

SPECIFIC AUTHORIZATION NO. 1

DOWNTOWN PARK CONCEPTUAL DESIGN

LANDSCAPE ARCHITECTURAL SERVICES

SCOPE OF SERVICES

Pursuant to the continuing agreement related to “RFQ No. 2024-005 – Miscellaneous Professional Continuing Services” (hereinafter referred to as “AGREEMENT”) between the Fort Pierce Redevelopment Agency, a community redevelopment agency established pursuant to Florida Statutes Chapter 163, (hereinafter referred to as “FPRA”) and Inspire Placemaking Collective, Inc. (hereinafter referred to as “CONSULTANT”) dated the 21 day of October 2024, FPRA authorizes the CONSULTANT to provide professional landscape architectural services as detailed herein.

FPRA desires professional landscape architectural services related to the Downtown Park Conceptual Design, hereinafter referred to as the “Project”.

Section 1 - Scope of Work and Schedule of Services

CONSULTANT will provide the following services in accordance with this AUTHORIZATION:

Preparation of a conceptual design for a Downtown Park as proposed in the 2022 Downtown Master Plan to reflect a community vision gathered through additional public engagement efforts; and to address parking, access to water, and additional green space. The park design will be accessible to people of various ages, and support multiple uses and activities. The proposed services and scope of work are more particularly described in Exhibit “A,” listed as Tasks 1 through 4.6, which is attached hereto and incorporated by reference herein.

Section 2 - Deliverables

CONSULTANT shall provide the following deliverables to the FPRA as listed below and described in Exhibit “A”, which is attached hereto and incorporated by reference herein:

Proposed services will be completed within seven (7) months from the issuance of a Notice to Proceed.

Section 3 - Method and Amount of Compensation

FPRA will compensate CONSULTANT for services under this AUTHORIZATION in accordance with the fee schedule as set forth in Exhibit "A", which is attached hereto and incorporated by reference herein.

The budget (or fee) for the services is not to exceed \$99,500.00.

Section 4 - FPRA's Responsibilities

FPRA hereby designates the FPRA DIRECTOR or his/her designee as FPRA's representative for matters related to this AUTHORIZATION.

Section 5 - Other Provisions

All applicable portions of the AGREEMENT not specifically modified herein shall remain in full force and effect and are incorporated by reference herein.

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IN WITNESS WHEREOF, this AUTHORIZATION has been fully executed on behalf of the CONSULTANT by its duly authorized officer, and the FPRA has caused the same to be duly executed in its name and in its behalf, effective as of the date herein above written.

FORT PIERCE REDEVELOPMENT AGENCY, FLORIDA:

By: _____
Linda Hudson, Chairperson

Date: _____

INSPIRE PLACEMAKING COLLECTIVE, INC.

By:  _____
George M. Kramer, AICP, President

Date: 1/23/25

APPROVED AS TO FORM & CORRECTNESS:

By: _____
Sara Hedges, City Attorney

Date: _____



January 6, 2025

Shyanne Harnage, MBA, FRA-RP
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Reference: Downtown Park Conceptual Design

Dear Shyanne:

Inspire Placemaking Collective, Inc. (Inspire) appreciates the opportunity to submit this proposal for planning and design services for the above referenced project. This proposal, based on our meetings with you on July 19, 2023, April 17, 2024, and December 18, 2024, provides a proposed scope of work and associated fees for this effort.

Project Information

It is our understanding that the City of Fort Pierce would like to advance design concepts for a new Downtown Park, as proposed in the 2022 Downtown Master Plan. The conceptual design for this new public space should reflect a community vision gathered through additional public engagement efforts, and address parking, potential programming, access to water, and additional green space. The park design will be accessible to people of various ages and abilities and flexible to support multiple uses and activities.

Scope of Services

Inspire proposes to offer the following services as part of this proposal:

TASK 1. Project Management & Coordination

Inspire will facilitate bi-weekly calls to ensure proper communication throughout the course of the project. Inspire will provide regular project updates, answer questions, and confirm that the project is advancing according to the schedule.

TASK 2. Kick-off Meeting, Data Collection

Task 2.1. Kick-off Meeting & Data Collection

Inspire will review the familiar Downtown Master Plan as well as other relevant studies to establish base site conditions, challenges, and opportunities for the new park. Inspire will

host a kickoff meeting with City staff to review the project boundary, objectives, schedule, and communication plan for this effort.

Task 2.2. Site Research, Analysis & Inventory

Inspire will analyze topography, vegetation, soil conditions, sun and shade exposure, utility locations, and drainage patterns based on trusted and readily available data sources. The City will provide Inspire with any existing and relevant environmental reports, survey information and geotechnical reports. Inspire will need a survey of the grades on site, due to the grade changes on site. If the City does not have this available, it will be added to the scope as an *add service*.

Inspire will also research and document comparable park/public space projects. These comparable projects will be utilized in discussions with City staff and community members to facilitate a discussion and identify preferences in design style and park elements

Task 2 Deliverables:

- Project Schedule
- Site Research, Inventory and Analysis Technical Memo in PDF format

TASK 3. Community Engagement & Branding

Inspire will organize interviews and community engagement activities to understand the needs and desires of the local community, businesses, and other stakeholders. The team will incorporate the feedback received into the conceptual designs. Communication for public workshops will have language translation variations (Spanish and Haitian Creole) in coordination with City staff.

Task 3.1. Project Website & Marketing

Inspire will create a project website to act as hub for information, key dates, project updates, and engagement tools.

Task 3.2. Public Workshops

Inspire will conduct up to two (2) in-person public workshops with residents, community stakeholders, business owners, and City staff.

Task 3.3. FPRA Board Member Meetings

Inspire will host five (5) meetings, one with each board member, at the beginning of the project to present the project scope, schedule, and design process. These meeting will also provide an opportunity for Board members to share their respective ideas and concerns for the new park design.

Task 3.4. Branding

Based on input from community members and City officials, Inspire will create three (3) initial park logo concepts. Based on direction from City staff, these concepts will be refined into one final logo for the Downtown Park. Branding of the Park will include the following:

- Three (3) name ideas developed based on a branding survey to be shared on the project website

- Three (3) black and white logo concepts
- Up to two (2) rounds of edits to black and white compositions
- Three (3) color concepts for final chosen logo
- Up to two (2) rounds of edits to the color logo

Task 2 Deliverables:

- Project website with idea wall, project survey, and branding survey
- Three (3) sets of social media posts promoting project website and surveys for platforms identified by the City
- One (1) flyer promoting the project website
- One (1) graphic for email inviting the stakeholder to interviews
- Public Engagement Summary
- Final logo files in AI, EPS, JPG, and PNG format

TASK 4. Conceptual Design & Visualization

The conceptual design phase will provide the foundation for the new park design through the following tasks.

Task 4.1. Draft 3 Framework Concepts

Taking into consideration community feedback as well as physical site constraints and opportunities, Inspire will develop three (3) framework concepts for the park design. These concepts will be reviewed by City staff and refined by Inspire, prior to a formal presentation to the FPRA Board. This task assumes (1) one round of revisions.

Task 4.2. FPRA Board Presentation

Inspire to present the three (3) framework concepts to the FPRA Board for review and discussion.

Task 4.3. Concept Refinement

Based on feedback from City staff and the FPRA Board, Inspire will advance one of the concepts, or consolidate preferred elements from the alternatives, into a single park concept. Inspire will present this park concept to City staff for review and discussion. Inspire will refine the park concept based on direction from City staff. This task assumes up to two (2) rounds of revisions.

Task 4.4. Conceptual Master Plan

Based on the refined concept, Inspire will develop a conceptual illustrative master plan for the park that includes the layout, circulation, major features, general landscape palette, material palette, site furnishings, and themes of the park. The design will be documented at an appropriate scale to demonstrate park features in requisite detail. The master plan will address parking, potential programming, access to water, and additional green space. Inspire will present an initial draft of the Conceptual Master Plan to City staff for review and discussion. Inspire will refine the Conceptual Master Plan based on direction from City staff. This task assumes up to two (2) rounds of revisions.

Task 4.5. 3D Model and Video

Inspire will build a 3D model of the park design. This park model will then be incorporated into the existing 3D model of Downtown Fort Pierce for context. Utilizing the 3D model base, Inspire will produce up to five (5) perspective images of the park and a fly-through video showcasing the new park design. Preliminary views will be approved and coordinated with the client prior to final exports with up to two (2) rounds of revisions.

Task 4.6. Final Presentation

Inspire will present the schematic design to the City and stakeholders, explaining design decisions and will address questions.

Task 3 Deliverables:

- Three (3) initial concepts presented in PDF format
- PowerPoint presentation with featured concept
- Up to 5 perspective images showcasing key details of conceptual design
- One (1) flythrough video (approximately 30 seconds)
- Conceptual Master Plan in PDF format

Fee

Our professional fee for the above-described services shall be a lump sum of **\$99,500** to be invoiced on a percent complete basis per the following fee schedule.

Task	Fee
Task 1: Project Management & Coordination	\$7,000
Task 2: Kickoff Meeting, Data Collection	\$20,500
Task 3: Community Engagement & Branding	\$23,000
Task 4: Conceptual Design & Visualization	\$49,000
TOTAL	\$99,500

Included in the above fees are reimbursable expenses incurred on the Project’s behalf, including mileage, printing, plotting, photocopies, reproduction, postage, express mail and/or courier services.

Inspire will bill monthly for all work performed and expenses incurred on the Project's behalf.

Should conditions be encountered such that additional services appear to be in the best interest of the project, we will contact you with our recommendations prior to proceeding with any services beyond the scope of this proposal. We will not exceed this proposal amount without written authorization from you.

Schedule

The proposed services will be completed within seven (7) months from the issuance of a notice to proceed.

Exclusions

Without intending to provide an exhaustive list or description of all services or potential services that may be required and that Inspire can provide, the following services are specifically excluded from this proposal:

- Survey (Site featuring grade changes is needed from City)
- Geotechnical Analyses
- Environmental Analyses
- Additional meetings
- Additional Park logos
- Preliminary engineering and utility coordination
- Final Design and Construction Documents
- Permitting and Bidding Phase services
- Electrical Engineering and Photometrics

Authorization

If you elect to accept our proposal by issuing a purchase order, then please specifically reference this proposal date. Your purchase order will be an acceptance of our Agreement for Services and an authorization to proceed with the performance of our services.

If you choose to accept this proposal by e-mail, your reply e-mail acceptance will serve as your representation to Inspire that you have reviewed the proposal and hereby accept it as written.

Closure

We appreciate 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.

Sincerely,

Inspire Placemaking Collective, Inc., Inc.



Viviana Castro, PLA
Director of Landscape Architecture



George M. Kramer, AICP
President