

PLANNING SERVICES  
**TASK ORDER NO. 4**

Planning Consulting Services Task Order No. 4 between Pasco County, Florida, by and through its Board of County Commissioners (COUNTY) and IBI Group (CONSULTANT) pursuant to the Agreement to Furnish Professional Planning Consulting Services (Agreement) entered into between the parties on May 12, 2009 which is incorporated herein.

ARTICLE 1 - Scope of Services

The specific services, which the CONSULTANT agrees to furnish, are detailed on the attached Exhibit "A," a scope of work entitled **Pasco County 54/56 Form-Based Transit Center Overlay Planning, Task Order No. 4**, and included herein. The complete provisions of Exhibit "A" are by reference incorporated herein and made a part thereof.

ARTICLE 2 - Time of Completion

This Task Order consists of Phases 1 and 2. Work shall commence on Phase 1 on the date specified in the written Notice to Proceed, which shall become part of this agreement. The CONSULTANT shall have ninety (90) calendar days from the issuance of the Notice to Proceed for the completion of the work included in the Phase 1 study portions of Exhibit "A." Work shall commence on Phase 2 only after written notification to proceed by the Pasco County Growth Management Administrator. Work on Phase 2 shall be completed within ninety (90) days of issuance of the Notice to Proceed.

ARTICLE 3 - Compensation

Professional fees for this task order will be in accordance with the rates and charges as enumerated in that fee estimate provided to the COUNTY by the CONSULTANT, as the summary of the CONSULTANT'S fee estimate and attached hereto as Exhibit "B." The amount of fees and reimbursable expenses paid to CONSULTANT under this task order shall be the Lump Sum by Major Tasks listed in Exhibit "B," not to exceed a total compensation amount for this task order of \$126,100.

ARTICLE 4 - Liaison and Supervision

The COUNTY designates the Pasco County Growth Management Administrator, or his designee as the COUNTY'S representative and liaison with the CONSULTANT.

ARTICLE 5 - Acceptance

The signature of the herein above named parties and the attestation as indicated in the spaces provided below shall indicate acceptance of this Task Order 4

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this agreement on this \_\_\_\_\_ day of September, 2010.

(SEAL)

BOARD OF COUNTY COMMISSIONERS  
PASCO COUNTY, FLORIDA

ATTEST:

By: \_\_\_\_\_  
Paula S. O'Neil, Ph.D., Clerk & Comptroller

By: \_\_\_\_\_  
Pat Mulieri, Ed.D., Chairman

(SEAL)

ATTEST:

WITNESSES:

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
IBI Group, Inc.

\_\_\_\_\_  
Print or Type Name

BY: \_\_\_\_\_

\_\_\_\_\_  
Sign Name

PRINT: \_\_\_\_\_  
Richard C. Wohlfarth

\_\_\_\_\_  
Print or Type Name

TITLE: \_\_\_\_\_  
Chief Operating Officer

ATTEST:

WITNESSES:

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
IBI Group, Inc.

\_\_\_\_\_  
Print or Type Name

BY: \_\_\_\_\_

\_\_\_\_\_  
Sign Name

PRINT: \_\_\_\_\_  
Scott Stewart

\_\_\_\_\_  
Print or Type Name

TITLE: \_\_\_\_\_  
Managing Principal

**IBI Task Order No. 4**  
**Exhibit A - Scope of Services**  
**Pasco County 54/56 Form- Based Transit Center Overlay Planning**

**Phase 1**

**Task 0 – Project Organization**

**Purpose** – To organize project delivery and logistics associated with the 54/56 Form- Based Transit Center Overlay Planning scope of work.

**Approach**

**Project Kick-off Meeting:** A meeting will be held with Pasco County staff, to review the agreed to work program, its timing and cost. Roles and responsibilities will be addressed. The make up of any / all required Stakeholder Meetings will be discussed. The resultant documentation, for circulation to both the County and Consultant team, will be production of a 'Project Guide,' a dossier outlining Tasks 1 through 7 and serve, generally, as the 'go to,' document to ensure both clarity and conflict resolution.

**Project Team Meetings:** In order to achieve the set schedule and maintain effective coordination among all team members (including Pasco County staff), monthly progress meeting are proposed until completion of draft study, with meetings as required after. The CONSULTANT Project Principal and Project Manager will host and attend each project team meeting to ensure the project is on-schedule, resources are being applied, and all aspects are being dealt with diligence. The purpose of the meetings will be to review project status and address upcoming priorities. The focus of the meeting will be on identifying actions and decision-making. CONSULTANT team will develop a standard agenda for distribution 5 days before the meeting. The meeting minutes will be prepared and distribute within 3 business days from meeting date. Special meetings will be arranged, if required, to discuss key issues or to see approval at key milestones.

**Deliverable**

Project Guide Report

**Task 1 – Existing Conditions Inventory**

**Purpose** – To ensure that the study team has the appropriate base information required to quickly and efficiently begin with a knowledgeable assessment for the six general transit center overlay areas along the 54/56 corridor identified by the County in its adopted Comprehensive Plan. The assessment and design process will include and recognize that multiple stations and station prototypes will be part of the urban composition of each of the six overlay station areas. The structure of the framework will create the setting to create a TOD ordinance to be incorporated as part of the Land Development Code.

**Approach** –CONSULTANT will assemble background materials– cadastral base mapping and aerial photographs of similar scale for the overlay areas. Simultaneously, the transit center overlay area surroundings will be recorded in still photographs for development of Context Sensitive Design (CSD) guidelines. For example, despite the potential for densification it might be determined that an enclave of 'heritage' (low-density, residential land use) are key to community definition and, as such, should be protected from subsequent up-zoning.

In this phase of work CONSULTANT will understand what exists by developing a thorough inventory (key properties and public realm) of each transit center overlay area including

quantitative data and a qualitative assessment of site features and amenities. Inventory will include:

- Environmental Data
- Regulatory Framework
  - Future Land Use
  - Zoning
- Existing Development and Features
- Approved Development

CONSULTANT will identify issues and opportunities, explore with County staff observations and expectations of future issues/opportunities relative to TOD and begin to characterize each overlay area. Each area and potential station within each area has a role in the corridor, potentially unique to other stations. What is that role? What is that station's purpose? What niche might that station fill? Using the information gathered CONSULTANT will answer these key questions. CONSULTANT will use the inventory of information to build a GIS database in conjunction with a more qualitative dialogue (goals and policies from comprehensive plans) to establish an evaluation process to help determine the most suitable location for the station areas along the 54/56 corridor.

CONSULTANT will then begin production of GIS base-mapping data base for each station area specifically, to ensure that a wide variety of data – physical inventory, existing development/urban design character, circulation patterns, and other elements – can be input.

#### **Deliverables**

*“GIS maps and associated databases documenting land use patterns and building values and transportation service / infrastructure within the study area.”*

- Cadastral base mapping
- Aerial photography
- Site context photographs
- GIS modeling / database
- Summary Report

## **Task 2 – Review of Previously Completed Work**

#### **Purpose**

This task will serve to ensure that the transit center overlay planning process is informed by a comprehensive understanding of past work, site and location area conditions and related studies and all known issues and opportunities.

#### **Approach**

**Data Collection:** CONSULTANT will collect relevant background studies and reports and review existing planning directions that have already been established for the six overlay districts along the corridor CONSULTANT will carefully evaluate the relevance and validity of these planning efforts

The inventory will also include regional and national TOD planning models that offer sound and useful principles for future use. This task will include the review of all pertinent studies and documents prepared by the County, State or Regional agencies and other consultants. Each of the documents will be reviewed with regard to any base data, which may be useful in the preparation of maps, analysis, and planning strategies. Documents to be reviewed include, but will not be limited to the following:

- 2035 Long Range Transportation Plan (2009)
- Pasco County Transit Development Plan (2005)
- Pasco County Comprehensive Plan
- Pasco County Land Development Code
- TBARTA Master Plan
- ULI Study

**Review and Summarize Documents:** These background documents will be assembled in electronic form and keyed to a database that will highlight the general study content, author, geographic scope, and brief summary.

#### **Deliverables**

- **CD or DVD with a database and all background documents in electronic form.**  
Summary memorandum of key relevant findings related to station area master planning, station site design and transportation recommendations.
- Summary Report of Existing Documents and Studies

### **Task 3 – Form-Based Station Typologies**

**Purpose-** To formulate a form-based typology for each of the eight station types (Regional Commercial; Regional Professional Service; Regional Mixed Use; Community Commercial; Community Professional Service; Community Mixed Use-New Town/Village; Community Business Commerce Park; Neighborhood) identified in the Comprehensive Plan.

#### **Approach**

Task 3 will result in the development of station typologies for each identified station type:

- Regional Commercial
- Regional Professional Service
- Regional Mixed Use
- Community Commercial
- Community Professional Service
- Community Mixed Use-New Town/Village
- Community Business Commerce Park
- Neighborhood

CONSULTANT will prepare form-based typologies for the future station types including graphics and text that identify key development as well as streetscape and infrastructure improvements that are needed. The typologies will depict a range of integrated land uses potentially including residential, employment, commercial, civic and retail uses combined with a range of transportation/transit alternatives.

Implicit in each typology will be recommendations regarding urban design and infrastructure improvements to support pedestrian-friendly environments, enhanced opportunities for neighborhood integration, parking strategies, and development of appropriate park and open space connections. The draft typologies will identify overall land use mix and configuration necessary to create a transit-supportive station area.

In conjunction with the land use concepts, the CONSULTANT will develop strategies that incorporate transportation and circulation systems that seek to enhance connectivity, personal mobility, neighborhood character, and sustainability within the corridor. Concepts will consider a multi-modal approach that will include roads, parking, transit, bicycle and pedestrian travel. As the

concept plans are developed, the transportation framework will be used to guide the level of connectivity provided at each station location.

**3.1 Study Area ‘Design & Development Principles’** – In depth analysis of the study area related to Context Sensitive Design (CSD) principles as well the appraisal of best practices regarding Transit-Oriented Development (TOD) and Station Area Planning efforts from elsewhere, both conceptual and built. This sub-task will include a wide collection of precedent photographs – images of what might be – from the collective archives of study team members.

**3.2 ‘TOD / Placemaking Evaluative Criteria’** – In to order objectively assess the merits / demerits of competing schemes for the six transit center overlay districts, it is important that CONSULTANT establish a matrix containing the criteria to evaluate the planning efforts. The Evaluative Criteria will include, but not be limited to: available area of development; development yield (both buildable area and population / employment); placemaking, including walkability; access and circulation; multi-modal connections; retail streets / streetscape design, and other form-based elements.

#### **Deliverables**

- Study Area ‘Design & Development Principles’
- ‘TOD / Placemaking Evaluative Criteria’

### **Task 4 – Transit-Supportive Urban Design Guidelines**

Guidelines will be developed in a graphic format illustrating the ‘Do’s and Don’ts’ of transit-supportive design. Guidelines will be clear and easy-to-read, dealing in checklist format with a variety of design issues for both the public realm and the private sector to adhere to.

CONSULTANT will assemble a simplified policy guide that directs the urban design features of each OVERLAY area. Design guidelines will be prepared to shape development in a manner that supports a highly utilized transit system and governs both the pattern and form of development for a mix of uses, to achieve an active, transit-supportive pedestrian environment.

The design guidelines will provide the foundation for recommendations for project-specific design requirements of future development approvals within each overlay area along the 54/56 corridor. The major focus of this task will be on those elements of private and public space that interact and contribute substantially to a well-defined sense of ‘place’ and which key improvements are needed to achieve the plan vision.

#### *Draft Design Guidelines and Standards for Private Development*

The vision and guiding principles will be translated into measurable guidelines and standards focused on ensuring private development contributes to an attractive and pedestrian-oriented public realm. Guidelines and standards will emphasize requirements that are flexible and allow for site-specific solutions but maintain private development that is human-scale and TOD compatible. We will produce sketch-up, form-based 3D massing model for each of the eight main typologies.

#### *Draft Public Realm Vision and Standards*

The public realm itself will be a major focus throughout the form-based transit center overlay planning of the 54/56 corridor. CONSULTANT will identify big ideas and key public improvements to enhance the public realm as well as basic standards to ensure that the public ‘armature’ of the area (streets, sidewalks, public spaces, transit facilities and so forth) is consistent with TOD standards.

**Deliverables**

- Building Principles for Future Development
- Guidelines and Standards for Private Development
- Vision and Guidelines for Public Realm

## **Phase 2**

### **Task 5– Stakeholder and Community Education**

#### **Purpose**

The approach to the stakeholder education and outreach for this project should be based on the following preliminary set of goals:

- To demonstrate the varying forms of what transit oriented development and transit supportive design can be within the 54/56 Corridor.
- To provide stakeholders and the public with the base of knowledge to understand how changes in land use policy based on an alternative pattern of development and built form can benefit regional transit investment while also achieving local community goals such as job creation, housing diversification, tax base diversification and the creation of place and identity.
- To build an understanding among stakeholders of the effort, timing and market conditions needed to make transit oriented development work and to see it built.
- To ensure as the project progresses that up to date information is presented in an efficient, thorough, clear and concise manner using alternative media formats.
- To create opportunities for stakeholders and the public to provide meaningful input into the process.
- To ensure timely response to stakeholder and public questions and concerns regarding work product and plan/concept impacts.

#### **Approach**

County staff will take the lead in coordinating the stakeholder and community engagement task. The CONSULTANT will assist the staff in assembling background information mapping and narrative, and preparing an opinion survey/ questionnaire for distribution during these meetings..

The survey/ questionnaire will be designed in collaboration with County staff with the purpose of gathering information related to current status of plans and programs being implemented by the various governmental actors and private agencies within the six overlay station areas. Questions related to future development opportunities and planning efforts will also be included in this survey. A binder will be prepared for County staff that compiles and organizes the results of the survey. The purpose of the survey/ questionnaire is to educate the consulting team on the local issues that otherwise might not be raised.

#### **Deliverables**

- Supporting maps and background information
- Questionnaire/ survey



## **Task 6– Typology Application / Development Opportunities**

- **Purpose** – To translate the study’s Transit Center Overlay Planning / TOD philosophy into action with the identification of development opportunities within each of the transit center overlay areas: Western Hub, Suncoast Parkway, Sunlake Boulevard, US 41, I-75, and Wiregrass Boulevard.

**Approach** – The planning team effort will incrementally produce a series of deliverables with regard to the Transit Center Overlay planning effort, as follows:

**6.1 Study Area ‘Vision & Mission Statement’** – An effort to encapsulate the Transit Center Overlay Area Planning initiative into a single statement that is visionary and uplifting with the intention of building community buy-in to the planning process.

**6.2 Study Area ‘Goals & Objectives’** – Adding substance and detail to the agreed upon study to ensure that the Transit Center Overlay Planning process program meets the stated challenge for the purpose of vision / mission statement, while being comprehensive enough to meet varying requirements of regulating agencies and transit providers including FDOT, TBARTA, Pasco County MPO, PCPT, and County staff.

**6.3 Preparation of Transit Center Overlay Concept Plans:** CONSULTANT will prepare a Concept plan for each overlay/ station area typology that captures the vision and identity of the Overlay area and addresses ultimate land use, development massing, streets, trails, sidewalks and open space configurations consistent with agreed upon TOD principles.

**6.4 Identify Opportunities:** For each transit center overlay area, the CONSULTANT will build upon what was learned in Tasks 1-5 to identify where future development and redevelopment opportunities exist. CONSULTANT will explore varying land use configurations, building patterns and orientations and development magnitude associated with each development/redevelopment opportunity.

### **Deliverables**

- Study area ‘Vision and Mission Statement’
- Study area ‘Goals & Objectives’
- Development Opportunities Map
- Illustrative Concept Master Plans
- Illustration and quantification of development and redevelopment opportunities
- 3-dimensional massing models for the eight station types

## Task 7 – Implementation Plan

**Purpose-** To provide a clear path towards carrying out the initiatives and actions for achieving station area master plan visions and to identify the next step in overall implementation of the six station area overlay districts.

### Approach

The project must go further than simply creating a series of station area master plans for the Corridor. The project must result in a set of tools that can facilitate realization of the vision over a period of time. The tools must be adaptive to the specific needs of each station area and its surrounding communities and the time sensitive nature of development opportunities (immediate, near term or long term). CONSULTANT approach will clearly articulate the keys to implementation by describing critical actions, establishing measurable indicators to monitor progress, defining responsibilities, identifying tools (model ordinances or design guidelines) and financial resources, building stakeholder commitment to take action, and identifying public private partnership opportunities. Successful implementation requires a long-term view about the actions needed to achieve the vision for each station area. It also requires structuring a specific, feasible implementation program that builds on easy wins to create momentum and ownership for tackling more difficult projects over time.

Public finance and the tools needed to pay for public improvements and to facilitate private redevelopment will be identified in this task. This will help the corridor communities to identify implementation tools, evaluate their application and create specific funding strategies appropriate to each station area.

**7.1 Establish actions steps:** For each station area, we will identify public and private actions necessary to implement the plans. We will categorize the actions steps as near term, mid-term and long term, and will work to further define those categories in collaboration with County staff.

**7.2 Identify public private partnership opportunities:** Focusing on the near and mid-term opportunities, we will establish a framework for building public private partnerships as a means to leverage private TOD development with public transit services to implement the vision of the station area plans including near term express bus operations and long term light- rail operations.

**7.3 Identify other tools and strategies:** We will explore other tools that can help implementation efforts at the local level. At a minimum, we will establish frameworks for a model zoning ordinance that could serve as an overlay to implement desired design features and special taxing districts and funding sources that could help finance development projects and public improvements. We will utilize successful examples from corridor communities to the greatest extent possible.

**7.4 Phasing Plan and Evolution of Station Location Definition.**

### Deliverables

Summary report on implementing transit oriented development in the six station areas identified along the corridor.

## **Task 8 – Final Report**

### **Purpose**

To thoroughly document the planning process and the resultant form-based station area plans and design guidelines in a comprehensive document.

### **Methodology**

CONSULTANT will prepare the deliverables in each of the seven previous tasks – technical memorandums, GIS databases, project mapping and site / context photographs, alternative and preferred concept station area plans – in a consistent graphic format specified and approved by the COUNTY at the outset of the study. The deliverable for each task will constitute a chapter in the final report in pursuit of a seamless and time efficient manner. In addition, the final report will contain a stand-alone Executive Summary, consisting of text narrative and colorful graphics for distribution to a wider audience than would normally be the case, in an effort to bolster the of concept of Station Area Planning/TOD to as large an audience as possible.

CONSULTANT will assemble a final report document for the entire project. The final report will be assembled first in draft form and ultimately in final form, incorporating edits and changes as a result of COUNTY review. The report will be prepared in a format suitable to COUNTY needs as determined through the project management process.

**IBI Task Order No. 4**  
**Exhibit B**  
**Fee Schedule: Pasco County 54/56 Form- Based Transit Center Overlay Planning**

**54/56 Form- Based Transit Center Overlay Planning Study Budget**  
**Phase 1**

| Man Hour Budget by task       |            | Project Organization | Existing Conditions Inventory |                    | Review of Previously Completed Work |                    | Form-Based Station Typologies |                    | Transit Supportive Urban Design Guidelines |                  |          |          |  |
|-------------------------------|------------|----------------------|-------------------------------|--------------------|-------------------------------------|--------------------|-------------------------------|--------------------|--|------------------|----------|----------|--|
| Completion Date               | NTP        | Month 1 from NTP     |                               | Month 1-2 from NTP |                                     | Month 1-2 from NTP |                               | Month 2-3 from NTP |  | Month 3 from NTP |          |          |  |
| Project Personnel             | Hrly. Rate | Task #0              |                               | Task #1            |                                     | Task #2            |                               | Task #3            |  | Task #4          |          |          |  |
|                               |            | Hrs.                 | Total                         | Hrs.               | Total                               | Hrs.               | Total                         | Hrs.               | Total                                      | Hrs.             | Total    |          |  |
| <b>The IBI Group</b>          |            |                      |                               |                    |                                     |                    |                               |                    |  |                  |          |          |  |
| Project Principal             | \$ 18500   | 8                    | \$1,480                       | 16                 | \$2,960                             | 8                  | \$1,480                       | 24                 | \$4,440                                    | 24               | \$4,440  |          |  |
| Project Manager               | \$ 13500   | 8                    | \$1,080                       | 30                 | \$4,050                             | 20                 | \$2,700                       | 30                 | \$4,050                                    | 24               | \$3,240  |          |  |
| Project Senior Planner        | \$ 11000   |                      | \$0                           | 30                 | \$3,300                             | 16                 | \$1,760                       | 16                 | \$1,760                                    | 24               | \$2,640  |          |  |
| Project Senior Urban Designer | \$ 11000   |                      | \$0                           |                    | \$0                                 |                    | \$0                           | 48                 | \$5,280                                    | 32               | \$3,520  |          |  |
| Project Urban Designer        | \$ 8500    |                      | \$0                           |                    | \$0                                 |                    | \$0                           | 48                 | \$4,080                                    | 48               | \$4,080  |          |  |
|                               |            | 16                   |                               | 76                 |                                     | 44                 |                               | 184                |  | 152              |          | 456      | Total Estimated Man-Hours (Phase 1)      |
|                               |            |                      | \$2,560                       |                    | \$10,310                            |                    | \$5,940                       |                    | \$19,610                                   |                  | \$17,920 | \$56,340 | Total Estimated Consulting Fee (Phase 1) |
|                               |            |                      |                               |                    |                                     |                    |                               |                    |  |                  |          | \$2,817  | Estimated Expenses (@5%)                 |
|                               |            |                      |                               |                    |                                     |                    |                               |                    |  |                  |          | \$59,157 | Total Estimated Cost                     |

**54/56 Form-Based Transit Center Overlay Planning Study Budget**  
**Phase 2**

| Man Hour Budget by task       |            | Stakeholder and Community Education | Typology Application/ Development Opportunities |                    | Implementation Plan |                  | Final Report |                    |          |            |  |
|-------------------------------|------------|-------------------------------------|---|--------------------|---------------------|------------------|--------------|--------------------|----------|------------|--|
| Completion Date               | NTP        | Month 1 from NTP                    |   | Month 1-2 from NTP |                     | Month 2 from NTP |              | Month 2-3 from NTP |          |            |  |
| Project Personnel             | Hrly. Rate | Task #5                             |   | Task #6            |                     | Task #7          |              | Task #8            |          |            |  |
|                               |            | Hrs.                                | Total   | Hrs.               | Total               | Hrs.             | Total        | Hrs.               | Total    |            |  |
| <b>The IBI Group</b>          |            |                                     |   |                    |                     |                  |              |                    |          |            |  |
| Project Principal             | \$ 185.00  | 12                                  | \$2,220   | 40                 | \$7,400             | 16               | \$2,960      | 24                 | \$4,440  | 4 meetings |  |
| Project Manager               | \$ 135.00  | 8                                   | \$1,080   | 44                 | \$5,940             | 48               | \$6,480      | 40                 | \$5,400  |            |  |
| Project Senior Planner        | \$ 110.00  |                                     | \$0   | 48                 | \$5,280             | 32               | \$3,520      | 40                 | \$4,400  |            |  |
| Project Senior Urban Designer | \$ 110.00  | 8                                   | \$880   | 48                 | \$5,280             |                  | \$0          | 16                 | \$1,760  |            |  |
| Project Urban Designer        | \$ 85.00   |                                     | \$0   | 51                 | \$4,335             |                  | \$0          | 28                 | \$2,380  |            |  |
|                               |            | 28                                  |   | 152                |                     | 96               |              | 148                |          | 424        | Total Estimated Man-Hours (Phase 2)      |
|                               |            |                                     | \$4,180   |                    | \$28,235            |                  | \$12,960     |                    | \$18,380 | \$63,755   | Total Estimated Consulting Fee (Phase 2) |
|                               |            |                                     |   |                    |                     |                  |              |                    |          | \$3,188    | Estimated Expenses (@5%)                 |
|                               |            |                                     |   |                    |                     |                  |              |                    |          | \$66,943   | Total Estimated Cost                     |

Project Principal/Manager: Gary Andrishak/ Bankim Kalra  
Project Planners: Craig Bencz, Ashish Ghat e, Martin Hull  
Project Urban Designer: Suzanne.C. Thompson, Warren Rempel

Total Budget (Phase 1 and Phase 2): \$126,100