

# ST. PETERSBURG CITY COUNCIL

## Consent Agenda

Meeting of June 16, 2022

**TO:** The Honorable Gina Driscoll, Chair, and Members of City Council

**SUBJECT:** A resolution authorizing the Mayor or his designee to execute Task Order No. 20-03-WSP/M(S) to the Agreement between the City of St. Petersburg, Florida and WSP USA Inc. (“A/E”) for A/E to develop a Master Plan for the Grand Central District generally located between the 1<sup>st</sup> Avenues from 16<sup>th</sup> to 31<sup>st</sup> Streets in the amount of \$177,954.10; approving transfers in the amount of \$149,801 from the unappropriated balance of the South St. Petersburg Redevelopment District Fund (1104), and \$28,154 from the unappropriated balance of the Intown West City Portion Tax Increment District Fund (1102), to the Tax Increment Financing Capital Improvement Fund (3005); approving a supplemental appropriation in the amount of \$177,955 from the increase in the unappropriated balance of the Tax Increment Financing Capital Improvement Fund (3005), resulting from the above transfers, to the Grand Central Improvements Project (19024); and providing an effective date.

**BACKGROUND:** The Central Avenue Tomorrow Plan was completed in 1999 that provided a quick and effective redevelopment strategy for the newly formed Grand Central District, an area in great need of public and private investment. The Grand Central District Association is a non-profit community organization comprised of businesses, property owners, residents, that was designated a Florida Main Street in 2001. The Grand Central District has not had a district-wide plan prepared since the Central Avenue Tomorrow Plan. The Grand Central District Master Plan will provide the foundation for build-out of the District by taking a comprehensive approach in evaluating Economic Vitality, Streetscape, Transportation and Design components, and be more comprehensive than the Central Avenue Tomorrow Plan.

On October 30, 2020, the City of St. Petersburg, Florida (“City”) entered into an architect/engineering agreement with WSP USA Inc. (“WSP”) for WSP to provide consulting services, multimodal studies, evaluation and projects. City Administration has selected WSP to develop a master plan for the Grand Central District based on their qualifications to complete the project.

Task Order No. 20-03-WSP/M(S), in the amount of \$177,954.10, shall provide professional planning consulting services to complete a master plan for the Grand Central generally located from 16<sup>th</sup> to 31<sup>st</sup> Streets between the 1<sup>st</sup> Avenues which includes planning services, data collection and analysis, gathering information and input from the community by conducting public meetings, coordinating with the City and external agencies, providing recommendations to improve the physical and business climate, establishing an implementation schedule, budget and funding sources compiled in an adopted master plan document. This district improvement master plan is expected to take approximately twelve months to complete.

Task Order No. 20-03-WSP/M(S) includes the following phases and associated not-to-exceed costs respectively:

Task Order	Project Management	\$ 18,331.36
	Community Engagement	\$ 29,909.26
	Existing Conditions	\$ 51,884.15
	District Framework	\$ 15,974.37
	District Master Plan	\$ 61,854.96
	<b>Total</b>	<b>\$177,954.10</b>

*The Grand Central District Master Plan specifically will identify the elements to improve the aesthetics, enhance the identity, encourage desired investment and increase opportunities for businesses within the District. Key aspects of the plan will include recommendations for improving pedestrian conditions, housing, rights-of-way, place-making, economic vitality and development regulations. Finally, an implementation, budget and funding strategy will be provided within the plan.*

**RECOMMENDATION:** Administration recommends approving the resolution authorizing the Mayor or his designee to execute Task Order No. 20-03-WSP/M(S) to the Agreement between the City of St. Petersburg, Florida and WSP USA Inc. (“A/E”) for A/E to develop a Master Plan for the Grand Central District generally located between the 1<sup>st</sup> Avenues from 16<sup>th</sup> to 31<sup>st</sup> Streets in the amount of \$177,954.10; approving transfers in the amount of \$149,801 from the unappropriated balance of the South St. Petersburg Redevelopment District Fund (1104), and \$28,154 from the unappropriated balance of the Intown West City Portion Tax Increment District Fund (1102), to the Tax Increment Financing Capital Improvement Fund (3005); approving a supplemental appropriation in the amount of \$177,955 from the increase in the unappropriated balance of the Tax Increment Financing Capital Improvement Fund (3005), resulting from the above transfers, to the Grand Central Improvements Project (19024); and providing an effective date.

**COST/FUNDING/ASSESSMENT INFORMATION:** Funding will be available after the approval of transfers in the amount of \$149,801 from the unappropriated balance of the South St. Petersburg Redevelopment District Fund (1104) and \$28,154 from the unappropriated balance of the Intown West City Portion Tax Increment District Fund (1102), to the Tax Increment Financing Capital Improvement Fund (3005) and a supplemental appropriation in the amount of \$177,955 from the increase in the unappropriated balance of the Tax Increment Financing Capital Improvement Fund (3005), resulting from the above transfer, to the Grand Central Improvements Project (19024). These amounts are based on the proportion of the Grand Central District in each community redevelopment area.

**ATTACHMENTS:** Draft Task Order No. 20-03-WSP/M(S)  
Resolution  
Council Map

RESOLUTION NO. 2022-\_\_

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE TO EXECUTE TASK ORDER NO. 20-03-WSP/M(S) TO THE AGREEMENT BETWEEN THE CITY OF ST. PETERSBURG, FLORIDA AND WSP USA INC. (“A/E”) FOR A/E TO DEVELOP A MASTER PLAN FOR THE GRAND CENTRAL DISTRICT GENERALLY LOCATED BETWEEN THE 1<sup>ST</sup> AVENUES FROM 16<sup>TH</sup> TO 31<sup>ST</sup> STREETS IN THE AMOUNT OF \$177,954.10; APPROVING TRANSFERS IN THE AMOUNT OF \$149,801 FROM THE UNAPPROPRIATED BALANCE OF THE SOUTH ST. PETERSBURG REDEVELOPMENT DISTRICT FUND (1104), AND \$28,154 FROM THE UNAPPROPRIATED BALANCE OF THE INTOWN WEST CITY PORTION TAX INCREMENT DISTRICT FUND (1102), TO THE TAX INCREMENT FINANCING CAPITAL IMPROVEMENT FUND (3005); APPROVING A SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$177,955 FROM THE INCREASE IN THE UNAPPROPRIATED BALANCE OF THE TAX INCREMENT FINANCING CAPITAL IMPROVEMENT FUND (3005), RESULTING FROM THE ABOVE TRANSFERS, TO THE GRAND CENTRAL IMPROVEMENTS PROJECT (19024); AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on October 30, 2020, the City of St. Petersburg, Florida executed an architect/engineering agreement with WSP USA Inc. (“A/E”) for A/E to provide professional planning and study activities on a continuing basis for miscellaneous Multimodal Studies and Evaluation Projects; and

WHEREAS, a Grand Central District Master Plan will provide a master plan for the district by taking a comprehensive approach in evaluating Economic Development, Streetscape, Transportation, Design and Implementation components; and

WHEREAS, Administration desires to issue Task Order No. 20-03-WSP/M(S) for A/E to develop a master plan that will improve the aesthetics, enhance the identity, encourage investment

and increase opportunities for businesses, property owners, residents and other stakeholders within this district in the amount of \$177,954.10.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St. Petersburg, Florida, that the Mayor or his designee is authorized to execute Task Order No. 20-03-WSP/M(S) to the agreement between the City of St. Petersburg, Florida and WSP USA Inc. (“A/E”) for A/E to develop a master plan for the Grand Central District generally located between the 1<sup>st</sup> Avenues from 16<sup>th</sup> to 31<sup>st</sup> Streets in the amount of \$177,954.10.

BE IT FURTHER RESOLVED that the following transfers from the unappropriated balance of the South St. Petersburg Redevelopment District Fund (1104) and Intown West City Portion Tax Increment District Fund (1102) to the Tax Increment Financing Capital Improvement Fund (3005) for Fiscal Year 2022 are hereby approved:

<u>South St. Petersburg Redevelopment District Fund (1104)</u>	
Transfer to: Tax Increment Financing Capital Improvement Fund (3005)	\$149,801
<u>Intown West City Portion Tax Increment District Fund (1102)</u>	
Transfer to: Tax Increment Financing Capital Improvement Fund (3005)	\$28,154

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 transfers, the following supplemental appropriation for Fiscal Year 2022:

<u>Tax Increment Financing Capital Improvement Fund (3005)</u>	
Grand Central Improvements Project (19024)	\$177,955

This resolution shall become effective immediately upon its adoption.

LEGAL:

  
\_\_\_\_\_  
00624415

DEPARTMENT:

  
\_\_\_\_\_

BUDGET:

  
\_\_\_\_\_  
Elizabeth Makofske  
Budget Director

## MEMORANDUM

CITY OF ST. PETERSBURG

Engineering and Capital Improvements Department

**DATE:** June 16, 2022

**TO:** The Honorable Gina Driscoll, Chair, and City Councilmembers

**FROM:** Brejesh Prayman, P.E., Director  
Engineering & Capital Improvements Department

**RE:** Consultant Selection Information  
Firm: WSP USA, Inc.  
Task Order No. 20-03-WSP/M(S) in the amount of \$177,954.10

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This memorandum is to provide information pursuant to City Council Policy and Procedures Manual, Chapter 3, Section I(F.) for agenda package information.

1. Summary of Reasons for Selection

The project involves developing a master plan for the Grand Central District. This will involve studying existing conditions, engaging with stakeholders including City departments, and issuing recommendations for future improvements within the District.

WSP USA, Inc. has significant experience in managing master planning studies of this type and providing recommendations and strategies to align with with the desires of the District and the City for the study area.

This is the third Task Order issued under the 2020 Master Agreement.

2. Transaction Report listing current work – See Attachment A

# ATTACHMENT A

## Transaction Report for WSP USA, Inc.

Miscellaneous Professional Services for Multimodal Studies, Evaluations and Projects  
A/E Agreement Effective - October 30, 2020  
A/E Agreement Expiration - October 31, 2025

Task Order No.	Project No.	Project Title	NTP Issued	Authorized Amount
01	21063-112	1st A/S and 2nd S/S - Forward Pinellas Demonstration	03/08/21	11,495.96
02	18108-112	6th A/S and 3rd S/S Pedestrian Scramble Signal Design	03/30/21	9,201.12
03	22078-129	Grand Central District Master Plan	Pending	
			Total:	20,697.08

TASK ORDER NO. 20-03-WSP/M(S)  
GRAND CENTRAL DISTRICT MASTER PLAN  
MULTIMODAL STUDIES, EVALUATIONS AND PROJECTS  
CITY PROJECT NO. 22078-129

This Task Order No. 20-03-WSP/M(S) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, pursuant to the ARCHITECT/ENGINEERING AGREEMENT FOR MISCELLANEOUS PROFESSIONAL SERVICES FOR MULTIMODAL STUDIES, EVALUATIONS AND PROJECTS dated October 30, 2020 (“Agreement”) between WSP USA Inc. (“A/E”), and the City of St. Petersburg, Florida (“City”), and upon execution shall become a part of the Agreement.

**I. DESCRIPTION OF PROJECT**

The City desires to develop a master plan for the Grand Central District. The Grand Central District generally encompasses the area bounded by 16th Street to the East, 1st Ave N to the North, 1st Ave S to the South, and 31st Street to the West as found on Attachment A, and includes the neighborhoods of Palmetto Park, Kenwood, and Downtown. The primary goals of this plan are to provide a guide for future development, set clear standards and priorities for the public realm, and create a safer district for pedestrians. Recommendations and implementation strategies will address transportation, streetscape, economic development, urban design, and development regulations. The Scope will include project management, community engagement, existing conditions, and market analysis, with synthesis of all information into a final master plan.

**II. SCOPE OF SERVICES**

**Task 1 – Project Management**

A/E will assign a Project Manager to act as primary point of contact for the City of St. Petersburg. The A/E Project Manager will provide prompt and responsive services to the City of St. Petersburg and disseminate pertinent information to the project team. For the duration of the project, A/E will oversee all tasks and manage coordination between various discipline leads, sub-contractors, and key staff from the City of St. Petersburg and the Grand Central District Association. Communication will be through email, Teams meetings, and face-to-face as necessary to ensure the project remains on schedule. The A/E will provide bi-weekly progress meetings with the City and the Grand Central District Association. Bi-weekly project snapshots will be provided to keep the client team abreast of project activities completed during a two-week period. These snapshots are intended to be high-level updates of not more than one page. The A/E will incorporate a timeline of key decisions that must be made to keep the project moving forward, who has primary responsibility for the decision, and who's input or sign-off is required. Specific touchpoints will be identified in the project schedule to ensure all project elements are delivered as planned and when needed for the team to move on to the next task at hand. Invoices will

be submitted per the terms of the contract and include a progress report outlining meetings held, work completed during the period, critical issues, and upcoming work.

## **Task 2 – Community Engagement**

The A/E's community engagement approach will provide a multi-faceted, yet efficient and streamlined engagement process for a thoughtful and deliberate visioning process. The Grand Central District Association will be involved in the planning process, community engagement process, and reviewing draft plan materials.

A hybrid of in-person and online engagement will be used to provide accessibility and flexibility for all participants. Engagement tools for each phase of the project will be customized to the level of input and hands-on interaction needed at specific phases of Master Plan development. All in-person meetings and workshops will incorporate the latest safety protocols in response to the Covid-19 pandemic. Tools and meeting/workshop platforms include:

- Content provided for City developed, hosted, and managed Project Website throughout project duration
- MetroQuest Engagement Survey Platform (1)
- Virtual Meeting/Workshop Platform (1)
- In-person Design Charrette (1)
- In-person Open House (1)
- Small Group Work Sessions (virtual, up to 4)
- Individual meetings with City Departments and stakeholders (up to 6)
- Pop-up Events (A/E will support the association and/or agency staff)

The A/E will engage with a diverse cross-section of stakeholders within the District. This includes neighborhood associations, residents, businesses, community organizations, property owners, developers, and agency/jurisdictional staff. A/E will work closely with City staff and the District to develop a contact distribution list for all meeting and workshop notifications. This distribution list will be maintained throughout the study and updated as needed, or as community stakeholders request to be added.

The community and public will be engaged at every phase of the process. There are three major milestones with corresponding public engagement activities.

- **Existing Conditions:** A Virtual Workshop will provide an efficient way to communicate project goals, and existing conditions, and lay the groundwork to obtain early feedback on issues, opportunities, and priorities for various segments of the community. MetroQuest will provide an interactive virtual involvement opportunity to understand the perspectives.
- **District Framework:** A Design Charrette will be held in-person to sketch out design options and preferences with participants interactively and visually.

- **District Master Plan:** An online and in-person Open House will relay the findings and recommendations for the Master Plan.

In addition to these public forums, there will be small group virtual meetings held for three advisory groups:

- **District/Community Working Group Meetings (2):** The group will be comprised of representatives from the City, Forward Pinellas, PSTA, Grand Central District Association, downtown, Historic Kenwood and Palmetto Park Neighborhood Associations, St. Pete Chamber of Commerce, and any additional parties the City has identified within the study area.
- **Local Businesses Advisory Group Meeting (1):** Advisory group formed of local businesses to provide insights into the local issues and priorities within the study area.
- **Developers Advisory Group Meeting (1):** An advisory group formed of developers to discuss plans, development issues and potential market opportunities within the study area. The input from this group will assist with understanding the development thresholds and projected growth opportunities in the Grand Central District.

Meetings will be held as necessary with appropriate City Departments throughout the planning process. Draft recommendations pertaining to specific departments will be presented for evaluation and input in separate meetings for Transportation & Parking Management, Engineering and Capital Improvements (ECID), Parks and Recreation, and Planning & Development Services.

### **Task 3 – Existing Conditions**

#### **Task 3.1 - Community, Regulatory, and Urban Design Assessment**

The A/E will develop a baseline understanding of existing conditions for the Grand Central District. This analysis will produce a depth of data and analysis and that will serve as the foundation and starting point for the master plan. As part of this effort, the A/E will prepare an analysis of all site conditions within the district including private and public property, and rights-of way. Grade differential issues is one such component to be analyzed. The A/E will evaluate regulatory controls, the built and natural environment, local and cultural landmarks, and key buildings, places, and destinations that collectively illustrate the character and urban form of the district. A Geographic Information System (GIS) platform to develop a digital base file containing all relevant layers necessary for this analysis, including land use, zoning, and parcel data, such as building footprints, ownership, and vacant and/or underutilized land will be incorporated. The District Assessment will include at a minimum, but not be limited to, the following:

- Historical Overview

- Cultural, Residential and Business Community Profiles
- Review of Relevant Plans and Previous studies
  - Complete Streets Implementation Plan
  - Stormwater Master Plan
  - Water Resources Department capital program
  - Grand Central Painted Bulbouts (ECID Project 22061-112)
- Land use and Open Space Analysis
- Land Development Regulations
- Key Places and Destinations
- Public Parking Analysis
- Urban Design Analysis
- District Urban Design Opportunities and Constraints Assessment
- Subarea Urban Design Opportunities and Constraints Assessment (up to 3)

### **Task 3.2 - Market Snapshot**

New development within the Grand Central District is dependent upon favorable market conditions for specific product types. Understanding current market drivers and anticipating future local and national trends is essential for tailoring an approach to development that meets the goals of the District Master Plan. The Market Snapshot will be comprised of the following tasks:

- Provide socio-economic statistics and corresponding narrative.
- Identify and review recent market demand studies, including but not limited Central Avenue BRT TOD Strategic Plan Market Study.
- Engage the local development community to:
  - Determine the development pipeline within the district;
  - Understand the most desirable development type; and
  - Hurdles to achieving that development type (preliminary gap analysis).
- Engage the local and regional private development community to understand:
  - Current and future development trends in and adjacent to the district;
  - Overall financial goals;
  - Hurdles to development; and
  - Approaches for achieving local community and public sector goals for development; (preliminary gap analysis).
- Use the information gathered above to provide a Market Snapshot to inform the Task 5.2 Action Plan.

### **Task 3.3 - Multimodal Connectivity Assessment**

Multimodal connectivity relies on the effective integration of transportation and land use. It is critical to ensure that the appropriate levels of mobility and access are provided by

expanding modal choices such as transit, bicycle, pedestrian, and micro-mobility options. Integrated transportation and land use should also provide for thoughtful circulation patterns and connectivity to destinations within the Grand Central District. ADA standards should be a consideration in the multimodal analysis. The A/E will perform the following tasks for this master planning effort:

- Identify the existing, funded, and proposed unfunded transportation improvements for all modes within the project area;
- Review broad-level access and connectivity issues within the project area; and
- Conduct a multimodal gap analysis to identify access and mobility barriers.

### **Task 3.4 - Safety Assessment**

Safety for pedestrians and cyclists is critical to ensuring a vibrant and livable environment within the Grand Central District. To address the safety concerns within the district, A/E will perform the following tasks:

- Collect and review the most recent five (5) years of crash data, including bicycle and pedestrian crashes;
- Summarize five (5) years of crash data to identify safety hot spots and documented causes of crash incidents;
- Analyze street and pedestrian lighting deficiencies at a planning level based on field observations; and
- Incorporate of all future planned transportation-related capital improvements.

### **Task 3.5: Virtual District Workshop: Understanding Today to Plan for Tomorrow**

The Virtual District Workshop will serve as the project kick-off for the community and stakeholders of the Grand Central District. A/E proposes this as a virtual event with multiple engagement components. During a live broadcast via Zoom or YouTube Live, A/E will introduce the District Master Plan effort and clearly and simply communicate the findings and key takeaways from the Task 3 Existing Conditions Analysis. Utilizing interactive engagement software, such as MetroQuest, participants of the virtual event and visitors to the Project Website will have the opportunity to engage and submit feedback for the findings and key takeaways. Respondents will also be presented with questions about the Grand Central District, such as “What is working well in the District?”, “What is not working so well in the District?”, and “What would you like to see in the District?”. Responses will inform the development of Task 4 District Goals and Master Plan Framework and establish a foundation of engagement from which the community, stakeholders, the City of St. Petersburg, and the Grand Central District Association can collectively realize a consensus-driven District Master Plan.

### **Task 3.6 - Existing Conditions Technical Memorandum**

The results of Task 3 Existing Conditions will be compiled and formatted into a technical memorandum. The technical memorandum will include analysis, findings, and takeaways from all Task 3 subtasks, including the results of Task 3.5: Virtual District Workshop.

## **Task 4 – District Framework**

### **Task 4.1: Define District Goals**

Establishing realistic and actionable goals will require using both the outcomes of Task 3 Existing Conditions Analysis and District Workshop 1. With input from the community, District stakeholders, the City of St. Petersburg, and the Grand Central District Association, the A/E will draft District Goals that reflect the priorities of the community and consider urban form, public realm, economic development, diversity and equity, resiliency and sustainability, and connectivity and safety. A/E will refine the goals based on feedback from the City of St. Petersburg and the Grand Central District Association and will then confirm the goals are useful and accurate by reviewing them during the District Design Charrette.

### **Task 4.2 - Develop the Master Plan Framework**

Using the District Goals defined in Task 4.1 as a starting point and informed by the outcomes of Task 3 Existing Conditions Analysis and community and stakeholder engagement to date, A/E will begin developing the Master Plan Framework. The framework is a method to organize emerging strategies, interventions and recommendations aimed at achieving the District Goals and will be used to engage the community and stakeholders during Task 4.3: District Design Charette. The Master Plan Framework will be composed of six layers including priority components:

- Urban Form
- Public Realm
  - Identification of placemaking opportunities
  - Landscaping/hardscaping opportunities
  - Parking
- Economic Development and Regulations
  - Identification of needed and desired businesses
- Diversity and Equity
  - Housing opportunities at affordable income levels
- Resiliency and Sustainability
- Connectivity and Safety

The A/E will represent the development of the Master Plan Framework layers at multiple scales and with digital, diagrammatic graphics and sketches that include supporting precedent imagery to communicate emerging ideas and concepts.

### **Task 4.3 - District Design Charrette – Where do we want to go?**

This event will be structured as a highly engaging and interactive Design Charrette. The A/E will kick-off the charrette by presenting an overview of what has been learned thus far, including a review of District Goals developed and refined in previous tasks. The Master Plan Framework will then be presented, explaining each layer and its associated District Goal. Next, each Master Plan Framework layer will serve as a theme for individual breakout sessions, with A/E team members and staff from the City of St Petersburg and the Grand Central District Association facilitating a design charrette with breakout session participants. This exercise aims to brainstorm with the community and stakeholders emerging strategies, interventions, and recommendations that will achieve District Goals.

### **Task 4.4 - District Framework Technical Memorandum**

The results of Task 4 District Framework will be compiled and formatted into a technical memorandum. The technical memorandum will include analysis, findings, and takeaways from all Task 4 subtasks, including the results of Task 4.3: District Design Charrette.

## **Task 5 – District Master Plan**

### **Task 5.1 - Strategies, Interventions, and Recommendations**

The District Master Plan will be comprised of Strategies, Interventions, and Recommendations organized into the six layers of the Master Plan Framework and collectively represent the actions necessary to achieve District Goals. A variety of highly visual plans, diagrams, sections, ground-level, and birds-eye vignettes, and other supporting graphics will clearly and effectively communicate the components of the District Master Plan. The A/E will confirm with the City of St. Petersburg and the Grand Central District Association the final graphic deliverables to be produced, but at a minimum, the A/E will provide the following:

- Overall District Master Plan Framework Diagrams (up to 6)
- Subarea District Master Plan Framework Diagrams (up to 12)
- Illustrative Overall District Master Plan (1)
- Illustrative Subarea District Master Plan (up to 3)
- Overall District Master Plan Birds-eye Vignette (1)
- Subarea District Master Plan Birds-eye Vignettes (up to 3)
- Ground-level Vignettes (up to 3)
- Rendered Street Sections to include cross-sections and street faces
  - 16th Street
  - 20th Street
  - 22nd Street
  - 28th Street
  - 31st Street
  - Central Avenue ultimate condition
  - Local streets

- Supporting Urban Design and Concept Diagrams (up to 12)
- Precedent Imagery
- Associated Narrative

### **Task 5.2 - Action Plan**

The Action Plan will provide a high-level road map for implementing the final District Master Plan recommendations. The recommendations will be organized by the six layers of the Master Plan Framework (Urban Form, Public Realm, Economic Development and Regulations, Diversity and Equity, Resiliency and Sustainability, and Connectivity and Safety). Each recommendation will be categorized by the estimated time horizon needed to achieve. The A/E will work with the City and stakeholders to set and define estimated time horizons categorized into Early-Win (within 2 years), Near-Term (3-5 years), and Long-Term (6+ years). Additionally, a priority will be assigned to each recommendation along with the suggested responsible parties. AACE Class 5 estimate of costs will also be provided for capital projects recommended by the master plan. The Action Plan is intended to be a jumping-off point for further study and due diligence of the final District Master Plan recommendations.

All analysis and recommendations will consider the following City policies and plans:

- The City's executive order (EO-2018-04-Healthy St. Pete) establishing "Health in all policies" that provides health to be a consideration of new policy and plans.
- The City's executive order (EO-2017-01- Sustainable St. Petersburg) is a commitment to delivering sustainable policies and programs to address City environmental, social, and economic challenges.
- The St. Petersburg Complete Street Implementation Plan (specifically context classification/street types, modal priority, and facility recommendations).

### **Task 5.3 - District Open House**

An in-person open house will be held during the final phase of the project to present the recommendations for the Grand Central District Master Plan to the community. The open house format will allow for staggered attendance within a predetermined timeframe window to provide participants with flexibility and to meter the facility capacity for safe distancing. A "virtual" open house will be available on the project website where the community can review the project recommendations and provide comments on the Master Plan elements.

### **Task 5.4 - District Master Plan Final Document**

A/E will compile the results of the Grand Central District Master Plan effort into a Final Document. The structure of the Final Document will follow the phases of the study and include chapters for Community Engagement, Existing Conditions, District Framework,

and District Master Plan that includes a text narrative with analysis and recommendations, and graphics. The Final Document will be easily navigable and balance narrative with visually compelling graphics and formatting. The Final Document will be accessible and optimized for digital and web viewing. An appendix will be included that includes more detailed background data important to supporting the recommendations. The City will have up to two reviews of the final draft of the master plan with comments requiring changes to the final document by the A/E.

**Task 5.5 – Presentation to Public Bodies**

A/E will facilitate three (3) in-person presentations to public bodies in support of seeking approval for the Grand Central District Master Plan. A/E will summarize the results of the master plan effort into one (1) PowerPoint slide deck that will be used for each meeting. A/E will circulate the PowerPoint slide deck with The City two (2) weeks prior to the first meeting. The City will have up to two (2) reviews of the PowerPoint slide deck with comments requiring changes to the presentation by the A/E. The public bodies are as follows:

- The Citizens Advisory Committee for the South St. Petersburg Community Redevelopment Area
- The Community Planning and Preservation Commission
- The St. Petersburg City Council

**III. SCHEDULE**

Work under this Task Order shall begin no later than 10 days from Notice to Proceed.

	<u>Number of Days from NTP</u>
Task 1 – Project Management	10
Task 2 – Community Engagement	10
Task 3 – Existing Conditions	10
Task 4 – District Framework	92
Task 5 – District Master Plan	169

**IV. A/E'S RESPONSIBILITIES**

A/E shall provide the services described in the above Scope of Services.

**V. CITY'S RESPONSIBILITIES**

The City's participation under this Task Order is anticipated to include, but not limited to the following:

- Project manager

- Provide existing GIS information
- Provide past plans in the area and applicable regulations

## **VI. DELIVERABLES**

All deliverables will be provided to the City as specified below:

### **Task 1**

- Project Schedule
- Bi-weekly Project Meetings – up to twenty-six (26)
- Bi-weekly Project Snapshots – up to twenty-six (26)
- Invoices with Progress Reports – up to twelve (12)

### **Task 2**

Tools and meeting/workshop platforms and methods to be used include:

- Content provided for City developed, hosted, and managed Project Website throughout project duration
- MetroQuest Engagement Survey Platform (1)
- Virtual Meeting/Workshop Platform (1)
- In-person Design Charrette (1)
- In-person Open House (1)
- Small Group Work Sessions (virtual, up to 4)
- Individual meetings with City Departments and stakeholders (up to 6)
- Pop-up Events (A/E will support agency staff)

### **Task 3**

- Existing Conditions Technical Memorandum
- Meetings with the local development community (up to 4)
- Market Snapshot
- Summary of community engagement and input received in District Master Plan Final Document
- Summary of existing conditions in District Master Plan Final Document

### **Task 4**

- District Framework Technical Memorandum
- District Design Charrette Facilitation
- District Design Charrette Presentation Deck
- Content provided for City developed, hosted, and managed Project Website

### **Task 5**

- District Master Plan Final Document
- District Open House Facilitation
- District Open House Presentation Deck
- Content provided for City developed, hosted, and managed Project Website

**VII. A/E'S COMPENSATION**

For Tasks 1 through 5, the City shall compensate the A/E the lump sum amount of **\$177,954.10**.

The total Task Order amount is **\$177,954.10**, per Appendix A.

**VIII. PROJECT TEAM**

Work under this Task Order will be completed by WSP USA, Inc. The subconsultant Kittleson & Associates will have a role in Task 3.3: Multimodal Connectivity Assessment and Task 3.4 Safety Assessment.

**IX. MISCELLANEOUS**

In the event of a conflict between this Task Order and the Agreement, the Agreement shall prevail.

**IN WITNESS WHEREOF** the Parties have caused this Task Order to be executed by their duly authorized representatives on the day and date first above written.

**ATTEST**

**CITY OF ST. PETERSBURG, FLORIDA**

By: \_\_\_\_\_  
Chandrasasa Srinivasa  
City Clerk

By: \_\_\_\_\_  
Brejesh Prayman, P.E., Director  
Engineering & Capital Improvements

(SEAL)

APPROVED AS TO FORM FOR CONSISTENCY  
WITH THE STANDARD TASK ORDER.  
NO OPINION OR APPROVAL OF THE SCOPE  
OF SERVICES IS BEING RENDERED BY  
THE CITY ATTORNEY'S OFFICE

By: \_\_\_\_\_  
City Attorney (Designee)

**WSP USA Inc.** \_\_\_\_\_  
(Company Name)

**WITNESSES:**

By: \_\_\_\_\_  
(Authorized Signatory)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Printed Name)

Date: \_\_\_\_\_

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

**APPENDIX A**  
**Work Task Breakdown**  
**City of St. Petersburg**  
**Grand Central District Master Plan**  
**Project No. 22078-129**

**I. Manpower Estimate: All Tasks**

Direct Labor Rates Classifications		Senior Planner	Chief Planner	Planner	Planner	Senior Planner	Senior Planner	Planner	Chief Planner	Senior Programmer	Planner	Planner	Planner	Secretary / Clerical	Total Hours	Labor Cost
Functional Title		Project Manager	Principal In-Charge	Senior Urban Designer	Urban Designer	Senior Transportation Planner	Outreach Lead	Digital Outreach	Senior Market Lead	Market	Visualization	Senior Web Designer	Planner	Clerical		
Direct Salary		\$ 59.72	\$ 105.17	\$ 43.33	\$ 34.91	\$ 68.32	\$ 69.95	\$ 38.67	\$ 129.33	\$ 72.21	\$ 47.10	\$ 55.69	\$ 34.51	\$ 23.37		
Multiplier 2.8674		\$ 111.53	\$ 196.40	\$ 80.92	\$ 65.20	\$ 127.59	\$ 130.63	\$ 72.22	\$ 241.52	\$ 134.85	\$ 87.96	\$ 104.00	\$ 64.45	\$ 43.65		
Billing Rates <sup>1</sup>		\$ 171.25	\$ 301.57	\$ 124.25	\$ 100.11	\$ 195.91	\$ 200.58	\$ 110.89	\$ 370.85	\$ 207.06	\$ 135.06	\$ 159.69	\$ 98.96	\$ 67.02		
TASK																
1	Project Management	100												18	118	\$ 18,331.36
2	Community Engagement	8	6	20	20	8	60	24					20	166	\$ 25,909.26	
3	Existing Conditions	16	1	40	60	8			24	40			40	229	\$ 36,726.65	
4	District Framework	16	1	40	40								40	137	\$ 15,974.37	
5	District Master Plan	40	5	100	180	1			8	20	40	40	40	474	\$ 61,854.96	
Totals		180	13	200	300	17	60	24	32	60	40	40	140	1124	\$ 158,796.60	

**II. Fee Calculation**

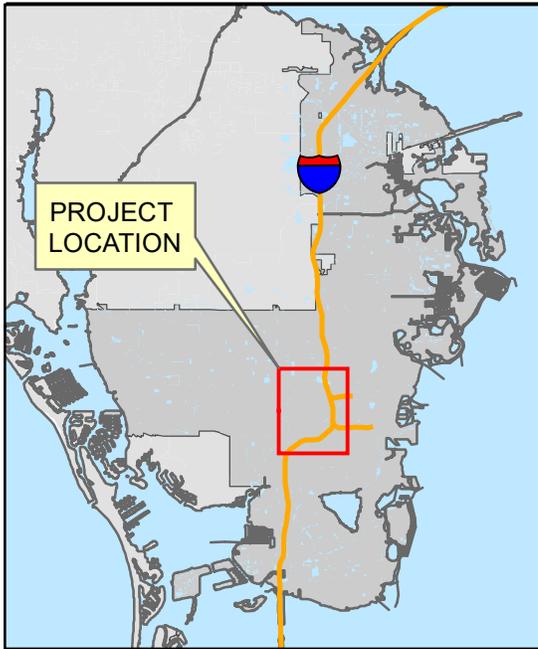
Task	Labor Cost	Expenses <sup>2</sup>	Subconsultant Services	Mark-up on Subconsultant Services <sup>3</sup>	Total Cost Without Allowance
1	\$18,331.36	\$0.00	\$0.00	\$0.00	\$18,331.36
2	\$25,909.26	\$4,000.00	\$0.00	\$0.00	\$29,909.26
3	\$36,726.65	\$0.00	\$15,000.00	\$157.50	\$51,884.15
4	\$15,974.37	\$0.00	\$0.00	\$0.00	\$15,974.37
5	\$61,854.96	\$0.00	\$0.00	\$0.00	\$61,854.96
Total	\$158,796.60	\$4,000.00	\$15,000.00	\$157.50	\$177,954.10

**III. Fee Limit**

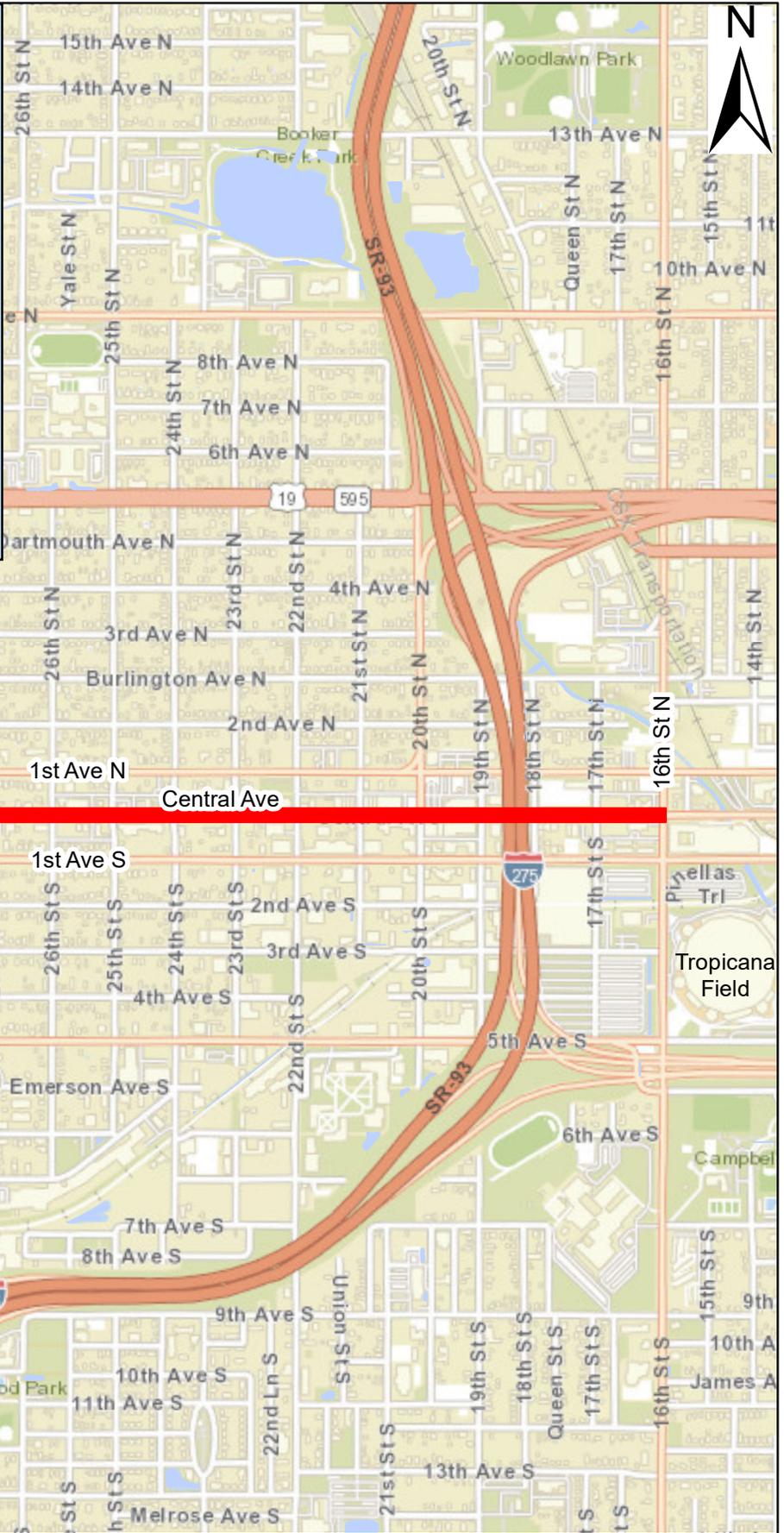
<b>Lump Sum Cost</b>	\$177,954.10
<b>Allowance<sup>4</sup></b>	
<b>Total:</b>	<b>\$177,954.10</b>

**IV. Notes:**

1. Rates and Multiplier per contract.
2. Includes expenses for: Travel
3. Includes 1.05 percent markup of SUBCONSULTANT (per contract).
4. Allowance to be used only upon City's written authorization.



PROJECT LOCATION



PROJECT LOCATION

Central Ave

Document Path: S:\ArcGIS\2022\ENG\21060-110 1St Ave N & 58th St N SDI.mxd

ENGINEERING AND CAPITAL IMPROVEMENTS DEPARTMENT  
CITY OF ST PETERSBURG

Grand Central Master Plan  
Project No. 22078-129

APPROVED BY:

DATE:

5/25/2022



 <p style="text-align: center;">-- City of St. Petersburg Authorization Request --  <b>General Authorization</b></p>					<b>Request #</b>
					164244
Name:	Johnson, Sarah B	Request Date:	02-JUN-2022	Status:	APPROVED

Authorization Request	
Subject:	Council - 6/16
Message:	22078-129 - WSP USA - Grand Central Master Plan - Task Order
Supporting Documentation:	Grand Central Master Plan - Task Order - Final.pdf

	Approver	Completed By	Response	Response Date	Type
0	Johnson, Sarah B		SUBMITTED	02-JUN-2022	
1	Prayman, Brejesh B	Prayman, Brejesh B	APPROVE	02-JUN-2022	User Defined
2	McKee, Stacey Pevzner	McKee, Stacey Pevzner	APPROVE	02-JUN-2022	User Defined
3	Tankersley, Claude Duval	Tankersley, Claude Duval	APPROVE	02-JUN-2022	User Defined

The following page(s) contain the backup material for Agenda Item: A Resolution confirming the appointment of Kiona Singleton as a Regular Member and Kristin Morico as an Alternative Member to the Development Review Commission; and providing an effective date.  
Please scroll down to view the backup material.