to pertinent community organizations, committees, and boards;
- 3.4 Business Attraction- Work with the CRA to identify and secure a tenant for the special projects;
- 3.5 Generally provide any assistance needed to promote CRA special projects including but not limited to marketing, graphic design, collateral materials, special events, and other promotional marketing materials.

4.0 CRA Budgets and Finance Plan: Assist the CRA and other city staff as directed in developing annual budgets and five-year finance plans for both the Northwest and East CRA district.

- 4.1 Assist CRA staff in creating the annual five-year financial plan and updates as directed by the Executive Director or designee for both CRA Districts;
- 4.2 Provide budget adjustments to the CRA annual budget as needed for both the CRA Districts;

- 4.3 Assist the CRA with its annual audit as directed by the Executive Director or designee;
- 4.4 Assist the CRA with projections, finance plans, and any other related documents needed for any future bond issue as directed by the Executive Director or designee;
- 4.5 Review End of Year, Budget Entry, and Carryforward reports;
- 4.6 Analyze economic impacts from redevelopment activity to project revenue streams;
- 4.7 Assist in drafting incentive programs or other financial incentives to promote redevelopment activity;
- 4.8 Perform a mid-year review of accounts and purchase orders in preparation of drafting budget for the new fiscal year;
- 4.9 Provide advice and analysis on other matters pertaining to the budget and financial plan as directed by the Executive Director or designee.

Compensation and Reimbursables

The Consultant will be compensated at a \$19,600 monthly fixed fee for services provided and for reimbursable expenses such as printing, travel expenses, mileage, etc. Billing will occur monthly and will state the number of hours expended and the services provided. Additional tasks as directed by the Executive Director shall be billed on an hourly basis as described in the Table One rate schedule below.

Initial Fee Not to Exceed \$235,200.

TABLE ONE
(Rate Schedule)

| <u>TITLE</u> | <u>HOURLY RATE</u> |
|-------------------------------|---------------------------|
| Principal | \$230 |
| Senior Associate | \$175 |
| Financial Analyst | \$160 |
| Project Manager | \$150 |
| Senior Planner/Urban Designer | \$150 |
| Associate Planner | \$125 |
| Project Coordinator | \$ 95 |
| Administrative Assistant | \$ 80 |