

Virginia Key Beach Park General Plan - Scope of Services
July 8, 2002

PHASE I INVENTORY & ANALYSIS

Task 1.1 Project Organization and Mobilization

In this task Wallace Roberts & Todd, LLC. (WRT) and Virginia Key Beach Park Trust will conduct preliminary meetings, interviews and data assembly necessary to initiate the planning process. Specific sub-tasks are as follows:

A. Kickoff Meeting

WRT will meet with key staff to review the project goals and the Virginia Key Beach Park Trust perspective on key issues. Virginia Key Beach Park Trust staff will assemble, prior to the meeting, all available relevant background and base data. This package will be transmitted to WRT and given an initial cursory review in the meeting.

B. Base Data Review

WRT will review background materials provided by the Virginia Key Beach Park Trust in order to become familiar with the park's historic development sequence, prior planning efforts and land use decisions, existing facilities and programs and historic patterns of usage. WRT will format a base sheet for use in creating the graphic products of the planning process, consistent with data supplied by the Virginia Key Beach Park Trust.

C. Identification of Public Input Process, Stakeholders, and Base Data Gaps

WRT will meet with Virginia Key Beach Park Trust staff to review and confirm the following:

- Methods and time frames for including meaningful public input to shape, and build support for, the General Plan.
- Identify "stakeholders" to be interviewed.
- Methods and time frame for addressing any significant data gaps discovered in task "B" above.

D. Initial Stakeholder Interviews

WRT will attend up to four (4) meetings / interviews, to be arranged by the Virginia Key Beach Park Trust, to solicit input from key stakeholders. These may include:

- Representatives of interested community groups.
- Representatives of advocacy organizations (Biscayne Foundation, Tropical Audubon Society, etc.)
- Potential "User" Group representatives.

E. Regulatory Context

WRT will confer with the following regulatory agencies to identify their preliminary position on regulatory constraints, permitting requirements or other oversight expectations on applicable portions of the site/project:

- U.S. Army Corps of Engineers
- Miami-Dade County DERM – Wetland Section / Water Control Section
- Miami-Dade County Public Works Department
- Miami-Dade County Health Department
- South Florida Water Management District
- Florida Department of Environmental Protection
- Florida Department of Transportation

Task 1.2 Site Information

This task will provide a general inventory and assessment of the physical and functional condition of man-made and natural features at Virginia Key Beach Park. In-house data supplied by the Virginia Key Beach Park Trust will be supplemented by a one-day working meeting/site tour, providing field observations to determine general condition, probable useful life and adverse environmental impacts of existing facilities and park uses. (Detailed biological, structural or engineering assessments or testing of existing conditions are presumed not to be necessary, but can be provided as Additional Services if authorized.) Specific components of the site investigation are as follows:

A. Natural Resources and Features

An assessment Memorandum and site diagram of existing natural resources, their relative condition and observed impacts from park development and use, as well as from off-site influences.

B. Site Improvements

An assessment Memorandum and diagram noting the general condition and observed deficiencies among structures, landscape materials, utilities, parking and circulation facilities, ancillary structures and special use areas including the dance floor, miniature train, carousel, beach, picnic areas, etc.

C. Site Development Chronology:

A description and diagrammatic depiction of the chronology of park development and site use, noting structures (existing or pre-existing) of historic or cultural significance.

D. Summary: Site Suitabilities and Impacts:

WRT will prepare a synthesis and interpretation of data on natural and man-made conditions, to indicate key areas of impact, environmental "stress" and relative site suitabilities (or sensitivities) to various levels of use or development.

Task 1.3 Recreational Use Assessment

Existing, historic and proposed uses will be evaluated based on Virginia Key Beach Park Trust data and staff observations. Participation rates and historic trends will be evaluated to provide a broad overview of the extent to which uses at Virginia Key Beach Park meet or do not meet present and anticipated future recreational demands. Specific attention will be given to the segmentation of existing and potential users by resident type (permanent, seasonal, tourist, etc.), age group, location (neighborhood, community, region, etc.), and special interest use.

This task will be based primarily on a working meeting with Virginia Key Beach Park Trust staff but will be supplemented by in-house Consultant research to assemble and synthesize available information on broader trends in the recreational marketplace and other external factors. WRT will prepare a summary Memorandum characterizing the following:

Facility utilization,

- Evaluation of program, staffing, facility condition, marketing or other factors that influence use levels, and
- Overview of recreation supply and demand issues, highlighting, as appropriate, missed opportunities, shifting demands or competitive trends in service delivery.

Task 1.4 Review One: Summary of Key Issues

In the first of the milestone review and decision points WRT will brief the Virginia Key Beach Park Trust on findings from Phase One tasks.

Optional Additional Reviews: If authorized as an Additional Service by the Virginia Key Beach Park Trust WRT will participate in one open community workshop and/or a series of up to four special interest group "briefings". Such meetings with affected regulatory agencies or officials of neighboring communities may be appropriate at this preliminary stage as a courtesy.

PHASE II USE AND DEVELOPMENT CONCEPTS

The second phase of effort will, within the parameters set above, consider a range of alternative concepts for the USE, FACILITY DEVELOPMENT, and DESIGN of Virginia Key Beach Park, leading to a consensus and a Virginia Key Beach Park Trust direction on a preferred program of uses and facilities and a conceptual site plan. This approach links in a sequence of concept refinement steps Task 2 Design Program and Task 3 Preliminary Plan.

Task 2.1 Use / Activity Concepts

This task addresses the fundamental question of what combination of uses is optimal for one of South Florida premier waterfront parks. While certain uses such as beach uses and

picnicing are "givens", others such as the Civil Rights Museum and Community Center and the introduction of other new uses will require careful deliberation concerning recreational demands, use compatibility and community impacts and desires. Specific components of the task will be as follows:

A. Landmark Park Comparables

Because we believe that Virginia Key Beach Park should aim to become one of the regions premier active waterfront parks this task will assemble information, for comparative review purposes, on current major uses in three to five comparable landmark parks in the region.

B. Use / Activity Menu

This task will array a broad variety of active, passive, and ancillary uses as a "menu" matrix of possible activity options. Each use will then be evaluated based on such criteria as:

- Estimated demand / probable level of use
- Use compatibility
- Probable impacts (traffic, environmental, etc.)
- Consistency with site suitabilities

C. Preliminary Use Ranking

WRT will meet with Virginia Key Beach Park Trust staff to qualify and rank potential uses / activities in relative priority, with those activities which are high in use, high in compatibility, and low in impact being given highest priority. Special consideration will be given to potential revenue-generating activities, particularly those which will secure users who would otherwise not be attracted to the park.

Task 2.2 Facility Development Requirements

In this task the facilities necessary to serve each use / activity noted in Task 2.1 will be evaluated and diagrammatically depicted. Such facilities may include a museum, limited overnight accommodations, new or expanded structures, service areas, parking, infrastructure, access / circulation, restrooms, food service, concessions, etc. As a result each use / activity will be associated with a particular site "footprint" as well as a preliminary sizing of necessary facilities or site development activity.

Task 2.3 Land Use / Development Concepts

Whereas Tasks 2.1 and 2.2 considered potential uses and facilities as discrete options, this task will synthesize up to three combinations of uses / facilities representing three distinct Alternative Land Use / Development Concepts. These alternative concepts will be depicted as diagrammatic land use plans and will be initially evaluated by WRT team on the basis of overall level of projected use, potential site and community impacts, consistency with site constraints and suitabilities and other appropriate criteria.

Task 2.4 Review Two: Land Use Concept Selection

WRT will meet with Virginia Key Beach Park Trust staff to review the Alternative Use Concepts and identify Virginia Key Beach Park Trust preferences. Following initial Virginia Key Beach Park Trust review and Consultant refinement of the Alternative Land Use / Development Concepts, WRT will facilitate an open public forum (scheduled and arranged by the Virginia Key Beach Park Trust) to seek public input.

Optional Additional Reviews: If determined to be appropriate at that time and so authorized as an Additional Service by the Virginia Key Beach Park Trust, WRT will also present and review the alternative concepts in up to four focus group meetings/workshops. These may be held with key stakeholders or specific use constituencies. Following the receipt of any such public input the Virginia Key Beach Park Trust will provide direction on the selection of a preferred Conceptual Use Plan.

Task 2.5 Site Plan Alternatives

In this task the preferred Conceptual Use Plan identified above will be refined and depicted in a minimum of three alternative site plan and design concepts. Whereas the conceptual use plan depicts programmatic elements and their general placement and relationships, site plan alternatives will explore site design and development specifics such as the configuration of circulation, parking, structures, concessions, etc., as well as concepts for the landscape enhancement of the park.

Task 2.6 Review Three: Site Plan Selection

WRT will meet with Virginia Key Beach Park Trust staff to present and evaluate the alternative Site Plan Concepts. Whereas the selection of an overall Land Use Concept is expected to be based on significant public input, the selection of the preferred Site Plan Concept will be made by the Virginia Key Beach Park Trust largely on the basis of cost, efficiency, regulatory compliance and aesthetic judgements.

Optional Additional Reviews: If appropriate and authorized as an Additional Service by the Virginia Key Beach Park Trust, WRT will review the alternatives and the preferred site plan concept in up to six meetings with various affected public agencies or user groups. Based upon any such input and on technical, costs, and operational comparisons the Virginia Key Beach Park Trust will provide direction concerning the preferred Preliminary General Plan.

Task 2.7 Preliminary General Plan

WRT will prepare a "draft final" or Preliminary General Plan incorporating Virginia Key Beach Park Trust-directed modifications, in the form of an illustrative black-and-white overall Plan depicting the future build-out of Virginia Key Beach Park and the placement of all structures, site improvements, and landscaping necessary to support the program of

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uses and activities. The Plan will be supplemented with text, as appropriate, to describe the development program and order of magnitude cost. Upon Virginia Key Beach Park Trust approval, WRT will prepare a color rendered version of the illustrative plan

PHASE III : FINAL GENERAL PLAN

Task 3.1 Final General Plan

Based on the input gained in Task 3.1, the Virginia Key Beach Park Trust will direct Consultant refinement of the Preliminary General Plan. The Final Illustrative Plan will be modified as necessary and WRT will prepare modified text in Report format concerning the following:

- Regional and Community Context
- Recommended Use Concept
- Development Program
- Capital Improvements and Schedules
- Environmental Resource Management and Mitigation (as applicable)
- Design Criteria

Task 3.2 Cost Estimates

Using appropriate construction cost indices, all itemized development activities and facilities will be costed, by phase of development.

Task 3.3 Operating Impact

Working closely with Virginia Key Beach Park Trust staff the estimated operational requirements associated with plan implementation will be summarized including staffing, maintenance, and programming by phase and by activity area.

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Fee Proposal

The above described scope of work (exclusive of "Optional" services) will be provided according to the following fee schedule:

Basic Service Fees (Labor Costs):

Phase One	\$35,000
Phase Two	\$50,500
Phase Three	<u>\$31,000</u>
LABOR SUBTOTAL	\$116,500

Direct Expenses*

Not to Exceed Amount \$5,000

* Direct expenses include local travel; map / graphic reproduction; report copies (10 draft, 15 final); photography; CADD; long distance telephone; courier; postage.; and miscellaneous.

Total for Basic Services \$121,500 Maximum