

December 20, 2018

**SCOPE OF SERVICES**  
**WORK AUTHORIZATION No. 1**  
**City of Hollywood, Florida**  
**Hollywood Boulevard Landscape and Irrigation**

Bermello Ajamil & Partners, Inc. (BA) proposes to provide the services identified below for the project entitled "Hollywood Boulevard Landscape and Irrigation", "Work Authorization No. 1" pursuant to CONTINUING SERVICES CONTRACT FOR CIVIL/LANDSCAPE ARCHITECTURE/PLANNING ENGINEERING SERVICES DS 18-014 with the City of Hollywood, Florida (City).

**PART I - PROJECT BACKGROUND AND DESCRIPTION:**

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The City is in the process of implementing hardscape and roadway "Complete Streets" improvements to Hollywood Boulevard (State Route 820) right-of-way between City Hall Circle and Dixie Highway (State Route 811). These improvements, currently under construction, include vehicular travel lanes with dedicated and buffered bicycle lanes in both direction, a center median, signalization, roadway regulatory signage, dedicated U-turn lanes, parallel parking, pavement markings, drainage, underground utilities, concrete curb and gutter, sidewalks and ramps, crosswalks and pedestrian/roadway lighting.

Based on the hardscape and roadway "Complete Streets" design provided "by others", the City has requested BA to provide landscape architectural, electrical and structural engineering design services for the project corridor pergolas, landscape and irrigation and has requested a proposal from BA to prepare design development as well as construction drawings. The City has also requested BA to provide bidding, award and construction services. BA's design services shall include electrical, irrigation, soil backfill, planting, "off the shelf" pergola locations and structural design for the pergola foundations. The irrigation water source shall be from the City of Hollywood potable water system. The irrigation pump system design shall be designed in coordination with the City of Hollywood, Public Works Irrigation Division requirements. Electrical design services shall be limited to designing electrical service to irrigation system controller(s) and an entry sign in the median near Dixie Highway. The pergola feature shall be approximately 10' X 10' X 10' and shall be located at the center of five of the north/south crosswalks. At each crosswalk, there shall be one (1) pergola gateway each on the north and south sides of the street. It is assumed that the pergola shall be an off the shelf feature. BA shall provide structural design services for complete assembly of the pergola including foundation sizing and attachments. Because of the anticipated completion date of the "Complete Streets" project, it is anticipated that sidewalk demolition and rework of the adjacent area to the pergolas shall be required for the installation of these elements. This sidewalk rework shall be addressed in the BA construction drawings as "repair and replace with the same". No hardscape paving construction drawings are anticipated, and thus, are not included in this Scope.

It is assumed that the City shall coordinate and/or provide for irrigation sleeves at road crossings, driveway aprons and into the landscape islands. It is also assumed that electrical drop-down service conduits shall be provided at the appropriate locations. BA shall coordinate with the City of Hollywood, Public Works Irrigation Division, all requirements for the design and construction for a complete irrigation system.

The project corridor is approximately 2880 linear feet. The Florida Department of Transportation (FDOT) has delegated jurisdiction of the roadway improvements to the City of Hollywood and Broward County traffic engineering. All improvements proposed by BA shall be compliant with Broward County Traffic Engineering or AASTO Federal roadway standards.

Assisting BA with these services shall be the following firms:

Kenneth DiDonato – Irrigation Design  
DDA – Structural Engineering  
US Cost – Cost Estimating  
Delta G – Electrical Engineering

## **PART II - SCOPE OF WORK**

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### **TASK 1.0 – PROJECT INITIATION AND DATA COLLECTION**

- 1.1 Base Data** – The City shall provide BA the hardscape and roadway “Complete Streets” design development drawings in AutoCAD and sketch drawings formats. The data included in the received drawing file shall be the basis of the BA design work. It is assumed that the information accurately represents those improvements. Rework or redesign due to changed or inaccurate information shall be provided as an additional service for an agreed to fee. Survey and mapping services are not part of this Scope and shall be as an additional service for an agreed to fee. The City shall be responsible for providing signed and sealed survey’s that may be required by any agency having jurisdiction.
- 1.2 Design Intent Kick-Off Meeting** – BA shall attend one (1) meeting with the City to develop a shared vision for the project. The meeting shall be used to agree on the project schedule, timing and content of meetings, record keeping standards, and communications with the City, distribution procedures, meeting dates, public commission notification and preliminary and final submissions. BA shall prepare and distribute minutes of the kick-off meeting. BA shall not be responsible for scheduling or reserving a meeting space.
- 1.3 Site Visit, Inventory, Analysis and Assessment** – BA shall visit the site one (1) time with the City to discuss and observe key issues, opportunities or constraints. BA shall prepare and distribute a summary of observations and direction received.
- 1.4 Schedule** – Based on the discussion and direction given at the design intent meeting and discoveries during the site visit, BA shall prepare an outline project schedule. The schedule shall be based on the task items described in this Scope.
- 1.5 Regulatory Development Requirements and Tree Mitigation Review** – BA shall review appropriate City land development regulations (LDR) and provide one (1) consolidated list of development limitations that affect the proposed improvements. It is assumed that the proposed improvements will not be required to go through the City or County site plan review or design review approval process. Should a site plan or design review approval process be required, it shall be provided as an additional service for an agreed to fee. BA shall review the City’s Landscape Plans Examiner Tree Mitigation requirements and incorporate as much of the mitigation requirements (replacement trees) that is feasible into their proposed landscape design. BA shall not be responsible for preparing plans for tree mitigation that would occur outside the immediate project boundaries.

*Deliverables for Task 1.0 Project Initiation and Data Collection – As a result of this task, BA shall deliver the following to the City:*

- One (1) 8 ½” X 11” black and white PDF of minutes of Design Intent Kick-Off Meeting
- One (1) 8 ½” X 11” black and white PDF of Site Visit, Inventory, Analysis and Assessment summary
- One (1) 11” X 17” black and white PDF of Project Schedule
- One (1) 8 ½” X 11” black and white PDF of Development Limitations summary

### **TASK 2.0 – DESIGN DEVELOPMENT**

- 2.1 Draft Design** – Based on discoveries made during the project initiation and data collection task, BA shall prepare a color sketch/rendering for the project corridor that graphically depicts the plants by type (canopy tree, ornamental tree, accent plant, palms, shrubs and groundcovers) and the approximate location of the pergolas. The draft design shall also include a kit of parts for the proposed components including at least two alternatives for off-the-shelf pergolas as well as plants by types. BA shall provide sections and elevations as necessary, and to adequately communicate the draft design. This shall be provided to the City as a PDF. The City shall provide BA one (1) consolidated list of comments or changes.
- 2.2 Draft Design Opinion of Probable Cost** – BA shall prepare and provide to the City an opinion of probable cost for the draft design.
- 2.3 Draft Design Review Meeting** – BA shall meet with the City one (1) time to discuss the draft design and associated opinion of probable cost. It is assumed that prior to the completion of the review meeting, the City shall select which pergola and plants that should be used for the remainder of the design and construction process. Minor revisions shall be incorporated into the drawings. Major changes that represent a significant departure from the original design objectives shall be provided as an additional service for an agreed to fee. BA shall prepare and distribute meeting minutes.
- 2.4 Design** – Based on comments received during the draft design review meeting, BA shall revise the plan and refine the pergola. This shall be provided to the City as a PDF. The City shall provide BA one (1) consolidated list of comments or changes.
- 2.5 Public Presentations** – BA shall prepare a PowerPoint that summarizes and depicts the design and present it at one (1) public/commission presentation. BA shall prepare minutes summarizing topics discussed and comments made. Meetings with individual constituents or elected officials are not included in this Task and shall be provided as an additional service for an agreed to fee.
- 2.6 Review Meeting** – BA shall meet with the City one (1) time to discuss and review comments received during public/commission presentation and to receive direction on what revisions and changes need to be made/incorporated into the final design. BA shall prepare a memorandum that summarizes the changes that need to be incorporated into the final design.
- 2.7 Final Design** – Based on the review meeting described in Task 2.7, BA shall incorporate the changes into the Final Design. This shall include the overall plan, the pergola and plants. This shall be considered the approved Final Plan. This shall be provided to the City as a PDF.

*Deliverables for Task 2.0 Design Development – As a result of this task, BA shall deliver the following to the City:*

- One (1) 24" x 36" color PDF of Draft Design rendered plan
- One (1) 24" X 36" color PDF of Draft Roadway Sections
- One (1) 24" X 36" color PDF of Draft Pergola Sections and Elevations (depicting two alternatives)
- One (1) 8 ½" X 11" black and white PDF of the Draft Design Opinion of Probable Cost
- One (1) 8 ½" X 11" black and white PDF of minutes from the Draft Design Review Meeting
- One (1) 24" X 36" color PDF's depicting the Design including Rendered Plan, Sections and Elevations
- Two (2) 8 ½" X 11" black and white PDF sets of minutes from the Public/Commission Presentation
- One (1) 8 ½" X 11" black and white PDF of minutes of Review Meeting
- 24" X 36" color PDF's depicting Final Design including Rendered Plan, Sections and Elevations

## **TASK 3.0 – CONSTRUCTION DOCUMENTS**

- 3.1 50% Construction Drawings** – Based on the approved final design, BA shall prepare 50% construction drawings including electrical plans and details, structural plans and details and landscape plans and details. Drawings shall communicate the design intent and construction materials. 50% irrigation drawings shall also be submitted. The draft construction drawings shall be provided as 24" X 36" black and white PDF's.
- 3.2 Draft Technical Specifications** – BA shall prepare full length MasterSpec format technical specification of applicable Division 00 through Division 33 sections for the proposed improvements. This shall be provided to the City as 8 ½" X 11" black and white PDF's.
- 3.3 50% Construction Drawings Opinion of Probable Cost** – BA shall prepare and provide to the City an opinion of probable cost based on the 50% construction drawings. This shall be provided to the City as a PDF.
- 3.4 50% Construction Drawings Review Meeting** –BA shall participate in one (1) review meeting with the City to discuss their comments on the 50% CD's, technical specification and associated opinion of probable cost. Minor revisions shall be incorporated into the drawings during the next phase of work. Major changes that represent a significant departure from the original design objectives shall be provided as an additional service for an agreed to fee. BA shall prepare and distribute meeting minutes. BA shall not be responsible for scheduling or reserving a meeting space.
- 3.5 Schedule of Values** – For inclusion in the project manual, BA shall compile a list of components and services associated with the proposed improvements that the Contractor shall be required to price, provide and or complete. The schedule of values shall be provided to the City as 8 ½" X 11" black and white PDF's. BA shall not be responsible for preparing or providing a construction project manual. The City shall be responsible for supplementing documents outlined here and prepared by BA to produce a final construction project manual.
- 3.6 Final Contract Document** – Based on comments received from the City on the 50% submittal, BA shall prepare final contract documents including electrical, pergola structural plan and details, landscape and irrigation plans and details; schedule of values and technical specifications. Changes to the design after this submittal shall be provided as an additional service for an agreed to fee.

BA shall not be responsible for preparing or providing a construction project manual. It is assumed that BA shall only be responsible for providing the construction drawings, technical specifications and schedule of values and the City shall be responsible for supplementing these documents, with all necessary information necessary for a contractor to bid and build the improvements, to produce a final construction project manual.

*Deliverables for Task 3.0 Construction Documents – As a result of this task, BA shall deliver the following to the City:*

- One (1) 24" x 36" black and white PDF set of 50% CD's
  - One (1) 8 ½" X 11" black and white PDF set of Draft Technical Specifications
  - One (1) 8 ½" X 11" black and white PDF of the 50% CD's Opinion of Probable Cost
  - One (1) 8 ½" X 11" black and white PDF of 50% CD's Review Meeting minutes
  - One (1) 8 ½" X 11" black and white PDF of the Schedule of Values
  - One (1) 24" x 36" black and white PDF set of Final Construction Drawings\*
  - One (1) 8 ½" X 11" black and white PDF of Final Technical Specifications\*
  - One (1) 8 ½" X 11" black and white PDF of Final Schedule of Values\*
- \* All documents shall be submitted to the City in digital format.

#### **TASK 4.0 – BIDDING AND AWARD SERVICES**

- 4.1 Pre-Bid Meeting** – BA shall attend and participate in one (1) mandatory contractor pre-bid meeting. BA shall not be responsible for preparing or presenting a project summary, preparing meeting minutes or arranging a meeting space.
- 4.2 Bidding RFI Responses** – BA shall respond in writing to contractor questions submitted during the bidding process. If necessary and to accompany RFI responses, BA shall make revisions and reissue the appropriate drawings.
- 4.3 Addenda** – If any are required during the bidding process, BA shall assist the City in preparing addenda. No addenda shall be issued without City concurrence.
- 4.4 Bid Evaluation** - BA shall evaluate contractor bids for construction of the corridor landscape architectural improvements. Each of the bid submissions shall be placed on an excel spreadsheet itemizing each bid item per the contract documents. An analysis shall be conducted comparing all bid item lists to the Contractor providing the overall low bid. Any significant discrepancies noted from the comparison shall be highlighted on the appropriate spread sheet. From the analysis, BA shall provide a professional opinion as to the accuracy and consistency of the low bid. BA shall not evaluate contractor's qualifications or experience to perform the work.

*Deliverables for Task 4.0 Bidding and Award Services – As a result of this task, BA shall deliver the following to the City:*

- One (1) 8 ½" X 11" black and white PDF's of RFI Responses
- One (1) 8 ½" X 11" black and white PDF's of Addenda
- One (1) 11" X 17" black and white PDF of Bid Evaluation

## **TASK 5.0 – CONSTRUCTION ADMINISTRATION SERVICES**

- 5.1 Pre-Construction Meeting** – BA shall attend and participate in one (1) pre-construction meeting with The City and the awarded Contractor. BA shall prepare and distribute meeting minutes. BA shall not be responsible for scheduling or reserving a meeting space.
- 5.2 Submittal Review** – BA shall review and comment on shop drawings, samples, and other data and reports, which the selected Contractor is required to submit for review. This review shall only be for conformance with the design concept of the project and compliance with the information provided on the contract documents. Such review shall not extend to methods, means, techniques, construction sequence(s), procedures, or to safety precautions and related programs. It is assumed that the shop drawings shall be handled through digital means, such as e-mail or contractor managed/initiated third party construction management web site (such as Submittal Exchange).
- 5.3 Site Visits and Meetings** – For the duration of the assumed six (6) month construction period, BA shall perform eight (8) site visits and or attend site construction meetings. During these site visits or meetings, BA shall become familiar with the progress and quality of the Contractor's work and determine if said work is generally proceeding in accordance with the contract documents and be present to discuss issues or topics on site. Site visits shall be summarized by a detailed field report that outlines observations, activities and any work determined to be in non-conformance with the contract documents. BA shall not be responsible for scheduling or coordinating meetings with the Contractor or for producing minutes afterwards. Minutes of construction meetings shall be the Contractors responsibility.
- 5.4 Responses to RFI's** – BA shall respond to and provide clarifications and interpretations of the contract documents as needed and requested by the Contractor or City. It is assumed that RFI's shall be handled

through digital means such as e-mail or contractor managed/initiated third party construction management web site (such as Submittal Exchange).

**5.5 Pay Application Review** – BA shall review and comment on up to six (6) pay applications provided by the Contractor.

**5.6 Substantial Completion Walkthrough** – BA shall visit the site one (1) time with the City to conduct a substantial completion walkthrough to determine if the completed work by the Contractor is in general accordance with contract documents and shall provide a punch list of outstanding issues that need to be completed/corrected. This service shall be completed in addition to the site visits and meetings task.

**5.7 Final Completion Walkthrough** – BA shall visit the site one (1) time with the City to conduct/complete a final Completion walkthrough to determine if the completed work by the Contractor is in general accordance with contract documents and that all punch list items have been resolved. BA shall provide a final completion notice to the City once the project is deemed to be in full accordance with the contract documents. This service shall be completed in addition to the site visits and meetings task. Additional walkthroughs required due to the Contractors inability to complete all punch list items the first time shall be provided as an additional service for an agreed to fee.

*Deliverables for Task 5.0 Construction Administration Services – As a result of this task, BA shall deliver the following to the City:*

- One (1) 8 ½" X 11" black and white PDF of Minutes from Pre-Construction Meeting
- One (1) 8 ½" X 11" black and white PDF copies of reviewed submittals
- Eight (8) black and white PDF Field Reports
- One (1) 8 ½" X 11" black and white PDF responses to RFI's
- Six (6) 8 ½" X 11" black and white PDF of Reviewed Pay Application
- One (1) 8 ½" X 11" black and white PDF of Substantial Completion Punch List
- One (1) 8 ½" X 11" black and white PDF of Final Completion Notice.

### **PART III - COMPENSATION**

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**Tasks 1.0 through 5.0** – The BA shall bill the City a lump sum fee for Tasks 1.0 through 5.0 as follows:

TASK 1.0	PROJECT INITIATION AND DATA COLLECTION	\$	4,858.00
TASK 2.0	DESIGN DEVELOPMENT	\$	13,699.00
TASK 3.0	CONSTRUCTION DOCUMENTS	\$	32,755.00
TASK 4.0	BIDDING AND AWARD SERVICES	\$	4,900.00
TASK 5.0	CONSTRUCTION ADMINISTRATION SERVICES	\$	<u>20,978.00</u>
	<b>SUB TOTAL</b>	<b>\$</b>	<b>77,190.00</b>

Reimbursable Expenses (estimated, not to exceed) \$ 1,200.00

Reimbursable expenses shall be billed in addition to the fee and billed at actual costs and include, but not be limited to, photocopies and printing, postage and shipping, long distance telephone, faxes and all travel related expenses. Expenses and trips associated with travel to the project site shall be billed as reimbursable expenses.

## **PART IV - SERVICES NOT INCLUDED**

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The following services are not included in this Scope and shall be provided by the BA as an additional service:

1. Preparation or negotiation of FDOT Maintenance Memorandum of Agreement
2. Preparation or negotiation of FDOT Joint Participation Agreement
3. Preparation of FDOT Maintenance Plan
4. Preparation or negotiation of Permit For Landscape on State Road Right-of-Way
5. Preparation or negotiation of FDOT Construction Permit Application
6. Survey and Mapping professional services
7. Signage design
8. Additional meetings
9. City of Hollywood Development Review Process
10. Preparation of a Construction Project Manual
11. Additional or alternate design concepts
12. Lighting design or selection of light fixtures or photometrics for landscaping or pergolas
13. Tree evaluation, relocation, disposition or mitigation plans beyond the project limits
14. Potable water design
15. Civil Engineering Design Services
16. Hardscape paving and finishes plans and details
17. Regulatory permit applications such as but not limited to South Florida Water Management District
18. Preparation of an Invitation to Bid
19. FDOT permit application(s)
20. Off-site landscape plans for tree mitigation
21. Proposing locations of bus stop/shelters or specify approved vendors
22. Bus stop/shelter design
23. Bus stop/shelter foundation or attachment design
24. Furniture specifications, layout and attachment details or specifications
25. Review or coordination meetings with FDOT