

## **ATTACHMENT A SCOPE OF WORK**

### **FOR PLANNING ASSISTANCE REGARDING THE PINEAPPLE PARK MASTER PLAN**

*JANUARY 26, 2021*

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#### **PROJECT DESCRIPTION**

Martin County seeks to request the services of the Treasure Coast Regional Planning Council (TCRPC) to assist in the development of a master plan update for Pineapple Park. It is understood the County will retain a park planning consultant (County consultant) who will lead the planning and design process, and TCRPC will lead the public engagement process to gather public input and assist with the development of the master plan. Accordingly, the Scope of Work is anticipated to include the following: (1) due diligence and field review to confirm background conditions; (2) conduct focus group interviews with key community groups; (3) facilitate public workshops to gather public input regarding community desires; (4) participate in master plan design process; and (5) participate in meetings with County staff and the County's consultant as noted in the project schedule.

The key elements of TCRPC planning services shall include:

- Review background and regulatory conditions as provided by County staff.
- Facilitate three (3) focus group interviews with community representatives and two (2) community workshops to gather public input to assist with the development of the master plan.
- Participate in up to four (4) meetings with County staff and the County's consultant as noted in the project schedule.
- Participate in two design sessions with the County's consultant to provide input as derived through the focus group interviews and community workshops.

#### **SCOPE OF WORK**

##### **Task 1: Kick-off and Due Diligence**

TCRPC will participate in a project kickoff meeting with County staff to clarify project goals, review background data, and gather relevant information. The County's consultant will facilitate this

meeting and be responsible for meeting notes and follow-up actions. TCRPC will also participate in a field assessment to confirm existing conditions.

## **Task 2: Master Plan Development**

TCRPC will lead the community engagement process for the development of the master plan and participate in design sessions and meetings with County staff to assist with the development of the master plan. Prior to the development of the draft plan, TCRPC will facilitate three (3) focus group interviews with community groups as identified by County staff (e.g., softball, baseball, soccer) and the County's consultant. Subsequently, TCRPC will participate in a master plan design session for the development of the draft master plan, led by the County's consultant, to provide input as discerned through the focus group interviews.

Following development of the master plan concepts by the County's consultant and a meeting with County staff, TCRPC will facilitate two community workshops to gather public input and present ideas for community feedback. TCRPC will prepare and present PowerPoint presentations that summarize existing park conditions, park utilization, and potential opportunities as well as various design concepts as developed by the County's consultant. County staff will be responsible for workshop logistics, venue, advertising, and public notice. TCRPC will provide summaries of public input derived from the focus group interviews and workshops and will participate in a second design session for the development of the final master plan.

## **Anticipated Project Schedule**

The anticipated project schedule below indicates tasks, lead entity (e.g., TCRPC, County consultant), and anticipated timeframe.

| TASK DESCRIPTION               |  | ANTICIPATED SCHEDULE |                          |             |            |                        |             |            |                        |
|--------------------------------|--|----------------------|--------------------------|-------------|------------|------------------------|-------------|------------|------------------------|
|                                |  | 2021                 |                          |             |            |                        |             |            |                        |
| TASK 1 KICKOFF & DUE DILIGENCE |  | MAR                  | APR                      | MAY         | JUN        | JUL                    | AUG         | SEP        | OCT                    |
| 1.1                            | Staff Meeting 1 (Kickoff)<br>(County Consultant leads)                       | Staff Mtg 1          |                          |             |            |                        |             |            |                        |
| 1.2                            | Review of Base Data and Field Work<br>(County Consultant leads)              |                      | Base Data,<br>Field Work |             |            |                        |             |            |                        |
| 1.3                            | Environmental Due Diligence<br>(County Consultant leads)                     |                      | Env Due<br>Diligence     |             |            |                        |             |            |                        |
| TASK 2 MASTER PLAN DEVELOPMENT |  | MAR                  | APR                      | MAY         | JUN        | JUL                    | AUG         | SEP        | OCT                    |
| 2.1                            | Focus Group Interviews 1<br>(TCRPC leads)                                    |                      | Focus<br>Groups          |             |            |                        |             |            |                        |
| 2.2                            | Design Session 1<br>(County Consultant leads)                                |                      | Design<br>Session 1      |             |            |                        |             |            |                        |
| 2.3                            | Staff Meeting 2 (Review of 3 concepts)<br>(County Consultant leads)          |                      |                          | Staff Mtg 2 |            |                        |             |            |                        |
| 2.4                            | Workshop 1<br>(TCRPC leads)  |                      |                          |             | Workshop 1 |                        |             |            |                        |
| 2.5                            | Design Session 2<br>(County Consultant leads)                                |                      |                          |             |            | Design<br>Session 2    |             |            |                        |
| 2.6                            | Master Plan - Draft<br>(County Consultant leads)                             |                      |                          |             |            | Master Plan -<br>Draft |             |            |                        |
| 2.7                            | Staff Meeting 3 (Review of Master Plan - Draft)<br>(County Consultant leads) |                      |                          |             |            |                        | Staff Mtg 3 |            |                        |
| 2.8                            | Workshop 2<br>(TCRPC leads)  |                      |                          |             |            |                        |             | Workshop 2 |                        |
| 2.9                            | Master Plan - Final<br>(County Consultant leads)                             |                      |                          |             |            |                        |             |            | Master Plan -<br>Final |

## **Project Deliverables**

TCRPC will provide the following deliverables through the course of the project:

| <b>DELIVERABLE</b>                                   | <b>FORMAT</b>  | <b>ANTICIPATED TIMEFRAME</b> |
|--|--|------------------------------|
| Summary of Field Review                              | One electronic copy, PDF format                        | 2 <sup>nd</sup> Quarter 2021 |
| Summary of Focus Group Interviews                    | One electronic copy, MS Word & PDF formats             | 2 <sup>nd</sup> Quarter 2021 |
| Workshop Presentations and Summaries of Public Input | One electronic copy, PowerPoint, MS Word & PDF formats | 3 <sup>rd</sup> Quarter 2021 |

## **Fees and Reimbursable Expenses**

Professional services paid for by Martin County as described in this scope of services will be performed for a fixed fee in the amount of \$10,000. Estimated costs per task are included as Attachment 1. This includes travel, out of pocket expenses (printing and reproduction costs), mail, couriers, and other costs related to the professional services. Council will provide all work and products, outlined in the scope above, payable per the following schedule. It does not include advertisement costs for any public hearings/workshops, meeting venue costs, or meeting refreshments. Additional presentations, meetings, or work beyond what is stipulated in the Scope of Work section of this Agreement will be billed at a rate of \$200.00 per hour.

| <b>KEY ACTION</b>   | <b>% OF TOTAL</b> | <b>FEE</b>      |
|---|-------------------|-----------------|
| Notice to Proceed by County Staff   | 25%               | \$2,500         |
| Completion of Focus Group Interviews and Transmittal of Interview Summaries   | 25%               | \$2,500         |
| Completion of Workshop 1 and Transmittal of Workshop Presentation and Summary | 25%               | \$2,500         |
| Completion of Workshop 2 and Transmittal of Workshop Presentation and Summary | 25%               | \$2,500         |
| <b><i>TOTAL</i></b>   | <b>100%</b>       | <b>\$10,000</b> |

**ATTACHMENT 1**  
**PROJECT COMPONENTS & FEE SCHEDULE**

| PINEAPPLE PARK - PROJECT FEES |   |                 |
|-------------------------------|---|-----------------|
| REV. 1/26/2021                |   |                 |
| <b>TASK 1</b>                 | <b>KICKOFF &amp; DUE DILIGENCE</b>  |                 |
| 1-1                           | Staff Meeting 1 (Kickoff) (County consultant leads)                       | \$350           |
| 1-2                           | Review of Base Data & Field Work (County consultant leads)                | \$700           |
| 1-3                           | Environmental Due Diligence (County consultant leads)                     | n/a             |
|                               | <b>SUB-TOTAL</b>  | <b>\$1,050</b>  |
| <b>TASK 2</b>                 | <b>MASTER PLAN DEVELOPMENT</b>  |                 |
| 2-1                           | Focus Group Interviews (TCRPC leads)                                      | \$1,375         |
| 2-2                           | Design Session 1 (County consultant leads)                                | \$1,175         |
| 2-3                           | Staff Meeting 2 (Review of 3 concepts) (County consultant leads)          | \$500           |
| 2-4                           | Workshop 1 (TCRPC leads)  | \$2,275         |
| 2-5                           | Design Session 2 (County consultant leads)                                | \$675           |
| 2-6                           | Master Plan – Draft (County consultant leads)                             | \$350           |
| 2-7                           | Staff Meeting 3 (Review of Master Plan - Draft) (County consultant leads) | \$850           |
| 2-8                           | Workshop 2 (TCRPC leads)  | \$1,400         |
| 2-9                           | Master Plan - Final (County consultant leads)                             | \$350           |
|                               | <b>SUB-TOTAL</b>  | <b>\$8,950</b>  |
| <b>TOTAL</b>                  |   | <b>\$10,000</b> |