

**TASK ORDER APPROVAL FORM**

CONTRACT #: C20-2948-PW

TASK ORDER #: Task 3: Phase 1

TASK ORDER AMOUNT: \$ 189,125

**C20-2948-PW**

**NUE URBAN CONCEPTS, LLC**

**Mobility Plan Implementation**

**EXPIRES: 07/20/2023**

OFFERED BY CONSULTANT:

NUE Urban Concepts, LLC  
FIRM'S NAME

Jonathan B. Paul  
REPRESENTATIVE'S PRINTED NAME

Jonathan B. Paul, AICP,  
Principal of NUE Urban  
Concepts, LLC

Digitally signed by Jonathan B. Paul,  
AICP, Principal of NUE Urban  
Concepts, LLC  
Date: 2023.07.07 12:19:33 -04'00'

Jonathan B. Paul  
SIGNATURE

Principal  
TITLE

07/07/23  
DATE

**RECOMMENDED FOR APPROVAL  
(Department Director)**

**APPROVED BY OKALOOSA COUNTY  
(Per Purchasing Manual) Table 1**

[Signature]  
SIGNATURE

Public Works Director  
TITLE

7/7/23  
DATE

DeRita Mason Digitally signed by DeRita Mason  
Date: 2023.07.13 08:18:05 -05'00'

\_\_\_\_\_  
PURCHASING MANAGER

\_\_\_\_\_  
DATE

Faye Douglas Digitally signed by Faye Douglas  
Date: 2023.07.13 08:21:03 -05'00'

\_\_\_\_\_  
OMB DIRECTOR/DATE

\_\_\_\_\_  
DATE

John Hofstad Digitally signed by John Hofstad  
Date: 2023.07.13 08:44:04 -05'00'

\_\_\_\_\_  
COUNTY ADMINISTRATOR (if applicable)

\_\_\_\_\_  
DATE

[Signature]  
Robert A. "Trey" Goodwin III  
CHAIRMAN (if applicable)

July 18, 2023  
DATE



**OKALOOSA COUNTY  
MOBILITY PLAN & FEE DEVELOPMENT  
TASK WORK ORDER**



**Task Work Order 3: Phase 1: Mobility Fee Implementation  
Contract No.: C20-2948-PW  
Date: July 7<sup>th</sup>, 2023**

**Task 3.1.1: REVISE MOBILITY PLAN:**

NUE Urban Concepts will update the Mobility Plan prior to final adoption of the Mobility Fee Ordinance based on community feedback and direction from the Board of County Commissioners. The update would include updates to maps, project descriptions, tables, cost and capacity estimates.

**Task 3.1.2: REVISE MOBILITY FEE TECHNICAL REPORT:**

NUE Urban Concepts will update the Mobility Fee Technical Report prior to final adoption of the Mobility Fee Ordinance based on community feedback and direction from the Board of County Commissioners. NUE Urban Concepts will update the Mobility Fee calculations, assessment areas, benefit districts, data, methodology, and fee schedule as needed to address direction from the Board of County Commissioners. The update would include all necessary revisions to the Mobility Fee Technical Report.

**Task 3.1.3: MOBILITY FEE ORDINANCE:**

NUE Urban Concepts will develop a Mobility Fee Implementing Ordinance. The Mobility Fee Ordinance provides the legal basis to enact a Mobility Fee and allows the County to begin to assess new development for its multimodal travel impact. The County Attorney shall provide the Ordinance format, Ordinance title and legislative findings. NUE Urban Concepts will develop an implementing ordinance for the Mobility Fee. NUC will work with the County Attorney office to ensure consistency with legal requirements and state statute. The Mobility Fee Ordinance provides the legal basis to administer a Mobility Fee program and allows the County to assess new development for its multimodal travel impact.

**Task 3.1.4: ADMINISTRATIVE COORDINATION:**

NUE Urban Concepts will coordinate with the Growth Management Department to address issues related to the collection of Mobility Fees and integrating the fee into the County's permit system. The County's permit system may need to be updated to allow for the collection of a Mobility Fee, especially if the County utilizes a propriety permit system that requires coordination with third party vendors to initiate updates. Permit clerks may need to be trained and a process established for quality control checks.

**NUE URBAN CONCEPTS, LLC**

2000 PGA Blvd, Suite 4440 • Palm Beach Gardens, FL 33408 • 833-682-8484 • [www.nueurbanconcepts.com](http://www.nueurbanconcepts.com)

NUC will coordinate with the County's Office of Management and Budget to address statutory requirements for Mobility Fees to be maintained in separate funding accounts to track collections and expenditure to be documents in annual auditing and reporting requirements. NUC will also coordinate with the County for administration and implementation of the Mobility Fee program.

**Task 3.1.5: COMPREHENSIVE PLAN AMENDMENT:**

NUE Urban Concepts will prepare a Comprehensive Plan Amendment (CPA) that implements the Mobility Fee and replaces the County's existing transportation concurrency management and proportionate fair-share systems. The County's current Comprehensive Plan was last updated prior to the 2011 Community Planning Act where the Florida Legislature replaced the Department of Community Affairs with the Department of Economic Opportunity (DEO) and made transportation concurrency optional for any local government.

The Future Land Use, Transportation, Concurrency, and Capital Improvements Element all need to be amended and the existing future transportation needs maps updated with the Mobility Plan. NUC will provide the justification for the goals, objectives, and policies to be amended. County Staff would prepare the Staff Report, with NUE Urban Concepts assistance, and formally transmit the CPA. NUC would respond to any comments from DEO or other affected local governmental entities that commented on the CPA related to the Mobility Plan and Mobility Fee.

**Task 3.1.6: LAND DEVELOPMENT CODE AMENDMENT:**

NUE Urban Concepts will prepare an Amendment to the Land Development Code to implement the Mobility Fee and replace the County's existing transportation concurrency and proportionate fair-share system. The Land Development Code will include requirements for site access assessments and studies that address vehicle and multimodal access, cross access, turn lanes, and traffic control devices for the development.

The assessment and studies will also address evaluation of impact to adjacent major road and signalized intersections and the need for safety, operation, and multimodal improvements. The assessment and studies will also evaluate multimodal access to the development, including multimodal crossings and requirements for the provision of multimodal performance standards such as bicycle parking and easements and construction of stops for transit or parking and rental of micromobility devices. The updates could also address complete street design, parking, and multimodal requirements for new development.

**Task 3.1.7: ADMINISTRATIVE SERVICE CHARGES:**

NUE Urban Concepts will prepare a report documenting the cost to administer and implement a Mobility Fee and the establishment of service charges and application fees to relieve fiscal impact to the general fund. Florida Statute requires that administrative service charges not exceed the cost to fully administer a Mobility Fee and requires a report documenting the basis for the service charges and documenting expenditures.

**Task 3.1.8: ADMINISTRATIVE MANUAL:**

NUE Urban Concepts will develop an administrative manual to address day-to-day administrative items that arise in the assessment and collection of Mobility Fees. The manual will address special request related to credit, determinations and offsets and provides consistency in implementation to address changes in Staff administering the ordinance. The manual helps to address Florida Statute requirements that place the burden on local governments to defend not only its Mobility Fee, but also the administration and implementation of the Mobility Fee.

**Task 3.1.9: COORDINATION, PUBLIC OUTREACH AND MEETINGS:**

NUE Urban Concepts will prepare presentations and participate in public workshops, community outreach, hearings, and coordination with governmental and transportation partners. This scope addresses total hours allocated for conference calls and virtual meetings, along with meetings, hearings, workshops, that will be either in-person or virtual.

- Deliverables:**
- (1) Revised Mobility Plan, as needed
  - (2) Revise Mobility Fee Technical Report, as needed
  - (3) Mobility Fee Ordinance
  - (4) Comprehensive Plan Amendment
  - (5) Land Development Code Amendment
  - (6) Administrative Service Charge Report
  - (7) Administrative Manual

**Schedule:** September 30<sup>th</sup>, 2024

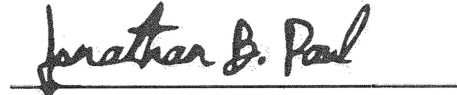
**Fees for Service:**

The fee for this scope of services is a not-to-exceed amount of \$189,125. The following table (page 4) includes the estimated hours and cost allocated for each task in this scope of service:

Okaloosa County Board of County Commissioners  
 Mobility Plan & Mobility Fee Implementation  
 July 7th, 2023

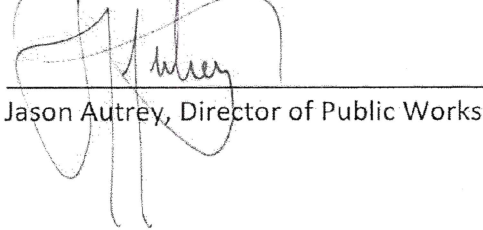
Task	Description	Hours	Cost
3.1.1	REVISE MOBILITY PLAN	65	\$11,375
3.1.2	REVISE MOBILITY FEE TECHNICAL REPORT	75	\$13,125
3.1.3	MOBILITY FEE ORDINANCE	150	\$26,250
3.1.4	ADMINISTRATIVE COORDINATION	95	\$16,625
3.1.5	COMPREHENSIVE PLAN AMENDMENT	135	\$23,625
3.1.6	LAND DEVELOPMENT CODE AMENDMENT	125	\$21,875
3.1.7	ADMINISTRATIVE SERVICE CHARGES	100	\$17,500
3.1.8	ADMINISTRATIVE MANUAL	150	\$26,250
3.1.9	COORDINATION, PUBLIC OUTREACH AND MEETINGS	100	\$17,500
TASK TOTAL		995	\$174,125
3.1.7	TRAVEL EXPENSE REIMBURSEMENT (1,500) PER IN-PERSON MEETING	10 Days	\$15,000
Total			\$189,125

Prepared by:



Jonathan B. Paul, AICP  
 NUE Urban Concepts, Principal

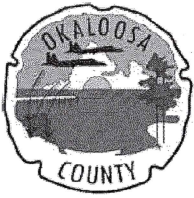
Acceptance:



Jason Autrey, Director of Public Works

Jonathan B. Paul,  
 AICP, Principal of NUE  
 Urban Concepts, LLC

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 Paul, AICP, Principal of NUE  
 Urban Concepts, LLC  
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## BOARD OF COUNTY COMMISSIONERS AGENDA REQUEST

**DATE:** July 18, 2023  
**TO:** Honorable Chairman and Distinguished Members of the Board  
**FROM:** Jason Autrey  
**SUBJECT:** Task Order 3 with Nue Urban Concepts for Mobility Plan  
**DEPARTMENT:** Public Works  
**BCC DISTRICT:** All

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**STATEMENT OF ISSUE:** Approval of Task Order 3 in the amount of \$189,125 for C20-2948-PW with NUE URBAN CONCEPTS, LLC.

**BACKGROUND:** On July 12, 2020, the County and NUE Urban Concepts LLC entered into a Contract, C20-2948-PW, which provides professional consulting services related to a Mobility Plan Implementation. The term of the Contract runs through July 20, 2023.

While staff understands the Board has not approved a Mobility Plan and in turn, is not ready to authorize implementation of a plan at this time, the main reason this agenda item is being presented is to keep the consultant procurement valid. The contract has no further extensions and this will save both engineering and purchasing staff another 4-6 months of potential re-procurement work that will likely have the end result of the selection of the same consultant.

After workshops and any Board approval of a Mobility Plan (should the Board choose to move forward), this Task Order will allow Nue Urban Concepts LLC to assist staff with revisions to the Comprehensive Plan, Land Development Code and fee implementation. If acted upon, this would be the final task order from this contract for services and no further renewals will be required. If the Board chooses not to move forward with approving and implementing a mobility plan, there will be no cost incurred from this task order.

Work continues on the deliverables to be produced under this contract and staff is ready to set a workshop date to discuss Mobility Plan options with the Board. The general structure of the Mobility Plan is proposed to implement a fee that will generate an equal amount of revenue that is generated under the existing traffic concurrency in the current Land Development Code. Legally, this is an updated vehicle to replace our existing, older, concurrency system. Much like our existing concurrency system, the revenue generated would be used to construct improvements necessitated by development.

**FUNDING SOURCE:**

Department #: 1001

Account #: 531900

**OPTIONS:** Approve/Deny

**RECOMMENDATIONS:** Approval of Task Order 3 in the amount of \$189,125 for C20-2948-PW with NUE URBAN CONCEPTS, LLC.

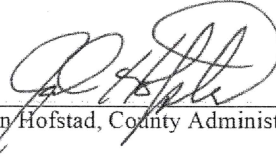
**RECOMMENDED BY:**



Jason Autrey, Director, Public Works

7/11/2023

**APPROVED BY:**



John Hofstad, County Administrator

7/13/2023