






**INTER-OFFICE MEMORANDUM
DEPARTMENT OF DEVELOPMENT SERVICES**

DATE: October 30, 2024 **FILE NO.:** BD-25-002

TO: George R. Keller, Jr. CPPT
City Manager

VIA: ^{DS}  Raelin Storey
Assistant City Manager

VIA: ^{DS}  Andria Wingett
Director, Development Services

FROM: ^{DS}  Russell Long
Chief Building Official, Development Services

SUBJECT: Memorial Regional Hospital Surgical & Critical Care Tower Expansion Permitting Action Plan

PURPOSE:

To provide City Administration with a proposed action plan for performing plans reviews and inspections for the Memorial Hospital Tower Expansion, location at 3501 Johnson St., Hollywood, FL 33021. This is the largest capital project ever undertaken by Memorial Regional Hospital.

GOAL:

The collective goal is to provide timely and code-compliant construction of a new surgical and critical care tower at Memorial Hospital. The general scope of work includes, but will not be limited to, relocation of the hospital front entrance, and interior and exterior demolition, to be concurrent with preserving existing medical services on the hospital campus.

RECOMMENDATION:

The City of Hollywood Department of Development Services has identified a core project team that will manage all large-scale development projects. The Memorial Regional Hospital Expansion project, given the scope of work and construction value, falls within this classification.

The Department of Development Services has onboarded a Project Manager to coordinate all plan reviews and inspection activities associated with this project. Additionally, a permitting coordinator has been hired and will be dedicated to ensuring all plan reviews, inspections meeting coordination, etc. are completed timely. These two roles will be cross-functional, therefore streamlining the process for the city.

Furthermore, the city's team has devised the following action plan to ensure the project timelines and coordination efforts are adhered to.

No	Action Item	Duration	Responsible Party
CITY OF HOLLYWOOD			
1	Preliminary Project Assessment Meeting	October 17, 2024	Memorial Project Team Hollywood Core Project Team
2	Official Project Kick-Off Meeting <ul style="list-style-type: none"> To be coordinated once the project has been accepted. All disciplines and trades are to be included. 	24 hours following Application Acceptance	Memorial Hospital Project Team to submit a permit application.
3	Concurrent Plans Review Sessions by All Departments	Commencing 48 hours after Application Acceptance and Plans Submittal	Building, Fire, Utilities, Planning and Engineering
4	Establish time certain timelines for disciplines to perform the first review and submit comments	48 Hours after Application Acceptance and Plans Submittal	Building, Fire, Utilities, Planning and Engineering
5	Facilitate Bi-Weekly Project Progress Meetings	TBD	City Project Manager
6	Provide Bi-Weekly Project Status Update Report (Internal and External)	TBD	City Project Manager
MEMORIAL REGIONAL HOSPITAL PROJECT DETAILS			
7	Permitting <ul style="list-style-type: none"> Plans for the overall project to be submitted next week. Plans for the Enabling package to be submitted at the end of November. 	Week of November 4th	Carmen Gonzalez
8	Enabling <ul style="list-style-type: none"> Pending Board approval, construction is estimated to begin in Q2 of 2025. Duration of Enabling phase is about seven (7) months. 	7 months	Carmen Gonzalez
9	Tower	2026-2029 (Phase 1) 2030-2031 (Phase 2)	Carmen Gonzalez

	<ul style="list-style-type: none"> • Pending board approval, construction is estimated to begin after the Enabling phase is completed. • Phase 1A and 1B (the tower) are estimated to have a 3-year duration (2026-2029). <ul style="list-style-type: none"> ○ Seeking to obtain TCO on Phase 1A as soon as possible to open the lobby and surgery platform. • Phase 2A and 2B (the connector) are estimated to have a 2-year duration (2030-2031). 		
--	--	--	--

Department Enhancements Made for Improved Customer Delivery

- Hiring and Capacity Planning
 - The city is aggressively increasing staff in the Building Division, especially in the inspection and plans examiner positions.
 - The Building Division will fund a part-time position in the Engineering, Transportation and Mobility Division to assist with permitting large construction projects, such as this. Duties may include review/ inspections for private plans, rights-of-way, Maintenance of Traffic, etc.
 - These newly onboarded team members will supplement the project review pipeline to ensure that small-scale or homeowner projects will not experience a reduction in levels of service since senior resources will be allocated to handle large-scale development plan reviews and inspections.
 - At this time, the city does not intend to use outside consultants for Building inspection services. Engineering, Transportation and Mobility use consulting services to supplement plan review and traffic analysis/review of various projects. With regard to this project, TrafTech was used only for the entitlement process to review the traffic study. Permitting/plan review and Maintenance of Traffic Operations (MOT) intend to be handled in-house. Building, Planning and Urban Design, and Engineering Transportation and Mobility all have contracts in place to supplement this project or others if necessary.
 - Staffing and consulting resources will be continuously evaluated.
- After Hours Plan Review/Inspections
 - This project will require significant coordination efforts as construction is planned to be phased. After Hours Plan Review/Inspections will be required to complete this project on schedule. Building Trades and Fire can provide inspection services to fulfill this need (additional fee).

Why NOT a Private Provider

- A private provider's plan reviews and/or inspection services would be limited to only Structural, Mechanical, Electrical, and Plumbing trades. All other plan reviews (Fire, Utilities,

Engineering, and Planning) and inspections would be required to be performed directly by City staff.

Next Steps









The Department of Development Services seeks approval from the City Administration to perform all plan review and inspection-related activities for the Memorial Regional Surgical and Critical Care Expansion Tower in-house.


Project Contact Information Matrix

Name	Role	Email Address	Phone Contact
[Green Background]	Kemarr L. Brown *	City Project Manager	kemarr@onpointegov.com 954-880-4881
	Paula DeCarolis	City Project Manager (backup)	paula@onpointegov.com 786-234-7775
	Vonetta Reefer	Permit Services Support Coordinator	vreefe@hollywoodfl.org 954-921-3335 ext. 6653 954-350-2669 cell
[Blue Background]	Andria Wingett *	Development Services Director	awingett@hollywoodfl.org 954-921-3003 direct 954-445-5692 cell
	Russell Long *	Chief Building Official	Rlong@hollywoodfl.org 954-921-3335 opt. 2 954-980-2505
	Azita Behmardi *	Deputy Director	Abehmardi@hollywoodfl.org 954-921-3251 954-599-3726 cell
	James McGuinness *	Assistant Building Official	jmcguinness@hollywoodfl.org 954-921-3335 ext. 6639 786-226-4456 (cell)
	Norman Bruhn	Structural Plans Reviewer Assistant Building Official	NBruhn@hollywoodfl.org 954-921-3335 ext. 6074
	John Besu	Chief Mechanical Inspector	Jbesu@hollywoodfl.org 954-921-3576 754-971-7659 (cell)
	James Stewart	Chief Electrical Inspector	jstewart@hollywoodfl.org 954-921-3490 direct 954-980-2315 cell
	James West	Chief Plumbing Inspector	Jwest@hollywoodfl.org 954-921-3335 opt. 1 ext. 6608 954-239-0103
[Red Background]	Chris Clinton	Fire Marshal Division Chief	mmedina@hollywoodfl.org 954-967-4404 ext. 5385
	Maribel Medina	Fire Prevention Officer III	mmedina@hollywoodfl.org 954-967-4404 ext. 5385

Blue	Clarissa Ip	City Engineer	cip@hollywoodfl.org	954-921-3915
	Rick Mitinger	Transportation Engineer	rmitinger@hollywoodfl.org	954-921-3990
Blue	Adam Licht	Engineering Specialist II	alicht@hollywoodfl.org	954-921-3900
Yellow	Cameron Palmer	Principal Planner	cpalmer@hollywoodfl.org	954-921-3471 Opt.3
	Anand Balram	Planning Manager	abalram@hollywoodfl.org	954921-3472 954-657-1281 (cell)
Orange	Alicia Vereas-Feria	Utilities Permit Review Administrator	AVEREA-FERIA@hollywoodfl.org	954-921-3302
Light Blue	Carmen Gonzalez	Director	CarmenGonzalez@mhs.net	305-970-8640
	Kim Paez	Assistant Director	kpaez@mhs.net	954-265-8671 786-390-5933 cell
	Mark Greenspan	Vice President of Construction and Project Management	Mgreenspan@mhs.net	954-648-6630

Legend

-  Citywide Project Management
-  Permitting and Plan Approval Status
-  Building/MEP Plans Review & Inspections
-  Fire Review Plans Review & Inspections
-  Engineering Plans Review & Inspections
-  Utilities Plans Review & Inspections
-  Planning Plans Review & Site Compliance
-  Escalation Point of Contact
-  Memorial Regional Hospital Project Team

DocuSigned by:

 APPROVED BY: George R. Keller, Jr. CPPT
 City Manager

11/4/2024

 Date