



April 22, 2019

Rebeca Guerra, AICP, LEED-AP, CPD  
Assistant Planning Director  
City of Fort Pierce  
100 North U.S. 1  
Fort Pierce, FL 34650

Sent Via Email: rguerra@city-ftpierce.com

**RE: Community Redevelopment Plan Update - Revised Proposal  
Fort Pierce, FL**

Dear Ms. Guerra:

S&ME, Inc. (S&ME) is pleased to have the opportunity to submit this proposal to the City of Fort Pierce for the above referenced project. This proposal describes our understanding of the project based on our discussions with you and Mr. Nicolas Mimms, City Manager, and presents the proposed scope of services, outlines the project schedule and presents the associated compensation for our services.

❖ **PROJECT INFORMATION**

This proposal is based on the services requested during preliminary discussions with City staff. The Scope of Services addresses three main tasks:

- Update and revision of the 2001 Community Redevelopment Plan to be consistent with the current Comprehensive Plan and Land Development Code.
- Identification of capital projects and redevelopment programming.
- Evaluation of Extension of the Operational Timeframe of the Community Redevelopment Agency.

❖ **SCOPE OF WORK:**

The following scope of services will be undertaken by S&ME to assist the City in updating its CRA Redevelopment Plan.

**Task 1. Update of Community Redevelopment Plan**

S&ME will conduct a review the 2001 Fort Pierce Redevelopment Agency Community Redevelopment Plan and update the plan with extensive and structured community engagement to inform the process.

**1.1. Kick-Off Meeting, Resource Assignments and Site Tour**

S&ME will provide an introductory briefing to the Fort Pierce Redevelopment Agency (FPRA) Advisory Committee and Governing Board at a regularly scheduled meeting to introduce the Project

Team, review the CRA Plan update objectives and production schedule and to solicit comment and input from the CRA Advisory and Governing Board. S&ME will also meet with City staff to review Plan update objectives, identify City data resource contacts, and to review the production and meeting schedule. S&ME will also perform a familiarization site tour of the Fort Pierce Redevelopment Area with City staff.

### **1.2. Review of Community Redevelopment Agency Accomplishments**

S&ME will evaluate the previous accomplishments of the Fort Pierce Redevelopment Agency with regard to capital projects, redevelopment programming and community partnerships.

### **1.3. Public Involvement Process for Community Redevelopment Plan Update**

*1.3.1. Creating an Online Presence. S&ME will:*

- Establish a project theme or representative brand that is representative of the Fort Pierce Redevelopment Agency's redevelopment objectives.
- Create an online presence (Webpage).
- Create and post an online, public survey to solicit feedback and prioritize projects.
- Create an associated branding graphic image and press template (font, color palette, format) for collateral outreach publications, notices, advertisement, and surveys that will be used during the public input process.

*1.3.2. Community Briefing and Listening Sessions. S&ME will facilitate one (1) community briefing and listening session, in coordination with specific City of Fort Pierce liaisons, for each of the following areas in the Fort Pierce Community Redevelopment Area.*

- Peacock Arts District and Lincoln Park
- Port Area
- Downtown Area
- Beachside

The purpose of these sessions is to maximize the opportunity for residents, business owners and stakeholders to participate in the CRA Plan update process, provide detailed information about the project, enable one-on-one dialogues, and increase the communities' awareness of the upcoming Community Open House.

*1.3.3. Public Participation and Meetings. In addition to the sessions listed above, S&ME will facilitate the following:*

- Up to two (2) coordination meetings with St. Lucie County
- One full day of interviews with stakeholder or focus groups
- One (1) Community Open House

### **1.4. Update of the Community Redevelopment Plan Components**

S&ME will update the 2001 Fort Pierce Community Redevelopment Plan to reflect changes in the conditions of the CRA subsequent to the 2001 Plan's adoption and the current implementation status of long-term redevelopment projects. Long-term redevelopment strategies will be developed and the potential extension of the Redevelopment Agency's operational timeframe, through 2042,

will be evaluated to determine the potential benefit the extension may have upon the realization of City's long-term redevelopment objectives. S&ME will prepare the Fort Pierce Community Redevelopment Plan update in strict accordance with the standards and requirements set forth in Community Redevelopment Act of 1969, Chapter 163, Part III, Florida Statutes. The update will address the following:

*1.4.1. Existing Conditions and Trends Analysis GIS Data and Mapping*

*1.4.2. Development of Strategic Framework and Goals, Objectives and Policies*

*1.4.3. Creation of Updated Capital Projects and Programs List (Preliminary CIP)*

*1.4.4. Creation of Updated Conceptual Master Plan Map (MAP)*

*1.4.5. TIF Revenue Projections*

*1.4.6. Five-Year Community Redevelopment Agency Budget*

### **1.5. Draft Review and Revisions**

S&ME will complete two (2) rounds of revisions based on comments received from staff.

### **Task 1 Deliverables**

The following deliverables are proposed for Task 1 of the CRA Plan update:

- Kick-Off meeting with CRA Board and staff
- Technical Memo #1: CRA Accomplishments
- Map 1: CRA Accomplishments and Project locations
- Four (4) Community Briefing and Listening sessions
- Two (2) meetings with St. Lucie County Government representatives
- CRA Plan Update website and online survey
- Stakeholder interviews (1 full day)
- Community Open House (1 full day)
- Draft Community Redevelopment Plan Update and 2 rounds of revisions.

### **Task 2. Extension of the Operational Timeframe of the CRA (2042)**

S&ME will evaluate the utility that the redevelopment agency may realize by the extension of the operational timeframe of the Redevelopment Agency to the sixty (60) year time limit authorized by *Florida Statutes Chapter 163 Part III*. At the City's direction, S&ME will facilitate the extension of the operational timeframe of the Fort Pierce Community Redevelopment Agency through the year 2042 as authorized by *Florida Statutes*. S&ME will coordinate closely with St. Lucie County Government and the Economic Development Council of St. Lucie County to identify shared redevelopment and infrastructure improvement objectives that may be addressed during the operational timeframe extension.

S&ME will prepare and draft a resolution and an ordinance that may be used by the City Commission to authorize the extension of the operational timeframe of the Fort Pierce CRA to 2042 (Resolution) and the corresponding operational extension of the Redevelopment Agency's Tax Increment Trust Fund (Ordinance).

### **Task 3. Adoption of Community Redevelopment Plan Update and Extension**

Once the final revisions are completed, S&ME will facilitate the review and adoption of the Community Redevelopment Plan update as noted below. S&ME will prepare the requisite public notices and notification of taxing authorities, as per Chapter 163.346 Florida Statutes. S&ME will prepare, for use by the Fort Pierce Redevelopment Agency Governing Board, a Resolution for the adoption of the updated Community Redevelopment Plan with the extended operational timeframe, and an Ordinance, for use by the Fort Pierce City Commission to authorize the operational extension of the Tax Increment Trust fund through 2042.

#### **3.1. Local Planning Agency (Planning Board)**

S&ME will prepare a submittal packet and present to the Local Planning Agency (Planning Board) the proposed Fort Pierce Community Redevelopment Plan Update. Individual tasks will include:

*3.1.1. Preparation and transmittal of submission package to Local Planning Agency (Planning Board)*

*3.1.2. Presentation of updated Fort Pierce Community Redevelopment Plan to Local Planning Agency (Planning Board)*

#### **3.2. Redevelopment Agency Advisory Committee and Redevelopment Agency Governing Board**

S&ME will make revisions to the Plan update based on comments received at the LPA (Planning Board) hearing and submit a packet to the Fort Pierce Redevelopment Agency Advisory Committee and Fort Pierce Redevelopment Agency Governing Board (City Commission). S&ME will then present the Fort Pierce Community Redevelopment Plan Draft Update to each entity at an advertised public meeting. This task will include:

*3.2.1. Presentation of Draft Fort Pierce Community Redevelopment Plan update to the Redevelopment Agency Advisory Committee*

*3.2.2. Preparation of adoption Resolution for use by Fort Pierce Redevelopment Agency Governing Board*

*3.2.3. Presentation of updated Fort Pierce Community Redevelopment Plan to the Redevelopment Agency Governing Board at Plan adoption hearing*

#### **3.3. Fort Pierce City Commission**

S&ME will present the proposed Fort Pierce Community Redevelopment Plan Update and the potential extension of the CRA operational timeframe and TIF collection to the Fort Pierce City Commission for adoption. This task includes:

*3.3.1. Preparation and transmittal of Notification to Taxing Authorities regarding City Commission adoption hearings.*

*3.3.2. Preparation of adoption Ordinance for use by City Commission addressing adoption of updated CRA Plan, the extension of the operational timeframe of the CRA and the TIF trust fund collections through the extension period.*

*3.3.3. Presentation of the updated Fort Pierce Community Redevelopment Plan to City Commission at two (2) meetings (First Reading and Second Reading).*

❖ **TIME FOR COMPLETION**

The proposed schedule is six (6) months for completion of the CRA Plan Components update. The overall project schedule for all Tasks is eight (8) months. The following timeline shows the anticipated project schedule broken down by Task.

Task 1: CRA Plan Components Update	Months 1-4
Task 2: Extension of the Operational Timeframe of CRA	Months 5-6
Task 3: Adoption of CRA Plan update and Operational Timeframe extension	Months 7-8

❖ **STANDARD TERMS AND CONDITIONS**

Unless otherwise indicated, S&ME will perform this scope of services as described in the Professional Services agreement dated March 12, 2019 (Exhibit A).

❖ **COMPENSATION:**

Our professional fee for the above-described services shall be a lump sum of \$81,284.00, including direct expenses, as shown below.

Task 1: CRA Plan Components Update	\$66,334.00
Task 2: Extension of the Operational Timeframe of CRA	\$7,760.00
Task 3: Adoption of CRA Plan update and Operational Timeframe extension	\$7,190.00
<b>Total Lump Sum Fee</b>	<b>\$81,284.00</b>

This proposal is solely intended for the Basic Services as described in the Scope of Services. Additional services not specified in the scope, if authorized by the City, shall be performed on an hourly fee basis with an estimated budget according to the hourly rates schedule attached to the Professional Services agreement (Exhibit A). The Scope of Services may not be modified or amended, unless the changes are first agreed to in writing by the Client and S&ME. Use of this proposal and corresponding final report is limited to the above-referenced project and client. No other use is authorized by S&ME, Inc.

❖ **ADDITIONAL SERVICES AVAILABLE**

The following Additional Services may be complementary of the activities associated with the Community Redevelopment Plan update and extension of the CRA's Operational Timeframe Scope of Services. Detailed Scopes and Fees may be developed for these Additional Services at the direction of the City.

- Conceptual design and layout of catalyst development sites/projects
- Preparation and submittal of grant applications for CRA projects
- Additional meetings with property owners, business owners and other key stakeholders
- Survey services
- Geotechnical services
- Civil Engineering Site Design Services

❖ **CITY RESPONSIBILITIES**

It is our understanding that the City will provide electronic copies of the following:

- Previous Community Redevelopment Plans, updates and establishing documents
- Comprehensive Plan
- GIS Information/Shapefiles of CRA area and attributes
- Land Development Regulations
- Brownfield designations
- Summary list of planned and/or pending projects under review or submitted to the City for consideration.

The City will also be responsible for:

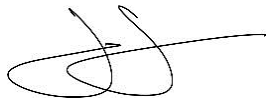
- Identifying the City Liaison members for the community briefings, and
- Securing venues for Community Briefings sessions and Community Open House

❖ **CLOSURE**

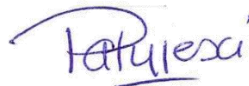
S&ME appreciates the opportunity to be of service to you. If you have any questions regarding the outlined scope of services, or if we may be of further assistance, please do not hesitate to contact us. We look forward to working with you on this exciting project. If this proposal is acceptable, please sign both copies and return one to our office.

Sincerely,

**S&ME, INC.**



John M. Jones, AICP  
Project Manager



Patricia Tyjeski, AICP  
Planning Group Leader

Attachment: Exhibit A – Professional Services Agreement and Schedule of Hourly Rates

**AGREED BY:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Jurisdiction