TO

The Honorable Deborah Figgs-Sanders, Chair, and Members of City Council

SUBJECT

Acknowledging the selection of Kimley-Horn and Associates, Inc. ("Kimley-Horn") as the most qualified firm to provide planning services for the development of an Innovation District Master Plan ("Project"); approving an Architect/Engineer Agreement ("A/E Agreement") with Kimley-Horn for Kimley-Horn to provide planning services for the Project in an amount not to exceed $449,924; approving a funding agreement ("Funding Agreement") between the City of St. Petersburg, Florida ("City") and St. Petersburg Innovation District, Inc. ("Agency"), for Agency to contribute $200,000 toward the Project. Authorizing the Mayor or His Designee to execute the funding agreement; approving a supplemental appropriation in the amount of $200,000 from the increase in the unappropriated balance of the General Capital Improvement Fund (3001), resulting from funds received from the Agency, to the Innovation District Master Plan Project (20257); approving a transfer in the amount of $250,000 from the unappropriated balance of the Bayboro Harbor Tax Increment Financing District Fund (1106) to the Tax Increment Financing Capital Improvement Fund (3005); approving a supplemental appropriation in the amount of $250,000 from the increase in the unappropriated balance of the Tax Increment Financing Capital Improvement Fund (3005), resulting from the above transfer, to the Innovation District Master Plan Project (20257); and providing an effective date.

EXPLANATION – Consultant Selection

On April 21, 2023, the City issued a Request for Qualifications, RFQ No. 8631, for Consulting Services, Innovation District Master Plan. On June 6, 2023, the City received seven Statements of Qualifications (SOQs) from the following firms:

1. Beyer, Blinder, Belle Architects & Planners, LLP
2. Dover, Kohl & Partners
3. Fourth Economy Consulting, Inc.
4. Hellmuth, Obata, Kassabaum, Inc.
6. Stantec Consulting Services Inc.
7. Vanasse, Hangen Brustlin, Inc.
Evaluations of the proposals were conducted by the following staff:

Brian Caper, Economic Development Director
Elizabeth Abernethy, Planning and Development Director
Alison Barlow, Executive Director, St. Pete Innovation District
Gary Jones, Economic Development Officer
Cassidy Mutnansky, Economic Development Coordinator
Rebecca Moistner, Planner II

The Statements of Qualifications were evaluated based on the following criteria:

1. Team background and experience
2. Staff Availability
3. Project Approach
4. Relevant Project Examples
5. Is the firm an SBE/WBE/MBE/DBE
6. Does the Project Team include SBE/WBE/MBE/DBE

On June 13, 2023, the SOQs were evaluated solely on the evaluation criteria established in the RFQ. The evaluation committee discussed each firms’ qualifications and decided on a shortlist. The shortlisted firms were as follows:

2. Stantec Consulting Services Inc
3. Vanasse, Hangen, Brustlin, Inc.

On July 17, 2023, the three firms were invited to make oral presentations before the evaluation committee, the evaluation committee considered the oral presentations and interviewed three firms. Kimley-Horn and Associates, Inc., the highest ranked firm, was recommended for award. Kimley-Horn and Associates, Inc. will create a master plan for the St. Petersburg Innovation District located immediately south of downtown that includes Economic Development, Housing, Transportation, Public Realm, Technology, Funding, and Implementation strategies.

**EXPLANATION – Innovation District Master Plan and Funding**

The St. Petersburg Innovation District was officially established in 2016 as a critical cluster of institutional and industrial members actively working to form a cohesive district centered on the common theme of innovation. The planning area boundaries are generally from Interstate 175 to 18th Avenue South between Booker Creek/5th Street South and Tampa Bay. The Innovation District will contribute $200,000 of funding to the City to be used to hire a planning consultant to prepare a master plan for the innovation district, to include information gathering,
market/economic development recommendations, land use strategy recommendations/special area plan development, and infrastructure recommendations.

The Innovation District Streetscape and Connectivity Conceptual Plan was completed in 2017 that identified multimodal and streetscape projects to better connect institutions and provide a more cohesive District that encourages more interaction. The Innovation District has not had a district-wide master plan since its creation. This plan will also replace and go beyond the scope of the Bayboro Harbor Redevelopment Plan that expired in 2018. The Innovation District Master Plan will provide the foundation for business expansion and redevelopment of the District by taking a comprehensive approach in evaluating Land Use, Streetscape, Transportation, Infrastructure and Economic Development components.

The tasks in the Architect/Engineer agreement are as follows:
1. Project Management and Coordination
2. Information Gathering/Benchmarking and Analysis
4. Land Use Strategy Recommendations/Special Area Plan Development
5. Infrastructure Recommendations
6. Public and Stakeholder Engagement
7. Draft and Final Master Plan Document

The Innovation District Master Plan also specifically address sustainability and resiliency components, determine institutional stakeholder needs, recommend mobility, public realm and placemaking improvements, and provide funding options. Key aspects of the plan will include recommendations for Hub2 expansion planning support for the area next to the Maritime and Defense Technology (Hub), improving institutional space/shared space needs, pedestrian conditions, workforce housing, parking, mix of desired businesses, connections with adjacent neighborhoods and districts, development regulation amendments and funding options. This master plan is expected to take approximately twelve months to complete.

FUNDING AGREEMENT

The total master plan cost is $450,000 with the City funding $250,000 and the St. Petersburg Innovation District organization funding $200,000. The City will be responsible for plan coordination with the consultant and Innovation District, and invoice payments with Kimley-Horn. The City will invoice the St. Petersburg Innovation District organization for one-half of the contribution ($100,000) no later than 15 days after the execution date of the funding agreement that is to be paid within 30 days. The City will invoice the St. Petersburg Innovation organization for the remaining one-half of the contribution ($100,000) no earlier than six months after the execution date of the funding agreement that is to be paid within 30 days.
The City will return any unused funds to the St. Petersburg Innovation District if this project is terminated by the City, unless termination is caused by the St. Petersburg Innovation District failing to make their second payment.

RECOMMENDATION: Administration recommends APPROVAL of the resolution - Acknowledging the selection of Kimley-Horn and Associates, Inc. (“Kimley-Horn”) as the most qualified firm to provide planning services for the development of an Innovation District Master Plan (“Project”); approving an Architect/Engineer Agreement (“A/E Agreement”) with Kimley-Horn for Kimley-Horn to provide planning services for the Project in an amount not to exceed $449,924; approving a funding agreement (“Funding Agreement”) between the City of St. Petersburg, Florida (“City”) and St. Petersburg Innovation District, Inc. (“Agency”), for Agency to contribute $200,000 toward the Project. Authorizing the Mayor or His Designee to execute the funding agreement; approving a supplemental appropriation in the amount of $200,000 from the increase in the unappropriated balance of the General Capital Improvement Fund (3001), resulting from funds received from the Agency, to the Innovation District Master Plan Project (20257); approving a transfer in the amount of $250,000 from the unappropriated balance of the Bayboro Harbor Tax Increment Financing District Fund (1106) to the Tax Increment Financing Capital Improvement Fund (3005); approving a supplemental appropriation in the amount of $250,000 from the increase in the unappropriated balance of the Tax Increment Financing Capital Improvement Fund (3005), resulting from the above transfer, to the Innovation District Master Plan Project (20257); and providing an effective date.

COST/FUNDING/ASSESSMENT INFORMATION: Revenues in the amount of $200,000 will be received from the St. Petersburg Innovation District, Inc. and deposited into the General Capital Improvement Fund (3001). Funds will be available after approval of a supplemental appropriation in the amount of $200,000 from the increase in the unappropriated balance of the General Capital Improvement Fund (3001), resulting from these revenues, to the Innovation District Master Plan Project (20257). The city portion of the project funding will be available after the approval of a transfer in the amount of $250,000 from the unappropriated balance of the Bayboro Harbor Tax Increment Financing District Fund (1106) to the Tax Increment Financing Capital Improvement Fund (3005) and a supplemental appropriation in the amount of $250,000 from the increase in the unappropriated balance of the Tax Increment Financing Capital Improvement Fund (3005), resulting from the above transfer, to the Innovation District Master Plan Project (20257).

ATTACHMENTS: Resolution
Innovation District Planning Area Map
Funding Agreement – St. Petersburg Innovation District, Inc.
APPROVALS:

Administrative:  

Budget:  

Kaitlyn Berger
Resolution No. 2024 -

A RESOLUTION ACKNOWLEDGING THE SELECTION OF KIMLEY-HORN AND ASSOCIATES, INC. (“KIMLEY-HORN”) AS THE MOST QUALIFIED FIRM TO PROVIDE PLANNING SERVICES FOR THE DEVELOPMENT OF AN INNOVATION DISTRICT MASTER PLAN (“PROJECT”); APPROVING AN ARCHITECT/ENGINEER AGREEMENT (“A/E AGREEMENT”) WITH KIMLEY-HORN FOR KIMLEY-HORN TO PROVIDE PLANNING SERVICES FOR THE PROJECT IN AN AMOUNT NOT TO EXCEED $449,924; APPROVING A FUNDING AGREEMENT (“FUNDING AGREEMENT”) BETWEEN THE CITY OF ST. PETERSBURG, FLORIDA (“CITY”) AND ST. PETERSBURG INNOVATION DISTRICT, INC. (“AGENCY”) FOR AGENCY TO CONTRIBUTE $200,000 TOWARD THE PROJECT; AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE THE FUNDING AGREEMENT; APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF $200,000 FROM THE INCREASE IN THE UNAPPROPRIATED BALANCE OF THE GENERAL CAPITAL IMPROVEMENT FUND (3001), RESULTING FROM FUNDS RECEIVED FROM THE AGENCY, TO THE INNOVATION DISTRICT MASTER PLAN PROJECT (20257); APPROVING A TRANSFER IN THE AMOUNT OF $250,000 FROM THE UNAPPROPRIATED BALANCE OF THE BAYBORO HARBOR TAX INCREMENT FINANCING DISTRICT FUND (1106) TO THE TAX INCREMENT FINANCING CAPITAL IMPROVEMENT FUND (3005); APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF $250,000 FROM THE INCREASE IN THE UNAPPROPRIATED BALANCE OF THE TAX INCREMENT FINANCING CAPITAL IMPROVEMENT FUND (3005), RESULTING FROM THE ABOVE TRANSFER, TO THE INNOVATION DISTRICT MASTER PLAN PROJECT (20257); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the St. Petersburg Innovation District was officially established in 2016 as a critical cluster of institutional and industrial members actively working to form a cohesive district centered on the common theme of innovation; and

WHEREAS, the planning area boundaries of the Innovation District are generally from Interstate 175 to 18th Avenue South between Booker Creek/5th Street South and Tampa Bay; and

WHEREAS, the City of St. Petersburg, Florida (“City”) through its Procurement and Supply Management Department issued Request for Qualifications (“RFQ”) No. 8631 for Consulting Services, Innovation District Master Plan; and
WHEREAS, the City received seven statements of qualification in response to the RFQ; and

WHEREAS, the selection committee met on June 13, 2023 to discuss the statements of qualifications, and at that meeting, the selection committee shortlisted three firms and invited all three firms for presentations and interviews; and

WHEREAS, on July 17, 2023, the three shortlisted firms 1) Kimley-Horn and Associates, Inc. (“Kimley-Horn”), 2) Stantec Consulting Services Inc and 3) Vanasse, Hangen, Brustlin, Inc. made presentations to the selection committee and interviews were conducted; and

WHEREAS, based on the presentations, interviews, deliberations, and statements of qualifications submitted by the three shortlisted firms, the selection committee ranked Kimley-Horn as the most qualified firm to provide planning services for the development of the Innovation District Master Plan (“Project”); and

WHEREAS, Administration recommends City Council acknowledge the selection of Kimley-Horn as the most qualified firm to provide planning services for the Project and authorize the Mayor or his designee to execute an architect/engineering agreement with Kimley-Horn to provide planning services for the Project in an amount not to exceed $449,924; and

WHEREAS, additionally, the St. Petersburg Innovation District, Inc., (“Agency”) desires to contribute funding in the amount of $200,000 to be used by the City for the Project; and

WHEREAS, Administration recommends City Council approve a funding agreement with the Agency for the Agency to provide to the City $200,000 to be used for the Project and authorize the Mayor or his designee to execute the funding agreement; and

WHEREAS, funding for the Project will be available after a supplemental appropriation in the amount of $200,000 from the increase in the unappropriated balance of the General Capital Improvement Fund (3001), resulting from funds received from the Agency, to the Innovation District Master Plan Project (20257), a transfer in the amount of $250,000 from the unappropriated balance of the Bayboro Harbor Tax Increment Financing District Fund (1106) to the Tax Increment Financing Capital Improvement Fund (3005), and a supplemental appropriation in the amount of $250,000 from the increase in the unappropriated balance of the Tax Increment Financing Capital Improvement Fund (3005), resulting from the above transfer, to the Innovation District Master Plan Project (20257).

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida that the selection of Kimley-Horn and Associates, Inc. as the most qualified firm to provide planning services for the development of the Innovation District Master Plan (“Project”) is hereby acknowledged.

BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute an architect/engineering agreement (“A/E Agreement”) with Kimley-Horn to provide planning services for the Project in an amount not to exceed $449,924.
BE IT FURTHER RESOLVED that the agreement (“Funding Agreement”) between the City of St. Petersburg, Florida (“City”) and St. Petersburg Innovation District, Inc. (“Agency”) for Agency to contribute $200,000 toward the development of a master plan for the Innovation District is hereby approved.

BE IT FURTHER RESOLVED that the Mayor or his designee is authorized to execute the Funding Agreement.

BE IT FURTHER RESOLVED that there is hereby approved from the increase in the unappropriated balance of the General Capital Improvement Fund (3001), resulting from funds received from the St. Petersburg Innovation District, Inc., the following supplemental appropriation for FY24:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Project Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Capital Improvement Fund (3001)</td>
<td>(20257)</td>
<td>$200,000</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED by the City Council of the City of St. Petersburg that there is hereby approved the following transfer for FY24:

Bayboro Harbor Tax Increment Financing District Fund (1106)
Transfer To: Tax Increment Financing Capital Improvement Fund (3005) $250,000

BE IT FURTHER RESOLVED, that there is hereby approved from the increase in the unappropriated balance of the Tax Increment Financing Capital Improvement Fund (3005), resulting from the above transfer, the following supplemental appropriation for FY24:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Project Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Increment Financing Capital Improvement Fund (3005)</td>
<td>(20257)</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

This Resolution shall become effective immediately upon its adoption.

LEGAL: ________________________  DEPARTMENT: ________________________

00743191  BC

BUDGET: ________________________  PROCUREMENT: ________________________

Stephanie Swinson

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