# REQUEST FOR PROPOSALS

# FOR

# CAPITAL CASCADES SECTOR PLAN

## I. STATEMENT OF WORK

### General Project Description and Introduction

The Tallahassee-Leon County Planning Department will engage the professional land planning, urban design, economic, graphic, and public involvement/consensus building services of the Consultant to prepare and conduct the Capital Cascades Sector Plan. The overarching purpose of the Project is to develop a vision and a set of implementation recommendations for the project area including: recommending appropriate land uses surrounding the Capital Cascade Trail (formerly known as Old Saint Augustine Branch Redesign) and developing a holistic land planning approach to complement the amenity being proposed under this stormwater improvement and greenway development project; coordinating with the community to identify concerns and opportunities in the entire project area and identify potential solutions; and ensuring compatibility of the area's vision with adjacent planning initiatives. The overall project area is shown in ***Attachment 1*** and is meant to complement the following community initiatives:

1) Blueprint 2000 - In 2000, residents of Leon County passed a one-cent, 15 year sales tax extension. Most of these funds were earmarked to implement projects that were developed within the *Blueprint 2000 and Beyond* report, a report developed by a diverse group of citizens called the Economic and Environmental Consensus Committee (EECC) representing various community interests including business, environmental and neighborhood. This report focused on planning and providing infrastructure in a holistic manner, including transportation, stormwater, greenways and the implementation of sector planning throughout the community. One transportation initiative identified the proposed rebuilding of Franklin Boulevard as an attractive boulevard that includes sidewalks, bike paths, transit amenities and an attractive median. The Consultant will need to have a thorough understanding of the *Blueprint 2000 and Beyond* report and be familiar with the overall philosophy and design principles for the Capital Cascade Trail project.

The Capital Cascade Trail project incorporates a number of stormwater and greenway improvement projects and is divided into four segments within the *Blueprint 2000 and Beyond* Report: Segment 1 stretches from Tennessee Street at Franklin Boulevard to Apalachee Parkway; Segment 2 from Apalachee Parkway through Cascades Park to South Monroe Street; Segment 3 from South Monroe Street to Gamble Street; and Segment 4 from Gamble Street to Springhill Road to the confluence with Munson Slough. This project will develop the engineering related specifics necessary to achieve the initial vision proposed within the *Blueprint 2000 and Beyond* Report by building community consensus regarding both the required technical solutions for stormwater management systems, and the desired open space and recreational fabric of the areas surrounding these systems. The recommendations developed through the Capital Cascades Sector Plan will be a valuable input necessary to accomplishing this anticipated engineering work.

2) Southern Strategy – The Capital Cascades Sector Plan helps implement the comprehensive plan directive to sector plan the Southern Strategy area and is one of the five sector plan areas delineated within the Southern Strategy Area (***Attachment 2***). The focus of the Southern Strategy is to make this part of the community a desirable residential location for people of all incomes. To achieve this goal, the Southern Strategy seeks to reverse the trend of population loss in the urban core area, reverse the continued increase of families that are living below the poverty level in this area and to attain an income mix in the Southern Strategy area that is similar to the remainder of the urbanized County, retain and increase employment opportunities, and to stop the further physical deterioration of this vital part of the community. This area contains many community assets such as close proximity to jobs and downtown, walk-to commercial, neighborhood schools and parks, and affordable housing. The Southern Strategy Area has been subdivided into five distinct sector planning areas and to date, work is underway on two of the plans. These plans are on schedule to be completed in 2003. The northern boundary of the South Monroe Street Sector Plan includes a portion of the Capital Cascade Trail Project and the Capital Cascades Sector Plan area overlaps the Monroe Street Sector Plan area because of this. The South Central Sector Plan, includes the Capital Cascade Trail Project within its boundaries.

3) Central Core – The Central Core (***Attachment 3***) consists of the inner-most, older urban portions of the City of Tallahassee, many of which were originally developed before 1950 and the advent of suburbanization. Located within the Central Core are the Downtown, Central Business District, and Capitol Center; Florida A& M and Florida State Universities; residential neighborhoods, a number of which are of historic and cultural importance; parks and cultural facilities; and a notable amount of vacant land with some or all of the public infrastructure necessary to support more intensive infill or redevelopment. Although the Central Core functions as a major employment center with a concentration of government offices and the two universities, the majority of the workers commute from the peripheral suburbs. In the last twenty years, the population of Leon County has nearly doubled while the Central Core Area has suffered a net population loss. Additionally, some portions of the Central Core have already exhibited signs of distress as evidenced by a higher rates of poverty, lower levels of education, lower housing values, and increased residential and non-residential vacancy rates when compared to the outlying suburban areas.

4) Community Redevelopment Area (CRA): The Tallahassee City Commission created the Tallahassee Community Redevelopment Area and Community Redevelopment Agency in 1998. The Tallahassee Community Redevelopment Plan and the trust fund were established in June 2000. The Tallahassee Community Redevelopment Area consists of over 1,450 acres of residential, commercial/retail and industrial land uses, all conveniently located near the heart of downtown Tallahassee. Included within the boundaries of the redevelopment area are (1) thirteen neighborhood communities; (2) seven major commercial/retail areas including sections of Tennessee Street, Tharpe Street, North and South Monroe Streets, Gaines Street, Lake Bradford Road and South Adams Street; and (3) numerous mixed-use areas. In addition, the area borders parts of Florida Agricultural and Mechanical University (FAMU) and the Florida State University (FSU). Extensive City infrastructure, including water, sewer, electricity and gas, are available throughout the redevelopment area. In addition, there is a proposal to establish a new Downtown Community Redevelopment Area. The Tallahassee Community Redevelopment Agency has contracted with the RMPK Group, Inc., to assist in preparing the Downtown Redevelopment Plan. The current preparation schedule anticipates adoption of the redevelopment plan in January 2004. The proposed Downtown CRA includes the Capital Cascades Area generally from the intersection of Tennessee Street with Franklin Boulevard and proceeds south along Franklin Boulevard into Cascades Park.

5) Florida Agricultural and Mechanical University (FAMU) Campus Master Plan: University Campus Master Plans and Development Agreements are regulated under Section 1013.30, Florida Statutes. This section contains provisions for campus planning and concurrency management that supersede the requirements of Part II of chapter 163. These special growth management provisions are adopted in recognition of the unique relationship between university campuses and the local governments in which they are located. While the campuses provide research and educational benefits of statewide and national importance, and further provide substantial educational, economic, and cultural benefits to their host local governments, they may also have an adverse impact on the public facilities and services and natural resources of host governments. The intent of the campus master planning process is to address this unique relationship by providing for the preparation of plans and associated campus development agreements. The university is proposing expansions to the campus master plan, which may significantly impact the future of the planning area.

6) Florida State University (FSU) University Park Project: FSU, with the support of the FSU Research Foundation and in partnership with local government and others, is seeking to develop a state-of-the-art research park to be located near the existing Innovation Park complex (project is generally located as shown on ***Attachment 2*** west of Lake Bradford Road, east of Capital Circle, south of Roberts Road and north of Orange Avenue). This new park, named University Park, would be designed to meet FSU's long-term space requirements for education and research and would serve to augment FSU's growing reputation as a nationally recognized research institution. It is anticipated that if this project materializes, the park would include: the National High Magnetic Field Laboratory; the Florida A&M University - Florida State University College of Engineering; the FSU Center for Advanced Power Systems; larger training facilities for the U.S. Army and Navy; and FSU's Don Veller Seminole Golf Course.

7) Gaines Street Revitalization Plan: The Gaines Street Revitalization Plan creates the tools and techniques that will allow the Gaines Street study area to develop into a unique urban corridor with distinctive surrounding neighborhoods and activity centers. The Capital Cascade Trail Blueprint 2000 Project is featured within the Gaines Street Revitalization Plan as a centerpiece of the future development concept for the Gaines Street area. The Plan presents land use and design guidelines for the corridor between Cascades Park and Lake Bradford Road and between Pensacola Street and FAMU Campus. A general location map of the Gains Street Study Area is provided as ***Attachment 4.***

8) Providence Neighborhood: The Providence neighborhood is the focus of a neighborhood planning effort to address issues plaguing the neighborhood including poverty, crime, lack of sidewalks, housing conditions and other issues. The location of this neighborhood is shown on the map provided as ***Attachment 2.***

9) Franklin Boulevard Improvements: The roadway will be rebuilt as a four-lane facility, incorporating the stormwater and traffic operational improvements, alternative transportation, and visual/landscape amenities that define the Blueprint 2000 philosophy. The existing four-lane Franklin Boulevard is extremely deficient in the areas of drainage, left turn storage lanes, and pedestrian and bicycle facilities. Increased vehicle capacity is not the driving force in this roadway reconstruction project. It is currently anticipated that the existing center drainage ditch will be replaced with box culverts.

## II. SCOPE OF SERVICES

The Tallahassee-Leon County Planning Department shall provide contract administration that includes, but is not limited to project coordination, plan review, review and approval of modifications to the scope of work plan or schedule, and review and approval of invoices. The Tallahassee-Leon County Planning Department reserves the right to contract certain portions of the work known as "contract administration". If needed the Department will be responsible for certain portions of the work, including assisting with "in-house" or unoriginal data collection and coordination of the public involvement portions of this project.

### A. General Objectives

The proposed Capital Cascades Sector Plan aims to create a comprehensive vision for the area of land delineated on ***Attachment 1***. This vision should include the creation of a healthy community, including environmental protection, viable and attractive commercial and residential development, and vibrant economic activities. Included in this vision should be adequate infrastructure placed to accommodate such development. The project also seeks to achieve the following objectives related to the implementation of the *Blueprint 2000, Central City and Southern Strategy* initiatives:

- Encourage and provide forums for the involvement of neighborhood residents, community leaders, neighborhood business leaders, and others in the redevelopment and rehabilitation of the area in order to develop a community vision for the study area;

- Include an inventory and assessment of public facilities; an inventory of housing structural conditions and existing neighborhoods; and an assessment of key socioeconomic indicators;

- Identify the existing land use patterns and work with the community to identify recommended future land use scenarios;

- Recommend strategies to encourage further growth into the area and to improve the image and economic health of the City's southside;

- Examine proposed infrastructure improvements within the Capital Cascades Sector Plan area. This should include but not be limited to roadways, utilities, schools, parks, stormwater management facilities and trails;

- Provide draft Comprehensive Plan amendments and identify necessary land development regulation changes to achieve plan objectives, and address other issues as identified by corridor plan participants;

- Develop and draft general urban design principles for the Capital Cascades Sector Plan area that at a minimum address the aesthetic improvement of all areas adjacent to the proposed linear urban greenway and park system;

- Provide for follow-through in the form of a work plan, including capital improvements programming and funding strategies, with the intent that government projects and programs will proactively serve as stimulus to private sector investment and reinvestment in the subject Sector Plan area; and

- Assess options to increase homeownership and economic opportunities within the area.

## B. Services to be Performed:

The Consultant will provide professional planning, design, economic, graphic, public involvement and consensus building services in preparation of the Capital Cascades Sector Plan. The intent of this project is not to duplicate or modify recommendations or directives established through other projects but rather to synthesize and build upon those recommendations and directives. Specifically, as part of this work, the Consultant will be required to coordinate work accomplished under this Scope of Services with the work already accomplished or planned under the following projects as described in the Statement of Work Section:

- Blueprint 2000 - The Capital Cascades Sector Plan shall comply with the principles and guidelines established by the report and the Consultant will ensure that the Capital Cascades Sector Plan will have a seamless connection to other projects that are identified in this report. Specifically, the consultant will consider the Capital Cascades Trail engineering work and shall tailor this Plan to provide valuable input to that project.

- Southern Strategy: The Capital Cascades Sector Plan shall promote the *Southern Strategy* goals and initiatives as adopted in the Tallahassee-Leon County Comprehensive Plan. The Consultant shall ensure the seamless integration of this sector plan and its proposed extension into the Southern Strategy Area and shall develop a sector plan that meets the goals specified for the Southern Strategy area.

- Central Core: In order to ensure the long-term viability of our entire community as well as the efficiency of our public and private investments, it is important to protect the housing resources, neighborhoods, and business and commercial districts that make up the Central Core by adopting strategies which promote neighborhood revitalization, urban infill, homeownership, and redevelopment. The consultant shall ensure the seamless integration of this sector plan with the goals and objectives of the Central Core area initiative found within the Tallahassee-Leon County Comprehensive Plan.

- Community Redevelopment Area (CRA): Portions of the Capital Cascades Sector Plan area fall within the Tallahassee CRA and proposed Downtown CRA and coordination with these efforts will be important.
- Florida Agricultural and Mechanical University (FAMU) Campus Master Plan: The Capital Cascades Sector Plan must coordinate with the FAMU Master Plan in order to provide a strong residential component amongst a mixture of uses and to develop a pronounced entrance into the FAMU campus.
- Florida State University (FSU) Master Plan: The Sector Plan should take into account the longer term impacts that the FSU Master Plan will have on the mix of and demand for land uses. The Sector Plan shall also take into consideration the possible development of the University Park project and its potential impact to the study area.
- Gaines Street Revitalization Plan: It is necessary to coordinate this project with the Gaines Street Revitalization project because the Capital Cascade Trail project is the centerpiece of the future

development concept for the Gaines Street area and detailed urban design standards have been developed for this area.

- Providence Neighborhood: It is essential to insure consistency with any recommendations identified in the Providence Neighborhood Plan.

- Frankling Boulevard Improvements: As part of the community involvement efforts to be conducted as an element of the Capital Cascade Sector Plan, information will be solicited from the neighborhoods and adjacent property owners regarding their concerns, expectations, requirements, and other issues related to the reconstruction of Franklin Boulevard. This involvement effort will reflect the general requirements of the MPO's Local Advance Project Delineation (LAPD) phase required for all roadway projects, and result in a listing of issues which should be considered and incorporated into Franklin Boulevard's future design or the Cascade Trail project in general.

## PROJECT PHASE 1

### Task A.1 Initial Kick Off Meeting with Staff

An initial project kick-off meeting with key Department personnel and other essential personnel will be required to insure the following: maximum communication of information; participation in the Capital Cascades Plan process; and departmental consensus. During this initial kick-off meeting, the Consultant will introduce the project and will review the project schedule.

### Task A.2 Existing Conditions Analysis:

The Consultant will map the area's important characteristics and complete a narrative description of the existing study area profile. The Consultant will compile base maps and associated data for the area in acceptable GIS format and evaluate the data in the form of narrative description. This evaluation will consider the area's history, existing land use, natural features, and context within the City/County. The Consultant will make project GIS or other graphical files widely available. The Consultant will conduct this work effort using existing file information, project records, GIS files from the Tallahassee-Leon County Planning Department or other state and federal agencies that will be made available to the Consultant by the Department or other agencies. Original data collection is not anticipated with the exception of possible "windshield surveys" and in field photography. This information should include existing land use, current Future Land Use Map designations, current zoning map districts, planned or proposed developments, environmental features, housing structural conditions, key socioeconomic indicators, historical/archaeological sites, soils, existing and proposed community facilities (fire, police, schools, libraries, parks) existing and proposed utilities, aerial photography, the existing road network, and current and future transportation maps.

Task A.2 Deliverables:

- Existing conditions mapping and land use assessment report: A professionally written report complete with graphical maps and existing conditions findings and analysis should be prepared by the consultant. This report is intended to be the first section of the final work product, the Capital Cascades Sector Plan.

**Task A.3 Initial Public Kick-Off Meeting and Brochure/Schedule Development:**

An initial project kick-off meeting with interested citizens and community representatives will be required to insure the following: maximum communication of information and future participation in the Capital Cascades Plan process. During this initial kick-off meeting, the Consultant will introduce the project, review the project schedule and solicit initial input from citizens. In addition to the newsletter described below, the consultant shall work with Planning Department staff to ensure the proper identification of community representative and that this meeting is otherwise noticed adequately through published advertisements and web site announcements.

The Consultant shall also develop a project brochure or newsletter that will be published prior to project public kick-off meeting and after a project schedule has been developed. Additional copies of this brochure or newsletter will be produced to support the public workshops and will be made available to the public. All such materials shall also be made available on the Department's website and shall be delivered in web ready format.

Task A.3 Deliverables:

- Initial kick-off meeting presentation: The Consultant shall deliver a professional project presentation at the initial kick-off meeting. This presentation shall include a brief overview of the existing conditions report, project schedule and anticipated public involvement exercises.

- Project brochure or newsletter: A professionally designed newsletter or project brochure shall be developed for the purpose of informing interested citizens of the project and project schedule. This newsletter shall include the names and phone numbers of key project personnel and a general project overview including the interrelationship between this project and other projects mentioned above.

**Task A.4 Public Involvement:**

As part of the Capital Cascades Sector Plan, the Consultant will accomplish community involvement exercises to arrive at a "consensus vision" plan for the future of the area. The input from the Gaines Street Revitalization Committee and the South Monroe Street Steering Committee will contribute to the community vision. Similarly, input from the Blueprint 2000 public participation process and the public involvement component of the Capital Cascades Trail project shall contribute to the community vision for this project and coordination of these processes is required. The community involvement process will focus on identifying community values and preferences for solution alternatives. These exercises may be in the form of open house workshops, town hall meetings, focus groups or the like as deemed suitable during project development. There will be a minimum of two such events required.

The Department will be responsible for: the staging of public workshops involving the Tallahassee – Leon County Planning Commission, Board of County Commissioners, or City Commission; notice of public workshops and meetings in the local newspaper; arrangements for public meeting locations; web site postings of project status, meeting schedules, and other important documents throughout the duration of the study including direct mailings to affected property owners as necessary; and follow-up on requests for information in a timely manner.

Task A.4 Deliverables:

- At least two public events: Public involvement exercises shall be designed and accomplished by the Consultant as the project progresses.

- Written public involvement outcome to include data and key findings from the community involvement exercises: The Consultant will prepare a summary report on community values, consensus issues, preferred alternative land use/transportation system relationships, and other relevant issues. This Report will include the issues and opportunities map.

- Franklin Boulevard Local Advance Project Delineations (LAPD): This public involvement effort will consider the general requirements of the MPO's LAPD phase required for all roadway projects, and result in a listing of issues which should be considered and incorporated into Franklin Boulevard's future design or the Cascade Trail project in general.

## PROJECT PHASE II

### Task B Capital Cascades Sector Plan Development:

The Consultant will prepare a sector plan that incorporates the results of the work performed in Task A.2, A.3 and A.4 above and will include the proposed changes to the Comprehensive Plan Future Land Use Map and Zoning Map for the area, proposed road network, and any other planning or urban design principles, policies, and guidelines deemed necessary including an implementation program. This plan should especially identify and analyze the potential issues listed below with emphasis on the Capital Cascades Trail as a focal point. At minimum this plan will :

- Analyze the proposed Blueprint 2000 Capital Cascade Trail improvements in relationship to existing neighborhoods, economic opportunities and environmental features including but not limited to Cascades Park;

- Ensure the seamless integration of this sector plan and its proposed extension into the Southern Strategy Area and meet the goals specified for the Southern Strategy Area within the Comprehensive Plan.

- Consider impacts to existing neighborhoods that may be associated with this Plan and the Capital Cascade Trail Redesign stormwater, greenway and recreational improvements;

- Explore the appropriate locations for environmentally sensitive commercial and residential development within the study area and in relationship to the Capital Cascade Trail project;

- Recognize and further the development of the Capital Cascade Trail project as a greenway and recreational amenity that complements the Gaines Street Revitalization area and ties together, FSU, FAMU and the Capitol Center;

- Provide urban design principles and draft implementation amendments that will at a minimum address the economic improvement of the area as well the improvement of the FAMU and FSU Campus "gateways" and "edges";

- Assess opportunities to increase homeownership in existing residential areas such as Stearns-Mosely and Villa Mitchell and similar areas and economic opportunities within the project area;

- Recommend land use and other improvements for the Lake Bradford corridor which may include code enforcement issues;

- Provide draft amendments to the Comprehensive Plan and the identification of necessary land development regulations changes;

- Examine existing and planned infrastructure improvements within the study area and provide for follow through in the form of a capital improvements work plan. It is intended that government infrastructure projects will proactively serve as stimulus to private sector investment and reinvestment in the *Southern Strategy* Area. This should include close coordination with the development of Capital Cascades Trail infrastructure;

- Develop an implementation program. Such an implementation program may include draft schedules for new capital improvements, funding recommendations, and suggested zoning or development standard changes and/or recommended Comprehensive Plan amendments.

Task B Deliverables:

- Capital Cascades Sector Plan: The Consultant will deliver the completed Capital Cascades Sector Plan which shall be a culmination of the written work products produced throughout the project and shall be organized to include four sections that at a minimum address: 1) existing conditions; 2) proposed Capital Cascades Land Use Plan; 3) development standards and guidelines; and 4) implementation program.

## III. SCHEDULE

The schedule for this project is attached as Exhibit A. I Note: This schedule is preliminary in nature and is subject to change based on unforeseen or unpredictable events.

## IV. MEETINGS AND PRESENTATIONS

The Consultant shall attend an initial kick-off meeting and provide relevant project information. The Consultant and staff shall also be available with no less than a five (5) working day notice to attend meetings or make presentations at the department's request. Such meetings and presentations may be held at any hour between 8:00 AM and 8:00 PM., Monday through Friday. The Consultant may be called upon to provide maps, press releases, audiovisual displays, and similar material for such meetings.

## V. DELIVERABLES

Task deliverables are described in the Scope of Services. Final deliverables shall include, but are not limited to the following:

(a) Twenty-five (25) originals of the Capital Cascades Sector Plan to the Tallahassee-Leon County Planning Department in paper format. The maps and digital information will be provided in the format that is transferable to the Department's GIS system.
(b) Ten(10) CD ROMS of the Capital Cascades Sector Plan.
(c ) Two hundred (200) copies of reproducible project brochure or newsletter.
(d) Technical memoranda and analysis of various study alternatives.

## VI. STUDY REQUIREMENTS AND PROVISIONS FOR WORK

The services performed by the Consultant shall be in compliance with all applicable State and Federal regulations. The consultant shall obtain plans for transportation improvements in the Sector Plan area and applicable land use policies, including the following:

a. The Tallahassee-Leon County Comprehensive Plan, specifically the land use, transportation, conservation, and capital improvements elements;

b. Blueprint 2000 and Beyond final report, specifically Map 3, referred to in the document as the Old St. Augustine Branch Redesign;

c. The City of Tallahassee Zoning, Site Plan, and Subdivision Regulations;

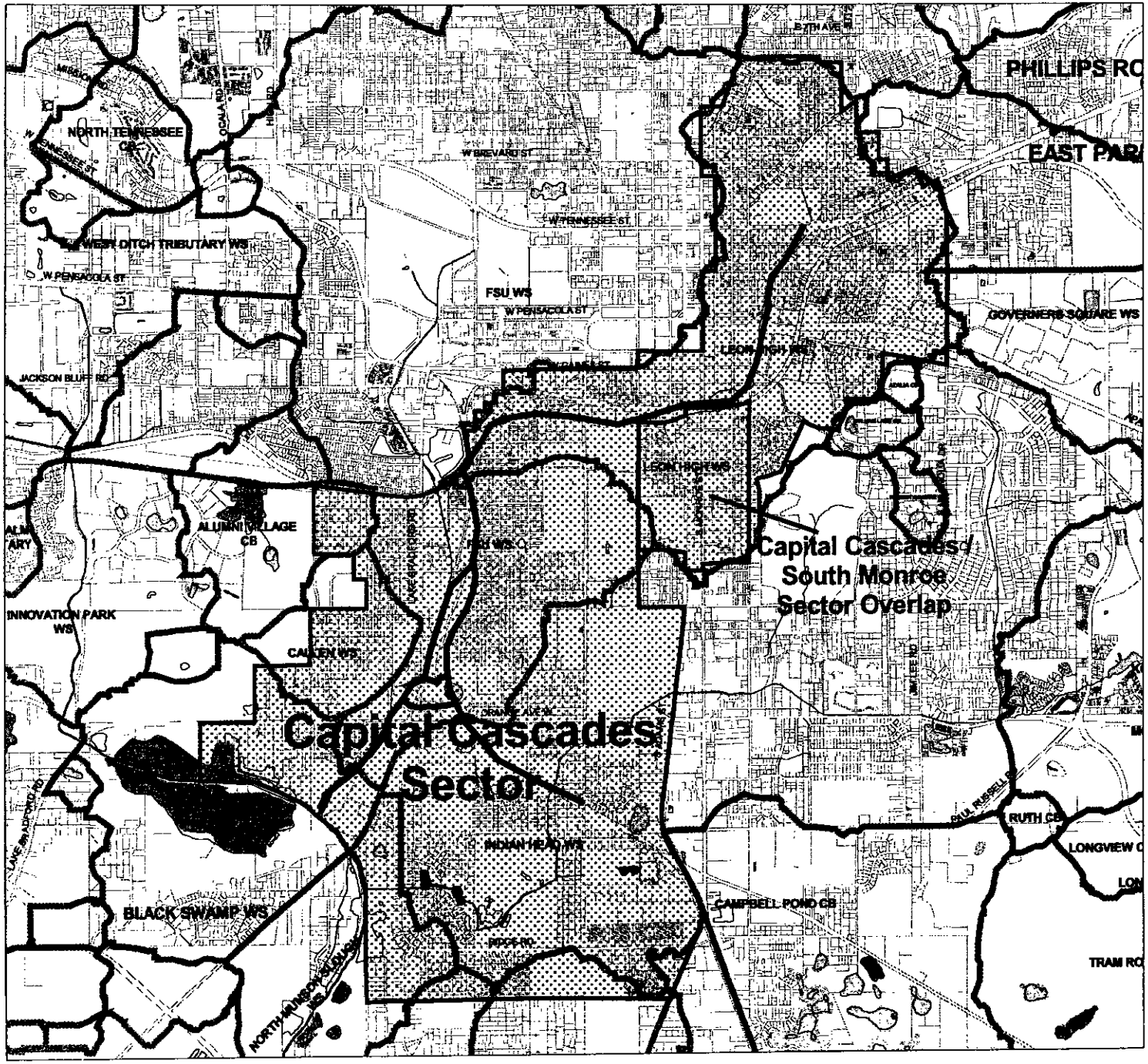
d. The City of Tallahassee Environmental Management Ordinance;

e. The Gaines Street Revitalization Plan;

f. The South Monroe Street Sector Plan Recommendations and Implementation Plan.

# Attachment: 1

## Capital Cascades Sector Plan Area




### Legend

**Capital Cascades Sector**

- Capital Cascades
- Capital Cascades / South Monroe
- Capital Cascades Trail
- Water shed Boundaries

**Water Features**

- Island
- River
- Stream
- Hidden Stream
- Lake
- Headwall
- Swamp
- Aquatic Emergents

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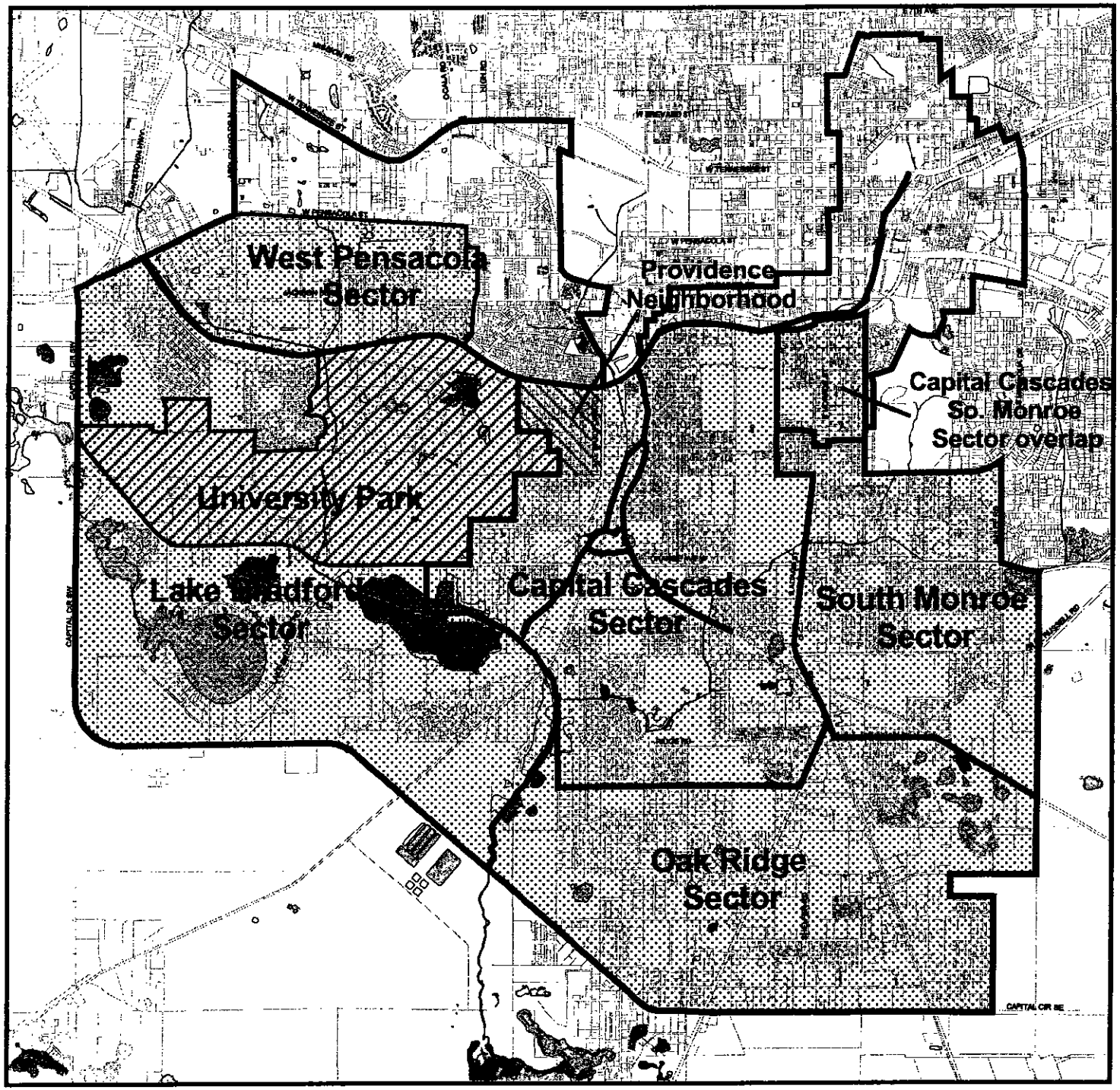
# Attachment: 2

## Southern Strategy Area

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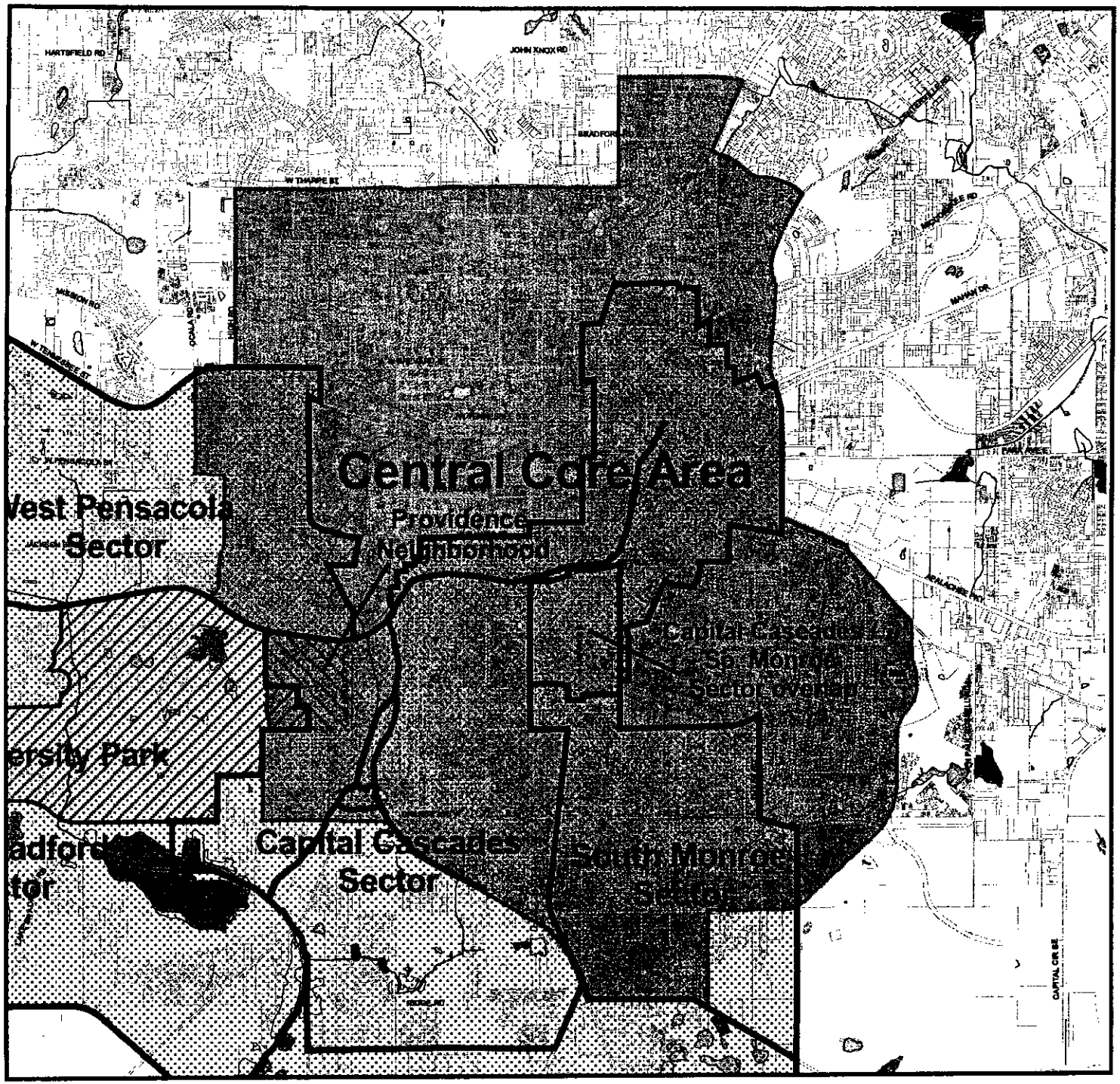
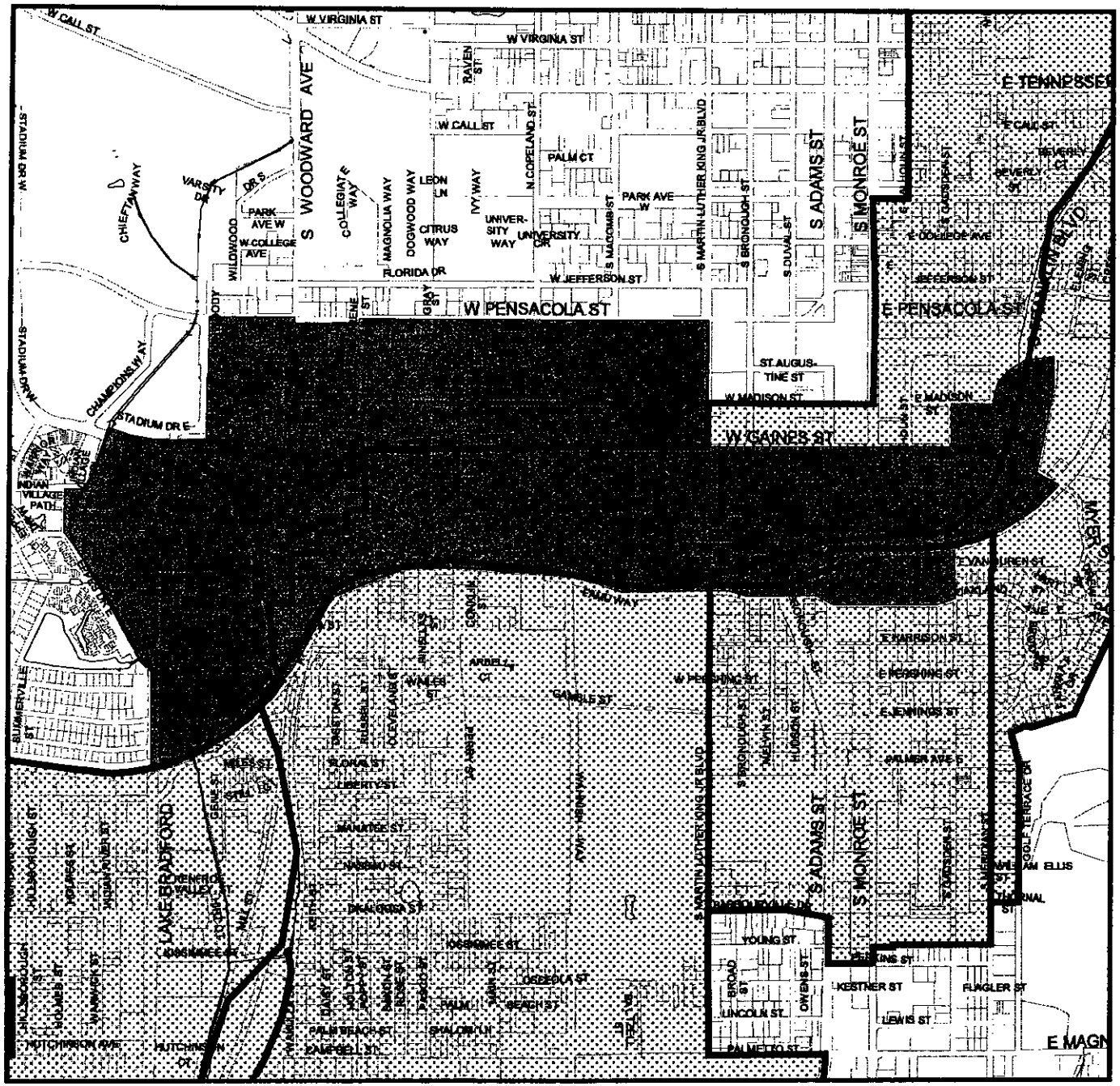
# Attachment: 3

## Central Core Area



# Attachment: 4

## Gaines Street Study Area




**Legend**

- Gaines Street Study Area
- Capital Cascades Sector
- Capital Cascades Trail

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