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Redevelopment
and Urban Design
Surveying and Mapping
Traffic Engineering
Transportation Planning

GSA Contract Holder

1800 Eller Drive
Suite 600
Fort Lauderdale, FL
33316
954.921.7781 phone
954.921.8807 fax

Additional Services Agreement

DATE: March 15, 2016
RE: Additional LDR Workshops
CLIENT: City of Key West
3140 Flagler Avenue
Key West, FL 33040
ATTENTION: Mr. Thaddeus Cohen
CGA NO.: 14-7115.1

CGA HAS BEEN ADVISED TO PROCEED WITH THE FOLLOWING ADDITIONAL SERVICES:

Due to the client's request for work outside the original scope of services, Calvin, Giordano & Associates, Inc. will provide the following additional services:

I. Professional Planning Services

- A.** Provided as Exhibit A is the revised schedule which includes the four (4) additional workshops as requested; highlighted as Phases 12-17. The intent is to present not only the draft language related to these items but also include substantial graphics, when appropriate, to convey the suggested intent and/or result of the proposed regulations. In addition, we have also included the possibility of an additional Planning Board Meeting, perhaps the evening after the August 18, 2016 scheduled meeting. The intent is to split up the review into two groups, Group 1 would include all of the "clean-up" items and Group 2 would be all of the amendments related to the major issues. The fee for the four (4) additional workshops is \$26,750 which represents 190 hours of work split between Planning, Traffic Engineering and Landscape/Urban Design; approximately \$6,687.50 per workshop or 19% of the original contract amount.

COST OF THESE SERVICES (Lump Sum)	
I Professional Planning Services	\$26,750.00
II Meetings not included in I thru I	Hourly
TOTAL (Plus Hourly Services)	\$26,750.00

AUTHORIZATION

**Kindly sign and return this authorization at your earliest convenience.
Calvin, Giordano & Associates, Inc.
will proceed upon receipt of authorization..**

By: _____

Mr. Thaddeus Cohen
Planning Director

Date: _____

By: _____

Shelley Eichner

Shelley Eichner, AICP
Senior Vice President

Date: _____

3/16/16

**CITY OF KEY WEST
LAND DEVELOPMENT REGULATIONS OVERHAUL
ANTICIPATED WORK SCHEDULE (REVISED MARCH 9, 2016)**

PHASE	TASK	ANTICIPATED DATE*
Phase 1	Start-up—Kick-off Meeting with Staff	March 18, 2015
Phase 2	Review and Analysis of Strikethrough and underline version prepared by staff, existing data and analysis supporting changes and other relevant material Prepare for Kick-Off Meeting/Draft Presentation	April–May 2015 April 27, 2015
Phase 3	Kick-off Workshop with Elected Officials/Stakeholders/Community	May 4, 2015
Phase 4	Develop annotated outline and format of code Develop Web Page Develop and Discuss Preliminary Concepts with staff Codify zoning practices, administrative policies and interpretations Prepare for Community Meetings	June–July, 2015
Phase 4	Community Workshop 1 — Complete Streets, Parking, Transportation Demand Management	July 18, 2015
Phase 5	Community Workshop 2 — Affordable/Workforce Housing	July 19, 2015
Phase 6	Community Workshop 3 — Signage (New Town), Landscape and Urban Design	September 2, 2015
Phase 7	Community Workshop 4 — Green Building, Adaptation Planning, Disaster Planning	September 3, 2015 (Sunday)
Phase 9	Review and discuss workshop findings with staff Prepare draft illustrations, design concepts and/or regulations/guidelines for signage, workforce housing, adaptation planning and green building, urban design and landscape architecture, complete streets, parking standards and parking mitigation strategies. Update annotated outline	September, 2015 October/November, 2015
Phase 10	Workshop 5 — Policy input from Planning Board	December 17, 2015
Phase 11	Workshop 6 — Joint Meeting — City Commission, Planning Board, HARC and Tree Commission	February 1 2016
Phase 12	Prepare and refine concepts for additional Community Workshops with staff including draft illustrations, regulations/guidelines related to the major Issues presented.	Feb-May 2016
Phase 13	Community Workshop 5 – Affordable/Workforce Housing	April 13, 2016

Phase 14	Community Workshop 6 – Green Building, Adaptation Planning, Disaster Planning	April 14, 2016
Phase 15	Community Workshop 7 – Complete Streets, Parking, Transportation Demand Management	May 9, 2016
Phase 16	Community Workshop 8 – Signage (New Town), Landscape and Urban Design	May 10, 2016
Phase 17	Review and discuss final workshop findings with staff and draft final regulations	May 11, 2016
Phase 18	<p>Submit draft Code based on input received at workshops and discussions with staff/elected officials/stakeholders/community. Finalize remaining deliverables identified in Scope of Services including illustrations, design concepts and/or regulations/guidelines for signage, workforce housing, adaptation planning and green building, urban design and landscape architecture, complete streets, parking standards and parking mitigation strategies and supporting data and analysis.</p> <p>CGA will have continuous dialogue/meetings with staff throughout the drafting</p>	<p>July 15, 2016</p> <p>On-Going</p>
Phase 19	<p>Public Hearing Draft and Map Changes Presented To Planning Board</p> <p>Group 1 – Clean up items</p> <p>Group 2 – Major Issue Revisions</p> <p>Prepare revisions if necessary</p>	<p>August 18, 2016</p> <p>August 19, 2016</p>
Phase 20	<p>City Commission Adoption of Unified Land Development Code and Map Changes</p> <p>Ordinance 1st Reading</p> <p>Prepare revisions if necessary</p>	September 20, 2016
Phase 21	<p>City Commission Adoption of Unified Land Development Code and Map Changes</p> <p>Ordinance 2nd Reading</p>	October 18, 2016

*Schedule may be adjusted to meet City's Needs.