

## Scope of Work

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

Pursuant to Chapter 163, Florida Statutes

*Projected Time Frame: 25 Years*

**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: The consultant team 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. The Consultant will then review the chart and data collected to incorporate into the overall analysis.
- (C). Review of Existing Goals, Objectives, and Policies (GOPs)**
  - (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**
- (E). Review of relevant background reports**

## Phase 2: Visioning and Public Engagement Process

- (A). Public Engagement and Visioning**
  - (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 (3 or 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**
- 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.

## 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.

### **(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 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.

**(C). Review and Finalization**

- (1). Collaborate with City staff, stakeholders, and regional planning bodies for plan review.
- (2). Conduct a series of technical review sessions with City staff
- (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.
- (4). Process feedback from staff and Planning and Zoning Board meetings to refine draft Comprehensive Plan

## 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
- (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). **Discovery Report (Issue Scoping and Diagnosis)**
- (2). **Public Engagement:**
  - i. Draft presentation materials, meeting agendas and meeting marketing materials (flyers, webpages, e-newsletters)
  - ii. Conduct public Design Workshop (Charrette) meetings with support from City staff
  - iii. Web based survey, website (project dedicated), and similar e-public engagement
  - iv. Documentation of public engagement processes, including meeting summaries, feedback reports, and analysis of online surveys
- (3). **Community Visioning Report**
- (4). **Draft Comprehensive Plan**, including updated, GOPs, maps, data, and analysis.
  - i. Updated data and analysis including all plan maps
  - ii. Updated Goals, Objectives, and Policies
  - iii. PowerPoint presentations for City staff to conduct Planning and Zoning Board review meetings.
  - iv. Record of revisions made through the staff technical and Planning and Zoning Board review processes.
- (5). **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 appendixes.
  - ii. PowerPoint presentations to Planning and Zoning Board and City Commission
  - iii. Transmittal package for City staff to transmit to State of Florida (paper and electronic)

- iv. GIS files
- (6). **Response to State Objections, Recommendations, and Comments (ORC) Report**
  - i. Summary letter
  - ii. Strike-through underline version of any changes resulting from ORC Report
  - iii. PowerPoint presentations for City staff to deliver at Planning and Zoning Board and City Commission
  - iv. Adoption package for City staff to submit to State of Florida

## Timeline and Milestones

**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 2: Public Engagement Process (consultant)** – January 2025 through June 2025 (Charrettes and Town Halls complete by June 2025 – Online engagement could run longer)

**Phase 3: Drafting the Comprehensive Plan Update** – May 2025 through October 2025

**Phase 4: Transmittal and Adoption** – 5 months December 2025 through March 2026

## Budget Estimate

To be determined based on detailed project requirements provided.