

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: August 20, 2019 Consent Regular
 Workshop Public Hearing

Department: Planning, Zoning and Building
Submitted By: Planning Division
Submitted For: Planning Division

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to receive and file: a second amendment to extend the contract agreement period with the University of Florida's Bureau of Economic and Business Research ("Consultant") to provide small-area population estimates and projections for Palm Beach County for year 2020 through 2045.

Summary: This is the second amendment to an existing contract for professional and consultation services to prepare population estimates and projection model development for Palm Beach County. As authorized by the Purchasing Code, the Director of Purchasing approved and executed the original contract on behalf of the Board of County Commissioners (BCC) on September 1, 2017 and presented to the BCC at the October 3, 2017 hearing. The Scope of Services of the contract states that the Consultant will begin work after receiving the County's build-out submodel data. Due to increase workload and lack of staffing, the County was not able to provide the data for the consulting services to start within the original contract period. Therefore, the County and Consultant entered into the first amendment to contract commencing on July 10, 2018 and ending October 10, 2018. The County furnished the data to the Consultant in October 2018. As a result, the required services were performed from October 10, 2018 through January 31, 2019; thus requiring another amendment to the contract retroactively allowing a second extension that reflects the timeframe during which the Consultant performed the services. This contract does not require additional funding. The County's Director of Purchasing executed the amended contract, dated March 8, 2019. Countywide (RPB)

Background and Justification: The contract between the County and the Consultant is an intergovernmental contract, and is exempt from the Purchasing Code. Per the Code, the County Purchasing Director has the authority to sign exempt contracts that are under Two Hundred Thousand Dollars (\$200,000.00). The County's Purchasing Director executed the contract for \$19,000 after review by the County Attorney.

Attachment: Second Amended Contract for Consulting Services with Scope of Work (Exhibit A)

Recommended by: [Signature] 7/31/19
Department Director Date

Approved by: [Signature] 8/19/19
Assistant County Administrator Date

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2019	2020	2021	2022	2023
Capital Expenditures	-0-	-0-	-0-	-0-	-0-
Operating Costs	14,000	5,000	-0-	-0-	-0-
External Revenues	-0-	-0-	-0-	-0-	-0-
Program Income(County)	-0-	-0-	-0-	-0-	-0-
In-Kind Match(County)	-0-	-0-	-0-	-0-	-0-
NET FISCAL IMPACT	-0-	-0-	-0-	-0-	-0-
#ADDITIONAL FTE	-0-	-0-	-0-	-0-	-0-
POSITIONS (CUMULATIVE)	14,000	5,000	-0-	-0-	-0-

Is Item Included in Current Budget? Yes X No
 Does this item include the use of federal funds? Yes No X

Budget Account No:

Fund: 0001 Agency: 600 Organization: 6207 Object: 3401

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Extension of contract only after completion of study. The fiscal impact was \$19,000, which has already been allocated to the above account.

C. Departmental Fiscal Review:

[Signature]

III. REVIEW COMMENTS:

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

[Signature] 7/26/19
 KP OFMB 7/24 *[initials]* 7/25

[Signature] 8/11/19
 Contract Dev. & Control 8/1/19 *[initials]*

B. Legal Sufficiency

[Signature]
 Assistant County Attorney

C. Other Department Review

 Department Director

University of Florida BEBR Second Amendment to Contract

**SECOND AMENDMENT TO CONTRACT FOR
CONSULTING/PROFESSIONAL SERVICES BETWEEN PALM BEACH
COUNTY AND UNIVERSITY OF FLORIDA BOARD OF TRUSTEES**

THIS SECOND AMENDMENT TO CONTRACT FOR CONSULTING is made and entered into on March 8, 2019, by and between the Board of County Commissioners of Palm Beach County, Florida, hereinafter referred to as "COUNTY" and UNIVERSITY OF FLORIDA BOARD OF TRUSTEES, a public body corporate of the State of Florida, authorized to do business in the State of Florida, hereinafter referred to as "CONSULTANT", whose Federal I.D. is 59-6002052.

WITNESSETH:

WHEREAS, on October 3, 2017, the County entered into a Contract for Consulting/Professional Services with the University of Florida for the provision of small-area population estimates and projections for the years 2020 through 2045 ("Contract"); and

WHEREAS, on June 15, 2018, COUNTY and CONSULTANT entered into the First Amendment to Contract , which commenced on July 10, 2018 and ended on October 10, 2018; and

WHEREAS, the Contract specifically states that the CONSULTANT is to begin work after receiving the COUNTY'S Build-Out Submodel data in Week 1 of the project; and

WHEREAS, the COUNTY provided this data to the CONSULTANT in October 2018, which resulted in the CONSULTANT performing the required services from October 10, 2018 through January 31, 2019; and

WHEREAS, both parties desire to retroactively amend the Contract to include the work performed by CONSULTANT from October 10, 2018 through January 31, 2019.

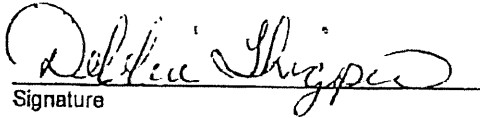
NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, COUNTY and CONSULTANT hereby agree as follows:

1. Article 2 of the Contract is retroactively amended to state that the CONSULTANT shall commence services on October 10, 2018 and complete all services by January 31, 2019.
2. CONSULTANT will performed this work during the stipulated timeframe included in this Second Amendment.
3. Except as provided herein, each and every other term of the Contract shall remain in full force and effect and the Contract is reaffirmed as modified herein.

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IN WITNESS WHEREOF, the parties, by and through their duly authorized agents, have hereunto set their hands and seals on the date indicated above.

WITNESS


Signature

Debbie Thigpen
Name (Type or Print)

CONSULTANT UNIVERSITY OF FLORIDA
BOARD OF TRUSTEES, A PUBLIC BODY
CORPORATE OF THE STATE OF FLORIDA

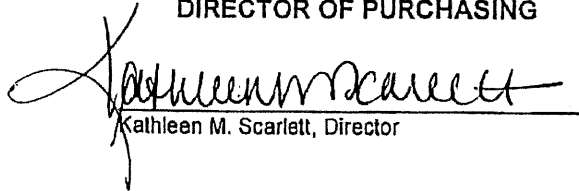
University of Florida
Board of Trustees
100 North University
Gainesville, Florida 32611
Phone: 352/392-1311
Fax: 352/392-1312

CONSULTANT Signature

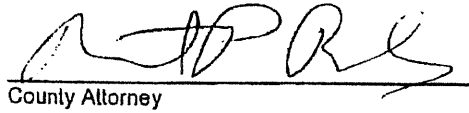
Joshua Pesch
Name (Type or Print)

Sponsored Programs Admin. Manager
Title (Type or Print)

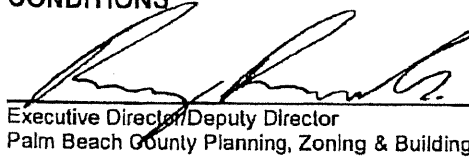
PALM BEACH COUNTY, FLORIDA FOR ITS
BOARD OF COUNTY COMMISSIONERS
BY: KATHLEEN M. SCARLETT
DIRECTOR OF PURCHASING


Kathleen M. Scarlett, Director

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY


County Attorney

APPROVED AS TO TERMS AND
CONDITIONS


Executive Director/Deputy Director
Palm Beach County Planning, Zoning & Building

SCOPE OF WORK
University of Florida Bureau of Economic and Business Research Proposal to Palm Beach County
To Develop Small-Area Population Estimates and Projections

BACKGROUND

The University of Florida's Bureau of Economic and Business Research (BEBR) produces the official population estimates and projections for the State of Florida, and also develops small-area population estimates and projections for local governments, water management and utilities. Because Palm Beach County (COUNTY) requires regularly updated small-area population estimates and projections, BEBR is submitting this proposal to the county to develop updated, defensible, and updateable small-area population estimates and projections for the county.

This proposed project is to develop small-area estimates and projections of housing units and permanent population, which is consistent with the estimates and projections made by BEBR and the U.S. Census Bureau. These will be generated using a GIS-based model which spatially distributes BEBR's county level estimates and county level population forecasts to the property parcel level, allowing the estimates and projections to be summarized by any geographic units. BEBR will use the latest available data, including countywide parcels, land use, future land use, large planned developments, road networks (including proposed roads), public lands, census data, traffic analysis zone (TAZ) boundaries, and BEBR estimates and projections. The model and its results will be documented and defensible in a court of law.

SCOPE OF WORK

This scope provides for the development of a new small-area population estimation and projection model for Palm Beach County. This model will be used by BEBR to estimate current (2016) population and project population for 2020 through 2045 in five-year increments. Project deliverables will include GIS data (Esri File Geodatabase or Shapefile) of results disaggregated to the parcel level, spreadsheet summaries by TAZ, and technical documentation. The proposed tasks are presented below.

1. Population Estimation and Projection Model Development

Gather, standardize, combine, and process all the necessary data model inputs for all jurisdictions within Palm Beach County.

1.1. Develop County Build-out Submodel with Current and Historical Population Estimates
COUNTY will:

- 1.1.1. Create File Geodatabase (or Shapefile) of countywide parcels with current residential units and maximum residential units at build-out. This will be accomplished using a combination of parcel data, future land use data, development data, wetlands, public land ownership, and data on condominiums and mobile home parks.
- 1.1.2. Apply 2010 TAZ-level census metrics for occupancy (which excludes seasonal residents), household size, and group quarters population using data from the 2010

decennial census to develop current (2016) estimates of permanent population and housing units.

- 1.1.3. Develop historical residential unit estimates by TAZ for 1980, 1985, 1990, 1995, 2000, 2005, 2010, 2015 using the year built info from the Property Appraiser Data Base. These estimates will be used for BEBR's historical growth trend calculations.

BEBR will:

- 1.1.4. Apply trends from the American Community Survey (ACS) to adjust household size and occupancy.
- 1.1.5. Calibrate the resulting current population to BEBR's April 1, 2016 estimates, or to extrapolated estimates that coincide with the release date of the parcel data. Make any necessary adjustments to historical estimates to correspond to those made to the 2016 estimates.
- 1.1.6. Quality assure final File Geodatabase (or Shapefile) of countywide parcel-level estimates of historic, current and build-out permanent population and housing units.

Note that it is anticipated that this layer will be maintained by COUNTY to enable quick and inexpensive future projection updates.

1.2. Develop Historical Growth Rates

Develop TAZ growth trend calculations using historical estimates in the County Build-out Submodel. Similar to its county projection methods, BEBR will apply common techniques for growth trend calculations over multiple historical periods, exclude some of the highest and lowest values, and average the remaining calculations. COUNTY will have input regarding these calculations, as COUNTY staff may have insight into the appropriateness of certain techniques over certain time periods.

1.3. Develop County Growth Driver Submodel

Spatial drivers to residential growth are used as independent variables in a multivariate logistic regression for Palm Beach County. We will apply these values to create a probability for the development of undeveloped parcels or redevelopment of underdeveloped ones. These are used. The drivers used include:

- 1.3.1. Florida Department of Transportation roads and proposed roads identified in the future plans of the Metropolitan Planning Organizations (MPOs) and Transportation Planning Organizations (TPOs)
- 1.3.2. Selected commercial property drivers using property appraiser data
- 1.3.3. Residential property drivers using property appraiser data
- 1.3.4. Large development drivers using updated large development boundaries
- 1.3.5. Surface water drivers using land cover data

1.4. Develop Small-area Population Projections

- 1.4.1. Assign growth driver data from County Growth Driver Submodel to County Build-out Submodel.
- 1.4.2. Calculate 2020, 2025, 2030, 2035, 2040 and 2045 projections of permanent population and housing units by TAZ consistent with BEBR's latest available "medium" population forecast. These projections will be based on the TAZ growth trends with checks against build-out at the TAZ level.

1.4.3. Summarize population and housing unit projections by TAZ.

1.5. Deliverables

- 1.5.1. Geodatabase: The historical population and housing unit estimates and projections will be provided in GIS format (file geodatabase) at the property parcel level.
- 1.5.2. Spreadsheet: Parcel-level results will be summarized by TAZ and exported to Excel format.
- 1.5.3. Project Documentation: A technical report will be prepared in PDF format to present the data, methods and results.

PROJECT SCHEDULE

BEBR will perform this work six (6) weeks after the notice to proceed, assuming BEBR receives the COUNTY's Build-out Submodel data in Week 1 of the project. Delays in providing this data will result in subsequent extensions of time to BEBR to perform the services under this agreement.

PROJECT BUDGET

The total budget for this scope is \$19,000. This includes University of Florida overhead. *Note that depending on the amount of data updates, future model runs would be about a third of this cost.*

BEBR PROJECT MANAGER

Mr. Doty will serve as project manager. He has 25 years of experience with developing GIS-based small-area population estimation and projection models. He serves as an expert witness in the areas of population forecasting and GIS. His contact information is below.

Richard Doty
GIS Coordinator & Research Demographer 352-392-0171 ext. 210
richardldoty@ufl.edu