



May 9, 2022

Mark Johnson  
Project Manager  
City of Hollywood  
P.O. Box 229045  
Hollywood, FL 33022-9045

**RE: *City of Hollywood – Accessibility Services***

Dear Mr. Johnson:

Please find attached the proposal for the City of Hollywood – Accessibility Services.

Please contact me at (817) 339-2262 or [erin.eurek@kimley-horn.com](mailto:erin.eurek@kimley-horn.com) should you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Erin Eurek".

Erin Eurek, P.E.  
Project Manager

A handwritten signature in blue ink that reads "Bradley J. Hill".

Bradley J. Hill  
Regional Contract Lead

## **SCOPE OF SERVICES**

### **PROJECT NAME: Accessibility Services**

#### **PROJECT UNDERSTANDING**

Kimley-Horn and Associates, Inc. ("Consultant") will provide accessibility services to be provided either on an hourly time and expense basis, or on a lump-sum work authorization basis for the City of Hollywood, Florida ("City"). This assignment is intended to include, but not be limited to, services addressing immediate needs of the City. Examples of anticipated types of works are identified in the scope below.

#### **SCOPE OF PROFESSIONAL SERVICES**

The Consultant anticipates effort under this assignment would include, but not be limited to the types of accessibility services identified below:

- Attending meetings with, or on behalf of, the City;
- On-street observations and evaluations of specific situations identified by the City;
- Review of plans or documents;
- Preparing or reviewing grant applications or submittals;
- Staff training; and/or
- Other accessibility services of immediate need and/or short duration.

The specific scope of services requested, expectations of anticipated effort, and anticipated schedule, for work to be performed under this assignment are to be communicated via email to the Consultant by the City. Such communication will be viewed as notice to proceed for that particular "work authorization."

#### **Schedule**

The anticipated schedule will be communicated to Consultant in the email communication noted above, as part of the "work authorization."

Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control.

#### **Provision of Work**

The Consultant will perform the services under this assignment on a labor fee plus expense basis, or under defined lump-sum work authorizations, with the maximum fee not to exceed \$8,000.00.

The Consultant will not exceed the total maximum fee shown without authorization from the City.

For hourly work authorizations, labor fee will be billed on an hourly basis according to the agreed upon rate schedule in the Professional Services Agreement between the City of Hollywood, Florida and Kimley-Horn and Associates, Inc. for professional services dated November 29, 2021. As to these tasks, direct reimbursable expenses such as express delivery services, fees, travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other

expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly. All permitting, application, and similar project fees will be paid directly by the City. Any lump-sum work authorizations will be billed monthly based on percentage complete.