

## **Martin County / Palm City Farms**

### **Right-of-Way and Trails Assessment**

*(a public outreach and planning effort to mitigate conflicts in the rural areas)*

*December 4, 2019*

## **DRAFT OUTLINE OF SCOPE AND FEES**

- |                 |  |                      |
|-----------------|--|----------------------|
| <b>I.</b>       | <b>Due Diligence</b>   | <b>\$ 7,000</b>      |
|                 | a. Review of existing plans and current plans  |                      |
|                 | b. Collection of pertinent documents<br>(plans, aerials, deed and easement agreements) |                      |
|                 | c. Site visit(s) and photo documentation   |                      |
|                 | d. Historical review   |                      |
|                 | e. Staff Kick-off meeting  |                      |
| <br><b>II.</b>  | <br><b>Stakeholder Interviews</b>  | <br><b>\$ 8,000</b>  |
|                 | a. Up-to 30 interviews   |                      |
|                 | b. Interviewees  |                      |
|                 | i. County Commissioners  |                      |
|                 | ii. Equestrian community   |                      |
|                 | iii. Residential community   |                      |
|                 | iv. County staff   |                      |
|                 | v. County consultants (drainage, engineering)  |                      |
| <br><b>III.</b> | <br><b>Public Workshop #1</b>  | <br><b>\$ 8,500</b>  |
|                 | a. TCRPC to provide:   |                      |
|                 | i. Opening Power Point Presentation<br>(overview of issues and objectives)             |                      |
|                 | ii. Up to five team members (scribe, video, ppt notes)                                 |                      |
|                 | iii. Interactive Q&A and polling questions   |                      |
|                 | iv. Summary and next steps   |                      |
|                 | v. Refreshments  |                      |
|                 | b. County to assist with venue and notification  |                      |
| <br><b>IV.</b>  | <br><b>Master Plan Development</b>   | <br><b>\$ 40,000</b> |
|                 | a. Overall Strategy Statement  |                      |
|                 | b. Identify critical areas:  |                      |
|                 | i. For drainage  |                      |
|                 | ii. For equestrians  |                      |
|                 | iii. Public access   |                      |

	<ul style="list-style-type: none"> <li>iv. ROW reservations</li> <li>v. Private impacts and intrusions</li> </ul>	
	<ul style="list-style-type: none"> <li>c. Provide overall plan locating critical areas (above)</li> <li>d. Develop ROW and Trail cross-sections (as needed)</li> <li>e. Develop renderings and diagrams (as needed)</li> <li>f. Strategies for implementing recommendations</li> <li>g. Staff meetings (project development review)</li> </ul>	
<b>V.</b>	<b>Public Workshop #2</b>	<b>\$ 8,500</b>
	<ul style="list-style-type: none"> <li>a. TCRPC to provide: <ul style="list-style-type: none"> <li>i. Power Point Presentation (presentation of process and recommendations)</li> <li>ii. Up to five team members (scribe, video, ppt notes)</li> <li>iii. Interactive Q&amp;A and polling questions</li> <li>iv. Summary and next steps</li> <li>v. Refreshments</li> </ul> </li> <li>b. County to assist with venue and notification</li> </ul>	
<b>VI.</b>	<b>Report Development</b>	<b>\$ 10,000</b>
	<ul style="list-style-type: none"> <li>a. TCRPC to: <ul style="list-style-type: none"> <li>i. Develop comprehensive report including: <ol style="list-style-type: none"> <li>1. Project history and purpose</li> <li>2. Existing conditions</li> <li>3. Opportunities and constraints</li> <li>4. Public process</li> <li>5. Methodology</li> <li>6. Plan development</li> <li>7. Mapping and recommendations</li> <li>8. Implementation strategies</li> </ol> </li> <li>ii. Submit Draft to staff for review</li> <li>iii. Provide one-round of revisions</li> <li>iv. Submit Final Report</li> </ul> </li> </ul>	
<b>VII.</b>	<b>Project Adoption</b>	<b>\$ 2,000</b>
	<ul style="list-style-type: none"> <li>a. Up-to two presentations to Board of County Commissioners</li> <li>b. Fee for this phase due at completion of first presentation</li> </ul>	

---

**TOTAL FEE (estimated):**

**\$ 92,000**