MEMORANDUM

To: Council Members

From: Staff

Date: December 14, 2018 Council Meeting

Subject: Town of Highland Beach Interlocal Agreement – Complete Streets Master Plan

Introduction

The purpose of this item is to request Council approval to execute an Interlocal Agreement with the Town of Highland Beach (Town) to develop the Ocean Boulevard/SR A1A Complete Streets Master Plan (see Attachment 1).

Overview and Analysis

Ocean Boulevard/SR A1A is the main north/south thoroughfare in the Town. The roadway corridor is being considered by the Florida Department of Transportation (FDOT) for rehabilitation and resurfacing in FY 2023, which presents the most efficient opportunity to improve the roadway. Currently, the primarily two lane SR A1A corridor contains deficient bicycle lanes and a minimal sidewalk facility. Entryway signage features are dated, and the Town has expressed interest in their modernization and beautification. Stormwater and drainage facilities along the corridor are minimal, and the Town has documented more than fifty locations that regularly flood or pond during rain events. Additionally, the Town is considering the relocation of utility lines underground (e.g., electric, phone, cable).

To address these design considerations through a public process, the Town has requested Council facilitate a master planning effort to develop a Complete Streets Master Plan for the corridor. The work would be coordinated with relevant agencies, including FDOT as well as the Palm Beach Transportation Planning Agency, South Florida Water Management District, Florida Power and Light Company, other utilities, Palm Beach County, and adjacent municipalities. The master plan process would include public workshops and presentations to the Town Council.

Given the FDOT design schedule, if any design changes are to be requested by the Town, the Town Council must adopt a resolution identifying the changes and providing a funding commitment by March 2019. Accordingly, an expedited project schedule has been developed to enable a master plan to be developed by February 2019, inclusive of cost estimates. All work, including final project documentation, would be completed by April 2019.
Conclusion

The design improvements requested by the Town, including a more “complete” street with improved bicycle and pedestrian facilities, enhanced stormwater management adjacent to regionally significant waterways, and hardened utility infrastructure, help contribute to a safer, more connected, and more resilient Region. The master planning envisioned by the Town of Highland Beach would help improve the land use/transportation relationships along the Ocean Boulevard/SR A1A corridor, promote nonmotorized transportation, and help implement the Strategic Regional Policy Plan.

Recommendation

Council should authorize the Executive Director to execute the interlocal agreement on behalf of Council.

Attachment
INTERLOCAL AGREEMENT
BETWEEN THE TOWN OF HIGHLAND BEACH
AND THE TREASURE COAST REGIONAL PLANNING COUNCIL

This Interlocal Agreement (herein referred to as "Agreement") is entered in this 1st day of November, 2018, by and between the Town of Highland Beach (herein referred to as "Highland Beach") and the Treasure Coast Regional Planning Council (herein referred to as "Council"), each constituting a public agency as defined in Part I of Chapter 163, Florida Statutes; collectively referred to herein as the "Parties".

WITNESSETH:

WHEREAS, Section 163.01, Florida Statutes, known as the "Florida Interlocal Cooperation Act of 1969," authorizes local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities and public agencies on a basis of mutual advantage and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population, and other factors influencing the need and development of local communities; and

WHEREAS, Part I of Chapter 163, Florida Statutes, permits public agencies as defined therein to enter into interlocal agreements with each other to exercise jointly any power, privilege, or authority which such agencies share in common and which each might exercise separately; and

WHEREAS, the Council is permitted to provide services to Highland Beach as it is established by the state of Florida and considered a public agency in accordance with state law; and

WHEREAS, Highland Beach and the Council desire to enter into this Agreement to facilitate Complete Streets Planning activities.

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations herein, the Parties agree as follows:

SECTION 1. PURPOSE

A. The purpose of this Agreement is to memorialize the terms under which the Council will assist Highland Beach with its SR A1A Complete Streets Plan as described herein.
B. Highland Beach and the Council agree to act in a spirit of mutual cooperation and good faith in the implementation of the Agreement and its purpose.

SECTION 2. EFFECTIVE DATE
This Agreement shall become effective upon its approval by the Commission of Highland Beach and the Treasure Coast Regional Planning Council and the due execution thereof by the proper officer of the Council and Highland Beach.

SECTION 3. SCOPE OF SERVICES
A. The Council shall fully perform the work, which has been requested by Highland Beach, and which is specified in the Scope of Work contained in Attachment A of this Agreement in accordance with general industry standards and best practices.
B. The Council shall fully perform the work as detailed in Attachment A, in accordance with the timeline set forth in the Project Schedule (Attachment B) of this Agreement.
C. As detailed in Attachment D of this Agreement, Highland Beach shall:
   1. Provide all available files, data, maps, and information upon request of the Council.
   2. Provide all necessary public notice as required by Florida Statutes.
   3. Provide venues and refreshments for all public workshops and meetings.
   4. Process all requests for reimbursement in a timely manner.
D. Both Highland Beach and the Council agree to be governed by applicable State and Federal laws, rules and regulations in the performance of their respective obligations under this Agreement.

SECTION 4. FUNDING/CONSIDERATION
A. This is a fixed fee Agreement based on the Scope of Work as identified in Attachment A. As consideration for performance of work rendered under this Agreement, Highland Beach agrees to pay the Council a fixed fee not to exceed the fee schedule and allowances provided for in Attachment A, including travel, attendance at all required public meetings and workshops, out-of-pocket expenses (printing and reproduction costs), film processing, mail, couriers and other costs related to the services provided. A Summary of Costs is detailed in Attachment C.
B. The satisfactory completion of deliverables by the Council, in accordance with general industry standards and best practices, shall be considered the Council’s request for payment according to the schedule contained in Attachment A.

SECTION 5. RECORD KEEPING
A. All records submitted by the Council shall be kept for three years after the termination of this Agreement and shall be sufficient and complete to verify compliance with the requirements of this Agreement.
B. The Council shall allow access to its records during normal business hours and upon reasonable advance requests of Highland Beach, its employees and agents.

SECTION 6. INDEMNIFICATION
The Parties to this Agreement shall, to the extent permitted by law, save, defend, reimburse, indemnify, and hold harmless each other, and each other’s respective officers, employees, servants or agents from its own negligence or willful misconduct and from any and all claims, demands, damages, liabilities, causes of actions, legal or administrative proceeds, judgments, interest, attorney’s fees, costs and expenses arising in any manner directly or indirectly in connection with or incidental to the performance of this Agreement. Nothing in this provision shall be construed as consent by the Parties to be sued, nor as a waiver of sovereign immunity beyond the limits provided for in Section 768.28, Florida Statutes, including limits on attorney’s fees.

SECTION 7. TERM; TERMINATION
This Agreement shall commence on the Effective Date and shall remain in full force and effect until all deliverables are complete as identified in the Scope of Work and schedule contained in Attachment A, and accepted by Highland Beach, unless terminated earlier. This Agreement may be terminated for convenience by either party by providing 30 days written notice as required by Section 8, to the other party. Highland Beach shall be obligated to pay the Council for only its work completed up to the date of termination pursuant to this paragraph.

SECTION 8. NOTICE AND CONTACT
All notices required by this Agreement shall be in writing, delivered either by hand, overnight express mail, or by first class, certified mail, return receipt requested, to the representatives identified below at the address set forth below:
For Highland Beach:
Marshall Labadie, Town Manager
Town of Highland Beach
3614 S, Ocean Blvd.
Highland Beach, FL 33487

For the Council:
Michael J. Busha, Executive Director
Treasure Coast Regional Planning Council
421 SW Camden Avenue
Stuart, Florida 34994

SECTION 9. Remedies
No remedy herein conferred upon the Parties is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

SECTION 10. Choice of Law; Venue
This Agreement shall be governed by the laws of the State of Florida. Venue for any action arising to enforce the terms of this Agreement shall be in Palm Beach County, Florida.

SECTION 11. Attorney’s Fees
Any costs or expense (including reasonable attorney’s fees) associated with the enforcement of the terms and conditions of this Agreement shall be borne by the respective Parties, however, this clause pertains only to the Parties to this Agreement.

SECTION 12. Delegation of Duty
Nothing contained herein shall deem to authorize the delegation of the constitutional or statutory duties of the officers of Highland Beach or the Council.

SECTION 13. Equal Opportunity Provision
Highland Beach and the Council agree that no person shall, on the grounds of race, color, sex, age, national origin, disability, religion, ancestry, marital status or sexual orientation be excluded from
the benefits of, or be subject to, any form of discrimination under any activity carried out by the performance of the Agreement.

SECTION 14. FILING
This Agreement and any subsequent amendments thereto shall be filed with the Clerk of the Circuit Court of Palm Beach County pursuant to Section 163.01(11), Florida Statutes.

SECTION 15. SEVERABILITY
Should any provision of this Agreement be declared invalid or unenforceable by a court of competent jurisdiction, the same shall be deemed stricken here from and all other terms and conditions of this Agreement shall continue in full force and effect as if such invalid provision had never been made a part of the Agreement.

SECTION 16. ENTIRETY OF AGREEMENT
This Agreement represents the entire understanding between the Parties. Modifications of this Agreement may be requested by Highland Beach or the Council. Changes, which are mutually agreed upon, shall be valid only when reduced to writing, duly signed by Highland Beach and the Council and attached to the original Agreement.

SECTION 17. PALM BEACH COUNTY IG
In accordance with Palm Beach County ordinance number 2011-009, this Agreement may be subject to investigation and/or audit by the Palm Beach County Inspector General. Both parties should review Palm Beach County ordinance number 2011-009 in order to be aware of their rights and/or obligations under such ordinance and as applicable.

SIGNATURES ON FOLLOWING PAGES
IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date set forth above.

ATTEST:
By: Lanelda Gaskins, MMC
Town Clerk

Town of Highland Beach
By: Carl Feldman
Mayor of Highland Beach

Approved as to form:
By: Pamala H. Ryan
Town Attorney

ATTEST:
By: Phyllis Castro
Accounting Manager

Treasure Coast Regional Planning Council
By: Michael J. Busha
Executive Director

Approved as to form:
By: Keith W. Davis
General Counsel
ATTACHMENT A

TOWN OF HIGHLAND BEACH, FLORIDA
STATE ROAD A1A COMPLETE STREETS PLAN

SCOPE OF SERVICES

OCTOBER 15, 2018

PROJECT DESCRIPTION

The Town of Highland Beach (Town) and Treasure Coast Regional Planning Council (TCRPC), in coordination with the Florida Department of Transportation (FDOT), seek to study and develop a Complete Streets Plan that appropriately supports multi-modal transportation, improved quality of life, enhanced aesthetics, and safer access along State Road A1A corridor through the Town of Highland Beach.

The TCRPC has been requested to prepare a scope of services to assist the Town to coordinate a meaningful public involvement process and develop a Complete Streets Plan to be integrated into the FDOT Roadway Resurfacing and Rehabilitation (RRR) project scheduled for design in 2019 and construction in 2021. Complete Streets is a local, regional, and national priority to improve multi-modal transportation facilities to enable the best and safest accommodations for all users, including both vehicular and non-vehicular (cyclists and pedestrians). It is acknowledged that FDOT is seeking a formal request from the Town in the form of an adopted resolution by March 30, 2019 for any conceptual design alternatives that vary any existing conditions. Accordingly, a compressed project schedule has been developed that identifies a series of interagency meetings and public workshops between November 2018 and February 2019 (see Attachment B: Project Schedule). The schedule anticipates agency and public comments would be received expeditiously, enabling the transmittal of recommended conceptual design alternatives and cost estimates to the Town in early March 2019.

The project area for the Complete Streets Plan is focused on, but not limited to, the State Road A1A corridor through the Town’s limits. Additional areas may be included when added analyses would benefit the master planning efforts.

The key elements of the Complete Streets Plan shall include:

• The creation of a Complete Streets Plan, which considers roadway reconfiguration initiatives, and reflect the community’s vision for the future of the Town; this plan would also incorporate currently proposed projects approved by the Town;

• Design for a decorative multiuse path referred to as the “Ocean Walk,” which could include, lighting, landscaping, streetscaping, signage, seating, alternate paving materials, and public art;

• Designs for decorative gateway entry signage for the Town’s northern and southern limits;
• Consideration of specially illuminated crosswalks which are sensitive to the environmental conditions and wildlife;

• Urban storm water treatment planning, which may include underground pipes and exfiltration in place of surface retention and treatment;

• Relocation of electric utilities below-ground where possible for enhanced safety and reliability along SR A1A and town’s neighborhood streets; and

• Coordination with all relevant agencies, including but not limited to the Town, Florida Department of Transportation (FDOT), Florida Power and Light (FPL), South Florida Water Management District (SFWMD), Palm Beach Transportation Planning Agency (TPA), Palm Beach County, and adjacent municipalities.

SCOPE OF SERVICES

Task 1: Project Kickoff Phase

Project Meetings

TCRPC will facilitate all project coordination meetings needed for project development and as requested by the Town. The initial meetings will ensure clarity and consistency among all team members of the project mission and goals. TCRPC will also encourage other agency meetings including representatives from:

Town of Highland Beach;
FDOT;
FPL;
SFWMD;
Palm Beach TPA;
Palm Beach County; and
Adjacent municipalities and other agencies as appropriate.

TCRPC anticipates periodic project meetings to occur throughout the project’s development and submittals of the master plan.

To address the project parameters as identified by the Town, TCRPC will assemble a Project Team that includes the following disciplines: engineering; landscape architecture; planning; and urban design. TCRPC will manage all sub-consultants as part of this work effort, and all sub-consulting fees are included in the estimated fees presented in this scope.

*Anticipated timeline for the Project Coordination phase is October 2018 through April 2019*

Task 2: Data Collection Phase
Base Documentation

TCRPC will begin developing, with assistance from the Town, FDOT, FPL, SFWMD, Palm Beach TPA, Palm Beach County, and other agencies, necessary base documentation for the project to include: GIS databases, aerial photography, ownership maps, permits, utilities, and other data as appropriate.

Survey Data

TCRPC will begin assembling existing survey data from the Town, FDOT, and others and modify as needed for use in the corridor plan process. Additional survey work will be conducted as needed to identify infrastructure and establish baseline conditions.

Field Work

TCRPC will conduct field work and site visits to develop a photo database and review on-site conditions. During field visits, TCRPC team members may schedule to meet with Town, FDOT, FPL, SFWMD, and other representatives to tour specific areas to gain a greater understanding of relevant issues.

Anticipated timeline for the Due Diligence phase is November through December 2018

Task 3: Estimate of Probable Costs Phase

Development of Draft Estimate of Probable Costs

Based on design discussions with Town staff, a draft estimate of probable costs will be developed that will consider the permitting, engineering, and construction of the following anticipated project components: undergrounding of utilities; stormwater improvements including removal/conversion of ditches, pipe, and water quality treatment; conceptual Ocean Walk multi-use corridor including seating, landscaping and irrigation, bike lanes, sidewalk enhancements, lighting, parks spaces approximately every half-mile, specialty paving surfaces, shade structures, and the integration of approximately seven (7) internally lit crosswalks with auto-actuators and pole-mounted push buttons as needed; and gateway monument entry and gateway features and signage at the northern and southern entrances into the Town of Highland Beach. Data for the estimate of probable costs will be obtained from the Florida Department of Transportation, Florida Power and Light, other utility companies, vendors and contractors. The format of the draft estimate of probable costs shall be in narrative and spreadsheet format. The draft estimate of probable costs will be provided to Town staff for review.

Development of Revised Estimate of Probable Costs

Upon receipt of revisions from Town staff, a revised estimate of probable costs will be provided to the Town. The format of the revised estimate of probable costs shall be in narrative and spreadsheet format.

Deliverables
Specific deliverables will include:
1. Draft Estimate of Probable Costs (spreadsheet and narrative description)
2. Revised Estimate of Probable Costs (spreadsheet and narrative description)

*Anticipated timeline for the Estimate of Probable Costs is November 2018*

**Task 4: Public Design Workshop Phase**

**Public Outreach Efforts**

There will be coordinated public outreach efforts prior to the workshop to engender public interest and a sense of authorship in the process. The public outreach efforts will continue as needed throughout the development of conceptual plans.

**Public Design Workshop**

In order to address the unique characteristics in the Town of Highland Beach, and to provide adequate public involvement and engagement, TCRPC will conduct a facilitated public design workshop in a venue provided by the Town. TCRPC will assist with workshop logistics and prepare advertising flyers for distribution by the Town. The workshop will be open to all who are interested, and attendance will not be restricted to one segment of the community or another. The workshop will include an opening presentation summarizing the due diligence findings, opportunities and challenges, and “table sessions” wherein workshop participants will work with TCRPC facilitators to generate ideas and record them for consideration as part of the Complete Streets Plan.

**Deliverables**

Specific deliverables will include:
3. Complete the Design Workshop (Public Workshop #1)
4. Summary of Public Input

*Anticipated timeline for the Public Design Workshop phase is December 2018*

**Task 5: In-House Design Studio & Preliminary Conceptual Design Phase**

Based on the due diligence information and public input gathered through meetings with Town and agency representatives and the public design workshop, TCRPC will facilitate a design session with the Project Team to develop preliminary conceptual design alternatives for the SR A1A corridor, including landscaping, streetscaping, utility, transportation, lighting, and artistic facilities as well as cost estimates. Conceptual plans will include plan views as well as renderings to illustrate key components of the conceptual design alternatives. Preliminary conceptual design alternatives will be transmitted to the Town, FDOT and FPL for a two-week review period. TCRPC will facilitate one design meeting with FDOT to review the conceptual design alternatives and receive agency comment. Following the review period, comments received from the Town
and agencies will be incorporated where possible into revised preliminary conceptual design alternatives and cost estimates.

**Deliverables**
Specific deliverables will include:

1. Preliminary Conceptual Design Alternative & Cost Estimates
2. Revised Preliminary Conceptual Design Alternative & Cost Estimates

*Anticipated timeline for the In House Studio & Preliminary Conceptual Design phase is January 2019.*

**Task 6: Presentation of Revised Conceptual Design**

TCRPC will facilitate a second public workshop to present the conceptual design and cost estimates to the public at a venue provided by the Town. TCRPC will assist with workshop logistics and prepare advertising flyers for distribution by the Town. TCRPC will provide a presentation in Power Point format that identifies the issues raised through due diligence, Town and agency meetings, and field work; public input received in the Public Design Workshop; and measures by which issues were addressed in the development of the conceptual design alternatives, recommended conceptual design, and cost estimates. Input from the public will be recorded. Following the workshop, plans will be revised as appropriate based on public input.

**Deliverables**
Specific deliverables will include:

1. Power Point Presentation of Conceptual Design Plans & Cost Estimates (for Public Workshop #2)
2. Summary of Public Input

*Anticipated timeline for Presentation of Revised Conceptual Design phase is January through February 2019.*

**Task 7: Presentation of Final Conceptual Design Phase**

Based on the input received in Workshop #2, TCRPC will finalize and transmit the conceptual design plans and cost estimates to the Town. The Highland Beach SR A1A Complete Streets Plan will be delivered, in hard copy format (3 copies in total) and PDF formats to the Town. Additional hard copies will be made available for the cost of reproduction and administrative time.

**Deliverables**
Specific deliverables will include:

1. Final Highland Beach Complete Streets Conceptual Design Plan & Cost Estimate (3 print copies and one PDF copy)

*Expected timeline for Final Report phase is March 2019.*
Task 8: Final Project Documentation

TCRPC will prepare and transmit a Highland Beach SR A1A Complete Streets Project Report that will include a summary of due diligence, field photos, public input, conceptual design alternatives, final conceptual design, and cost estimates. The Project Report will be transmitted in the following formats: three (3) print copies and one (1) electronic copy in PDF format.

Deliverables
Specific deliverables will include:

1. Final Highland Beach Complete Streets Report, including Conceptual Design Alternatives, recommended Conceptual Design & Cost Estimate, Summary of Due Diligence, Field Photos, and Public Input (3 print copies and one PDF copy)


I. Project Approvals and Meetings

Additional Meetings

TCRPC will attend as many staff-level meetings through March 2019 as necessary to ensure the Highland Beach Complete Streets Plan process is a successful endeavor. TCRPC and the design team will be available to make presentations to the Town and other project partners upon request.

Project Approval Hearings

TCRPC will attend up to two public hearings for the adoption of the Highland Beach Complete Streets Plan.

Expected timeline for Project Approvals phase is through March 2019.

II. Project Deliverables

1. TCRPC shall provide the Town with the following deliverables as final work products:
   
   a. Study Area Map and Boundary Confirmation;
   
   b. Facilitation of Public Design Workshop (Workshop #1) and workshop Power Point presentation;
   
   c. Facilitation of Conceptual Design Workshop (Workshop #2) and workshop Power Point presentation;
d. Existing and Future Mobility Options Assessment, including bicycle, pedestrian, and transit circulation;

e. Complete Streets Plan:
   i. Conceptual master plan drawing (1) for the study area, rendered in color at an appropriate scale and suitable for publication.
   ii. Perspective sketches or diagrams (as many as needed) illustrating significant plan features or explaining design ideas consistent with the respective plan. Each sketch or diagram will be rendered in color or black and white, at an appropriate size, and suitable for publication.

f. PowerPoint Presentations: All presentations (kick-off, work-in-progress, final) will be available in PowerPoint format immediately after they are presented.

g. Project Report:
   i. The final Highland Beach Complete Streets Plan will summarize items a through f (above) and include a project narrative and conceptual design ideas and analysis based upon community and professional input. Priority items, and methods for their implementation, will be discussed in detail. The implementation recommendations will include conceptual design ideas, to-scale, that test initiatives recommended through the process.
   ii. Three color copies and one electronic copy (PDF format) of the draft Highland Beach Complete Streets Plan will be provided to Town staff for distribution. Three color copies and one electronic copy (PDF format) of the final Highland Beach Complete Streets Plan will be provided to Town staff for distribution. The master plan shall be in color and suitable for publication and reproduction.
   iii. TCRPC will deliver reports and presentations and final reports and presentations to all requisite agencies and local governments upon request.

h. Electronic copies of all pictures (jpg or png format) taken during the workshop and collected as part of the research.

NOTE: Any changes to municipal comprehensive plan(s), Land Development Regulations, or any other policies necessary for the implementation of the Complete Streets Plan are not part of this Agreement.

2. **Format of Deliverables:** TCRPC shall provide the Town final work products in the following format:
a. TCRPC shall print written documents on paper, as appropriate, and shall also provide a digital copy of such documents in an appropriate format (InDesign or PDF).

b. TCRPC shall provide graphic documents, including drawings, diagrams, maps, perspective renderings, or other comparable materials as requested in a digital format suitable for reproduction. Individual printed copies will also be available at the cost of reproduction.

c. TCRPC shall provide the Town with a digital copy of all the PowerPoint presentations used for this project.

d. The Town may request additional copies of deliverables upon payment to TCRPC of the actual reproduction cost.

III. Fees and Payment Schedule

1. Fees: The total fee for the Highland Beach SR A1A Complete Streets Plan, as described in the scope above, is $146,940. Funding for this effort will come from the Town of Highland Beach. The total fee includes travel, out of pocket expenses (printing and reproduction costs), film processing, mail, couriers, and other costs related to the professional services to be provided, including all sub-consultant costs (see Attachment C: Summary of Fees). This fee anticipates the Town will provide background data, maps, venues and refreshments for public workshops, and public notice as required (see Attachment D: Town to Provide).

2. Payment Schedule: The fee payments from the Town of Highland Beach to TCRPC shall be according to the following schedule:

   • 20% ($29,388) of the professional fees due upon execution of this Agreement.

   • 50% ($73,470) of the professional fees due upon completion of the Public Design Workshop (Tasks through 4 above).

   • 20% ($29,388) of the professional fees due upon submittal of draft Highland Beach Complete Streets Plan and findings (Tasks through 7 above).

   • 10% ($14,694) of the professional fees due upon submittal of final, revised Highland Beach Complete Streets Plan (Tasks through 8 above).

IV. Anticipated Timeline (contingent upon execution of the Interlocal Agreement in October 2018):

A Project Schedule is included as Attachment B. As indicated in the project schedule, TCRPC anticipates project kickoff in November 2018, public design workshop in December 2018, and transmittal of conceptual design alternatives and cost estimates in January 2019. Following receipt of Town and agency comments, the schedule anticipates a second public
workshop in January 2019, additional revisions as needed, and transmittal of a final conceptual design and cost estimate in early March 2019. It is understood FDOT requires transmittal of conceptual design alternatives by March 2019 for inclusion in the RRR project design.
### TASK 1: PROJECT KICKOFF
1.1 Preliminary Due Diligence (ev: existing permits, data, plans)
1.2 Kickoff Meeting with Town
1.3 Kickoff Meeting with Town & PDOT
1.4 Kickoff Meeting with Town & FPL
1.5 Kickoff Meeting with Town & SRMO

### TASK 2: DATA COLLECTION & SURVEYS
2.1 Baseline Data Collection
2.2 Baseline GIS/Aerial Mapping
2.3 Obtain & Evaluate Survey & Other Data with PDOT
2.4 Prepare Base Maps & Evaluation for Workshop

### TASK 3: ESTIMATE OF PROBABLE COSTS (FOR REFERENDUM LANGUAGE)
3.1 Develop Draft Estimate of Probable Costs for Town Review
3.2 Develop Revised Estimate of Probable Costs

### TASK 4: PUBLIC DESIGN WORKSHOP (WORKSHOP #3)
4.1 Logistics & Workshop Preparation
4.2 Facilitate Public Workshop #3 (Design Workshop)
4.3 Summary of Public Input

### TASK 5: IN-HOUSE DESIGN STUDY & PRELIMINARY CONCEPTUAL DESIGN
5.1 Design Study to Develop Preliminary Conceptual Design Alternatives & Cost Estimates
5.2 Develop Preliminary Conceptual Design Alternatives & Cost Estimates
5.3 Transmittal of Preliminary Conceptual Design Alternatives & Cost Estimates to Town, PDOT & FPL
5.4 Design Meeting with PDOT
5.5 Revisions per Town, PDOT & FPL Comments

### TASK 6: PRESENTATION OF REVISED CONCEPTUAL DESIGN (WORKSHOP #2)
6.1 Facilitate Public Workshop #2 (Presentations of Conceptual Design & Cost Estimates)
6.2 Summary of Public Input
6.3 Revisions per Public Input

### TASK 7: TRANSMITTAL OF FINAL CONCEPTUAL DESIGN
7.1 Preparation & Transmittal of Final Draft Conceptual Design & Cost Estimates to Town, PDOT & FPL
7.2 Revisions per Town, PDOT & FPL Comments
7.3 Transmittal of Revised Final Draft Conceptual Design & Cost Estimates to Town, PDOT & FPL

### TASK 8: FINAL PROJECT DOCUMENTATION
8.1 Develop Final Summary Project Report with Maps, Documentation & Summary of Public Input
## SUMMARY OF COSTS

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ATTACHMENT D

TOWN OF HIGHLAND BEACH, FLORIDA
SR A1A COMPLETE STREETS PLAN

TOWN TO PROVIDE

BASE INFORMATION:

- GIS data sets or AutoCAD file and hard copy to-scale showing public rights-of-way, easements, building footprints, edge of pavement of existing streets, lot lines (property lines), street names, utilities, elevations, topography, and related data of properties within the study area.

- Aerial photograph (TIF or JPEG format) to scale of study area in digital and hard copy formats. NOTE: The scale will be determined based on the scope of work and size and location of the study area.

- Base information regarding engineering, drainage, and/or regulatory constraints of the study area (if any).

- Zoning and Future Land Use Information (GIS data set, hard copy). Existing codes, regulating plans or other adopted zoning requirements. Traffic counts for all main roads (if available).

- Other master plans and all information of relevance to the study area.

GENERAL:

- Public Workshop Venues. The Town shall provide appropriate locations for the two public workshop events. The venues should seat at least 100 people (in rectangular or round tables, @ 10 people per table for Workshop #1) and should have audio/video capability (screen and audio system) for both workshops. The venue for Workshop #1 will be needed all day on the date of the public design workshop.

- Refreshments for Public Attending the Public Design Workshop. The Town shall provide refreshments for the public attending the public design workshop.

- Advertising Costs. TCRPC will assist in the development of advertising flyers for distribution by the Town, and the Town shall be responsible for all costs, distribution and public notice as required by Town codes and State Statutes.