

THE CORRADINO GROUP, INC.

CORRADINO

ENGINEERS · PLANNERS · PROGRAM MANAGERS · ENVIRONMENTAL SCIENTISTS

Zafar Ahmed
Community Development Director
City of North Miami Beach
17050 NE 19th Avenue
North Miami Beach, FL 33162

January 15, 2025

Dear Mr. Ahmed:

It is our understanding that this City desires to engage in an update of its comprehensive plan, last fully adopted in 2016, with a 2050 horizon. This project is important to the city as it seeks to create a vision and actionable plan for its future.

In addition to its intimate knowledge of the city, Corradino has extensive experience in comprehensive planning. Our team includes experts in land use planning, transportation planning, urban design, and redevelopment, and have engaged with Ralph Rosado and Associates and Dover Kohl to provide visioning and urban design/neighborhood planning. Ralph Rosado and Associates is led by Ralph Rosado, AICP, Ph. D. Ralph will serve as a project manager for this update, and will bring his experience as a City Manager to create a robust understanding in practical implementation policies for the comprehensive plan. Dover Kohl is a local, world class firm with iconic projects that will help with pinpointing the visual and design aspects of the city's future. Our unique and deep understanding of the city's needs, existing regulations, and best practices will help us lead a successful effort to create a comprehensive plan as we have for numerous of your peer cities in Florida. Our effort seeks to engage the community extensively in a vision and community values process that will result in a plan that is neighborhood focused and which will exceed the state's minimum requirements.

The following provides our project understanding, approach, scope, and fee proposal for this very important project. Corradino will conduct the effort within the scope and budget requirements. It is expected that this 18-month effort can be completed at a fee of \$350,000, inclusive of the adoption of legislative changes.

We appreciate your consideration and hope to be able to assist the city in this endeavor.

Best regards,



Edward Ng, AICP

Technical Vice-President, Planning

The Corradino Group

Scope of Work

Update of the City of North Miami Beach Comprehensive Master Plan:

The following scope provides for a “repeal and replace” approach for the comprehensive plan, consisted with Chapter 163, Florida Statutes, with a 2050 target date.

Project Management:

Corradino will coordinate efforts with the City’s comprehensive plan consultant and provide direction from city staff on directives, beginning with the staff kickoff noted in Phase 1: Discovery. We will meet with City staff on a monthly basis to provide project updates. Our team will provide for up to (3) three in person progress updates to Planning and Zoning Board and City Commission each, to be presented at the beginning of each meeting. Other interactions with the Planning and Zoning Board and City Commission, including for public hearings, are already contemplated elsewhere within this scope and are included in those tasks.

Phase 1: Discovery —The consultant team will engage in an issue scoping and background review process in preparation for visioning, public engagement and drafting of comprehensive plan.

(A). Staff Kickoff:

Corradino will begin with a kickoff with staff that will cover the project’s progression, data requests, and other relevant discussions regarding area specific planning.

(B). Review of Evaluation and Appraisal Report (EAR):

The City will conduct the analysis for the EAR and provide the EAR letter to the consultant. Corradino will then review the chart and data collected to incorporate into the overall analysis. The City shall provide all and any GIS and relevant background data related to the maps and EAR report to the consultant team.

(C). Review of Existing Goals, Objectives, and Policies (GOPs):

Corradino will review the GOPs with staff as follows:

(1). Goals:

- i. Assess if existing goals reflect the City’s long-term vision.

(2). Objectives and Policies:

- ii. Evaluate alignment and conduct interview with City with established goals
- iii. Identify policies requiring updates or elimination due to redundancy or lack of alignment.
- iv. City will provide the current Strategic Plan and community survey for review of critical community issues in preparation for visioning exercises.

(D). Current Strategic Plan and Community Survey Review:

Corradino will review the Strategic Plan and Community Survey administered by FIU and will incorporate critical ideas as needed.

(E). Review of Relevant Background Reports:

Corradino will review relevant background reports and other efforts provided by the City as needed, including but not limited to: City's Vulnerability Assessment, Parks Master Plan, Impact Fee Study, Transportation Master Plan, CRA plans, and Affordable Housing Study.

Phase 2: Visioning and Public Engagement Process

(A). Public Engagement and Visioning

Dover Kohl will lead the visioning and public engagement exercises, with staff support from Ralph Rosado and Associates as the project manager, and support staff from Corradino as needed.

(1). Public Design Workshop

- i. **Hands-on Design Sessions (maximum of 3 - geographically distributed):** The Hands-on Design Session will provide participants with the opportunity to interact with differing perspectives, allowing concerns to be quickly identified and resolved while helping establish strong community consensus around key issues. The goal of the Hands-on Design Session is to begin to build community support and develop a short and long-range vision for the future of the City of North Miami Beach.
 - This session will consist of a presentation of best-practices and initial analysis findings, including interactive key-pad polling questions related to the community's priority concerns and vision of the future.
 - The presentation will be followed by a mapping and visioning exercise at individual tables.
- ii. **Open Design Studio (up to 4 days)-** The project team will set up an on-site, Open Design Studio in a visible, accessible, and central location for the duration of the public design workshop, in a location coordinated by the City.
 - While working in the Design Studio, the team will begin to formulate the initial concepts, as well as testing development scenarios on key opportunity parcels that have been identified by City Staff, Stakeholders, and community members.
 - Members of the City leadership, local leaders, elected officials, local stakeholders and the community will be invited to stop in throughout the week as new issues come to mind and to check on the project's status.
- iii. **Work-in-Progress Presentation (1) -** At the end of the Public Design Workshop the team will present the accumulated work at a "Work-in-Progress" Presentation.
 - Draft work will be introduced and discussed
 - Various methods of community participation including keypad polling, exit surveys, and small group conversations will be used to gather feedback on the ideas presented, which will help in the refinement process.

(2). Online Engagement

- i. Develop a dedicated webpage for the Comprehensive Plan update.
- ii. Provide interactive surveys, mapping tools, and comment forms.
- iii. Use social media campaigns to promote public participation.
- iv. Work with City staff to establish a vision board.

(3). Develop Report of Common Community Values and Vision

The Corradino team will create a summary of North Miami Beach's 2050 Vision and overall resulting planning framework, including guiding principles, to confirm with staff, public, and the

City Commission as needed. The primary renderings will be done by Dover Kohl, and the entire team will participate in the drafting of the report.

Phase 3: Drafting the Comprehensive Plan

The updated Comprehensive Plan will provide a forward-thinking policy framework for the City of North Miami Beach over the next 25 years (2050). Corradino will lead the policy drafting, with QA and associated writing done by Ralph Rosado, and support by Dver Kohl as needed on specific policies related to urban design.

(A). Data and Analysis Document:

- (1). Update the supporting Data and Analysis section as Volume II of the Comprehensive Plan to reflect the latest statistics, trends, and projections.
- (2). Update all necessary plan maps to reflect updated data, statutory requirements, changed conditions, and updated vision/policy guidance. These maps include the statutorily required maps as well as any neighborhood maps resulting from the visioning/charrette process. The City will provide any and all GIS base layers as needed for consultant to edit. The consultant will provide the revised GIS files to staff as part of the final deliverable.
- (3). Establish guiding principles for sustainable development, equity, and resiliency.

(B). Goals, Objectives, and Policies:

- (1). Create overarching goals, objectives, and policies based on the guiding principles established in Phase 2 for all statutorily required elements of the Comprehensive Plan. In addition, as needed, the consultant will include policies for economic development and urban design, and others as appropriate either as separate elements or as under individual goal(s) within existing applicable elements.
- (2). Define measurable objectives under each goal.
- (3). Develop clear, actionable policies to guide decision-making and implementation.
 - i. Replace or revise outdated policies to reflect the City's current and future needs.
 - ii. Propose new policies aligned with the City's vision and goals.
 - iii. Ensure consistency across plan elements.
 - iv. Identify and resolve potential conflicts between new policies and future code amendments.
 - v. Any Water Supply Plan Update needs due to regional updates are not included in this effort. Water Supply Plan policies related to the Comprehensive Plan will be included by Corradino if provided by City staff.

(C). Review and Finalization

- (1). Corradino will collaborate with City staff, stakeholders, and regional planning bodies for plan review.
- (2). Conduct a series of technical review sessions with City staff, with a maximum of 2 rounds of revisions within this current scope.

- (3). Prepare presentations for City staff to conduct public review sessions with Planning and Zoning Board. Each presentation will cover the basics of several updated Elements in groupings of 3 to 4 per presentation, at an expected 3 presentations.
- (4). Process feedback from staff and Planning and Zoning Board meetings to refine draft Comprehensive Plan, separate from the series of technical review sessions.

Phase 4: Transmittal and Adoption Process

(A). Public Hearings Transmittal:

- (1). Provide complete transmittal review package for Planning and Zoning Board and City Commission including:
 - Strikethrough underline copy of complete Comprehensive Plan document
 - “Clean” copy of complete Comprehensive Plan document
 - PowerPoint presentations for City staff to deliver at “time certain” scheduled public hearing
- (2). City staff will submit the complete transmittal package to the State.

(B). Respond to State of Florida Objections, Recommendations, and Comments (ORC) report

- (1). Prepare any changes either required by or recommended by (at City’s discretion) the review agencies in the ORC Report to finalize the draft Comprehensive Plan for adoption.
- (2). Provide complete transmittal review package for Planning and Zoning Board and City Commission including:
 - Strikethrough underline copy of complete Comprehensive Plan document
 - “Clean” copy of complete Comprehensive Plan document
 - PowerPoint presentations for City staff
- (3). City staff will submit the complete transmittal package to the State.

Project Deliverables

- (1). **Project Management:** Ralph Rosado will provide a summary of each meeting and action steps.
- (2). **Discovery Report (Issue Scoping and Diagnosis)** – Corradino with QA and input from Ralph Rosado
- (3). **Public Engagement:**
 - i. Draft presentation materials, meeting agendas and meeting marketing materials (flyers, webpages, e-newsletters)
 - ii. Rosado and Associates will coordinate with City staff on schedule and provision of public engagement postings, including coordination with City’s Communications Director for all social media and email blasts to be conducted throughout the project.

Ralph Rosado will coordinate the QA and approval of the postings as the project manager.

- iii. Conduct public Design Workshop (Charrette) meetings with support from City staff
 - iv. Web based survey, website (project dedicated), and similar e-public engagement
 - v. Documentation of public engagement processes, including meeting summaries, feedback reports, and analysis of online surveys
- (4). **Community Visioning Report**, as developed by entire team, resulting from Visioning exercises led by Dover Kohl.
- (5). **Draft Comprehensive Plan**, including updated, GOPs, maps, data, and analysis.
- i. Updated data and analysis including all plan maps
 - ii. Principles from visioning documents, providing for planning framework, led by Ralph Rosado with input from the entire team. Edits after discussion with City staff. , based on planning framework, with QA by Ralph Rosado.
 - iii. Updated Goals, Objectives, and Policies
 - iv. PowerPoint presentations for City staff to conduct Planning and Zoning Board review meetings, with revisions and presentation to be provided by Ralph Rosado.
 - v. Record of revisions made through the staff technical and Planning and Zoning Board review processes, as reported by Palph Rosado.
- (6). **Final Comprehensive Plan for transmittal**
- i. Fully formatted and updated Comprehensive Plan including a strike-thru underline and clean copy (Word and PDF) including all data and analysis, maps and appendices.
 - ii. PowerPoint presentations to Planning and Zoning Board and City Commission.
 - iii. As needed in coordination with staff, Ralph Rosado will be available for presentation and questions and answers.
 - iv. Transmittal package for City staff to transmit to State of Florida (paper and electronic),
 - v. GIS files
- (7). **Response to State Objections, Recommendations, and Comments (ORC) Report**
- i. Summary letter, reviewed and provided by Ralph Rosado.
 - ii. Strike-through underline version of any changes resulting from ORC Report.
 - iii. Ralph Rosado will provide the summary comments on what has been changed.
 - iv. PowerPoint presentations for City staff to deliver at Planning and Zoning Board and City Commission. Ralph Rosado will attend the city meetings and answer questions on behalf of the team.
 - v. Adoption package for City staff to submit to State of Florida

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Proposed Timeline and Milestones

Months noted are from NTP.

- Preliminary:** EAR Letter/spreadsheet format by City staff – by February 2025 (inhouse to PZB in February and City Commission in March – April 1, 2025 deadline)
- Phase 1:** Discovery – Months 1 – 3; with additional time if needed based on Charrette responses
- Phase 2:** Public Engagement and Visioning – Months 1 – 9, with Charrettes and Town Halls complete by month 7, depending on city venue availability and adjustable based on mutual agreement – Online engagement could run longer, including on draft plan)
- Phase 3:** Drafting the Comprehensive Plan Update – Month 7 through Month 12
- Phase 4:** Transmittal and Adoption – Month 13 through Month 18. As needed, EAR items will be prioritized for adoption by March 31.

Budget Estimate/Fee Proposal

We note that this estimate quote is contingent on the tasks of the program manager as a separate task order. This budget contemplates an estimate that splits certain tasks/task aspects to the program manager.

Project Management and Presentations	\$15,000
Phase 1: Discovery –	\$20,000
Phase 2: Public Engagement and Visioning –	\$110,000
Phase 3: Drafting the Comprehensive Plan Update –	\$190,000
Phase 4: Transmittal and Adoption –	\$15,000
Total:	\$350,000

Work Authorization:

This Work Authorization is subject to the same terms and conditions of RFQ 19-082-MC-Continuing Services Agreement for Architectural/Engineering, Landscape Architect. Signature by CITY representative below indicates Notice to Proceed.

CITY of NORTH MIAMI BEACH Approval:



(Signature)

01/22/25

(Date)

CONSULTANT Acceptance:



(Signature)

January 22, 2025

(Date)