

November 8, 2022

Rudy Damas  
Project Manager  
City of Hollywood – Design and Construction Management  
2207 Raleigh Street  
Hollywood, Florida 33020

**Re: Proposal for Hollywood Beach Heights and Hollywood Beach Estates Sidewalk Network Improvements FM 443976-1 FDOT – RFQ #4740-22-WV**

Dear Mr. Damas:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this scope of services to City of Hollywood (“Client” or “City”) for providing engineering services for the Hollywood Beach Heights and Hollywood Beach Estates Sidewalk Network Improvements LAP project.

The following is our scope of services and fee.

## SCOPE OF SERVICES

### PROJECT UNDERSTANDING

The City of Hollywood was awarded a federally funded grant by the Broward Metropolitan Planning Organization’s (MPO) 2035 Long Range Transportation Plan (“LRTP”). The City has committed to administer and deliver the project under its Local Agency Program (LAP) to provide design for a sidewalk network within the Beach Heights and Beach Estates neighborhoods.

The project limits are depicted in the below image. The orange lines depict the proposed sidewalk.



The Consultant will provide final civil engineering and design services to design sidewalk improvements and prepare project implementation documents consisting of plans, permit applications, and project cost estimates for sidewalk improvements noted above. Design improvements will be provided as one bid package.

## **SCOPE OF SERVICES**

Kimley-Horn will provide the services specifically set forth below.

### ***TASK 1 –PRELIMINARY DESIGN SUBMITTALS***

#### Task 1.1 Base Mapping and Survey

Kimley-Horn will contract with a subconsultant to provide a topographic survey that will serve as background on the final design drawings. The Surveyor Sub-consultant, Ritzel-Mason, Inc. will perform the following services:

Project Limits for Survey: The limits of investigation will entail multiple streets in Hollywood, Florida as depicted in the above image. The surveyed areas will be limited to the side of ROW that the new sidewalk is proposed on:

1. Johnson Street – North side of ROW from SR 7 to N 56<sup>th</sup> Avenue. Survey limits are from centerline of roadway to north ROW line.
2. Grant Street – South ROW to north ROW from SR 7 to N 56<sup>th</sup> Avenue.
3. Hayes Street – South ROW to north ROW from SR 7 to N 56<sup>th</sup> Avenue. Survey limits include N 58<sup>th</sup> Terrace, Call Street and N 57<sup>th</sup> Terrace within the survey area.
4. Garfield Street – South ROW to north ROW from SR 7 to N 56<sup>th</sup> Avenue.
5. Arthur Street – North side of ROW from SR 7 to N 56<sup>th</sup> Avenue. Survey limits are from centerline of roadway to north ROW line and include N 58<sup>th</sup> Terrace within the survey area.
6. Cleveland Street – South ROW to north ROW from west of N 57<sup>th</sup> Avenue to N 56<sup>th</sup> Avenue.
7. Branch Street – South ROW to north ROW from N 57<sup>th</sup> Avenue to N 56<sup>th</sup> Avenue.
8. McKinley Street – South ROW to north ROW from SR 7 to N 56<sup>th</sup> Avenue. Survey limits include N 58<sup>th</sup> Avenue within the survey area
9. N 57<sup>th</sup> Avenue – East and west ROW from Grant Street to McKinley Street.

Existing horizontal and vertical control will be recovered and/or set as needed. Control will be referenced to horizontal datum of NAD83/11 and vertical datum of NGVD88. Benchmarks will be set at a maximum of 500-foot intervals.

Above ground data will be obtained to create a surface of the existing conditions. Topography will include visible fixed improvements such as drainage structure, natural ground, curbing, asphalt, curb ramps, bus stops, concrete pads, paver areas, driveway aprons, signage, sidewalks, guy wires, poles, above ground utilities, etc. The maximum interval between points on a straight line will be 50 feet and 25 feet on a curve.

Crosswalk markings at all intersections and striping all legs up to 25 feet from cross walks will be located. Pedestrian crossing push buttons and traffic signal equipment will be located. Trees equal to or greater than 4-inch diameter at breast height (DBH) will be located. Tree DBH and general type will be obtained.

#### Task 1.2 Field Reviews

Kimley-Horn will perform field observations to field check and document visible conditions relevant to the design. This consists of observing pavement conditions, condition of concrete features (curb ramps, curb and gutter, sidewalk, and driveways), surface utility features, traffic signal loops, and other constraints found within the project limits. Up to two field visits are anticipated throughout the life of the design project.

#### Task 1.3 Preparation of FDOT Preliminary LAP Submittal

Kimley-Horn will develop a preliminary design package during the preliminary phase. An Opinion of Probable Construction Cost (OPC) will be prepared based on the requested design elements and limits noted in the understanding of this scope and submitted to FDOT with the Preliminary Submittal.

Kimley-Horn will submit the following documentation for the FDOT Preliminary Phase LAP submittal Checklist:

- Project Scope
- Location Map
- Preliminary Engineering Estimate with signatures (opinion of probable construction cost)
- City to provide completed LAP Certification Package to FDOT

#### Task 1 Deliverables:

- Preliminary Submittal (Project Scope, Map, and Engineers Estimate per LAP requirements)

### ***TASK 2 - INITIAL DESIGN (30%) SUBMITTAL***

Kimley-Horn will produce and submit the following documentation for the FDOT Initial Phase LAP submittal Checklist:

- Initial Plans (30%)
- Engineering Estimate (30%) with signatures (opinion of probable construction cost)
- Environmental Documents

#### Task 2.1 NEPA Backup Documentation

Kimley-Horn will contract with a subconsultant (SEARCH) that will conduct a Cultural Resource Assessment Survey (CRAS) of the project Area of Potential Effect (APE) for the bike and pedestrian improvements. This CRAS will consist of historical background research, an architectural history survey, examination of historical maps, pedestrian survey, and the excavation of subsurface shovel tests.

The fieldwork and subsequent report will be completed in accordance with Part 2, Chapter 8 of FDOT's PD&E Manual, Chapter 3 (Site Identification) of the FDOT Cultural Resource Management Handbook, the Florida DHR's *Cultural Resource Management Standards and Operation Manual, Module Three*:

*Guidelines for Use by Historic Preservation Professionals*, and Rule Chapter 1A-46 F.A.C. The work will comply with the provisions of Chapter 267, *Florida Statutes*, as well as Section 106 of the National Historic Preservation Act of 1966, as amended (Public Law 113-287 [Title 54 USC]).

#### AREA OF POTENTIAL EFFECT (APE)

Given the scope of the proposed project, and in accordance with the APE definition and methodologies applied for previous pedestrian improvements projects, the APE will be limited to the portion of the Beach Heights neighborhood within which the sidewalks will be installed. All improvements will be installed within the existing roadway ROW.

The archaeological survey will be limited to the project construction area (i.e., the footprint of the new sidewalks). The architectural survey will include the entire APE.

#### FIELDWORK

The SUBCONSULTANT has consulted with the Florida Division of Historical Resources (FDHR) regarding the APE and methodology for similar projects (FMSF Survey Nos. 24181, 24659, 27699) and will apply the same principles to the present study. Therefore, SEARCH will conduct a pedestrian and “windshield” survey together with background research to assess the potential for a historic district to be present within the APE. Architectural fieldwork will include 2 days of fieldwork for 1 architectural historian.

Prior to fieldwork, SUBCONSULTANT will use the Sunshine State One Call of Florida, Inc. (SSOCOF) system to coordinate for the location of buried utilities within the proposed project area. Archaeological fieldwork will include 2 days of fieldwork for 1 archaeologist.

Fieldwork will be completed in one field mobilization that will combine the archaeological survey and architectural history survey.

Kimley-Horn will complete a Type I Categorical Exclusion checklist along with the environmental support document and accompanying maps. The maps prepared will include a location map, US Geological Survey (USGS) Topographic map, Natural Resources Conservation Service (NRCS) soils map, land use/land cover map, Federal Emergency Management Agency (FEMA) flood zone map, and a listed species map, if applicable.

#### Task 2.2 Initial Phase Design Horizontal Analysis

Review and address Preliminary FDOT Electronic Review Comment System (ERC) comments. Prepare concept typical sections for City review and approval. Prepare preliminary horizontal layout to the City to provide feedback to the design team prior to moving forward with full design layout.

Kimley-Horn will design the geometrics using the City and appropriate FDOT Standard Plans with proper consideration given to the design speed, functional classification, design consistency and driver expectancy, aesthetics, existing vegetation to be preserved, pedestrian concerns, ADA requirements, and scope of work.

#### Task 2.3 Roadway Plans

Kimley-Horn will develop roadway design and prepare street improvement plans at a scale of 1" = 40' (11"x17" PDF) to implement the proposed sidewalk improvements. Plan sheets are proposed to convey the horizontal geometry and improvements analyzed in Task 2.2.

Roadway plans consist of the following sheets:

Key Sheet, Typical Sections, General Notes, Erosion Control, Horizontal Control and Roadway Plans.

#### Task 2.4 Opinion of Probable Construction Cost (Engineering Estimate)

Kimley-Horn will prepare an Opinion of Probable Construction Cost (OPC) for the Initial phase submittal. Cost estimate will be prepared in FDOT bid tab format that will show Federal Highway Administration (FHWA) participating items and FHWA non-participating bid items. Given the recent inflation in the construction industry, the City shall plan on securing funding and coordinate with FDOT for any potential additional costs above the grant budget.

#### Task 2.5 Drainage Analysis

Kimley-Horn will provide stormwater analysis services.

Consultant will explore the possibility of using swales within the rural sections to compensate for loss of storage.

Exfiltration Trench Systems will be designed to meet South Florida Water Management District (SFWMD), and Broward County Drainage (BCD) stormwater treatment and attenuation requirements. Since sidewalks qualify for a permit exemption from SFWMD and Broward County, additional water quality provisions are only anticipated for BCD. Consultant will apply for the permit exemption as applicable. Meet and coordinate with permitting agencies to establish design criteria, see permitting task for details.

Drainage analysis does not include stormwater modeling of the neighborhood, analysis of existing closed systems or addition of new outfalls. Analysis is limited to proposed improvements within project limits and City Right-of-Way.

Task 2 Deliverables:

- Initial Engineering Submittal (30% Plans and Estimate) – PDF format
- CRAS Technical Report PDF and hardcopy to be submitted to SHPO
- Geotechnical Report – PDF format

#### **TASK 3 –CONSTRUCTABILITY DESIGN (90%) SUBMITTALS**

Kimley-Horn will produce and submit the following documentation for the FDOT Construction Phase LAP submittal Checklist:

- Design Plans (90%)
- Engineering Estimate (90%) with signatures (opinion of probable construction cost)
- Engineer's Backup
- LAP/FDOT No Additional Right-of-Way Certification Form
- Type I CE Checklist and Backup Memorandum
- LAP Type 1 Categorical Exclusion Checklist
- Documentation of Utility Coordination

### Task 3.1 Constructability Phase Design Horizontal and Vertical Analysis

Kimley-Horn will review and address Initial Phase FDOT ERC comments and one-time combined City provided comments.

### Task 3.2 Roadway Plans

Kimley-Horn will continue to develop roadway design and prepare street improvement plans from Task 2.3. Update plan sheets to convey the horizontal geometry and improvements analyzed in Task 2.2. Analyze working profiles at back of sidewalk as needed. Working profiles will be used to confirm design, but profile sheets and their submittal is not required. Identify locations for sidewalk curb in constrained areas if needed, to maintain improvements within existing right-of-way. Review proposed working cross sections at locations of roadway modification to generally determine typical section variations.

Kimley-Horn will prepare and coordinate with City to develop Level 1 traffic control notes for the major work phases of the overall project with reference FDOT Indices. Contractor will be required to submit their own detailed traffic control plans for review and approval prior to construction based on their approved project schedule.

### Task 3.3 Signing and Marking Plans

Kimley-Horn will prepare signing and marking plans at a scale of 1" = 40' (11"x17" PDF) to address re-establishment of impacted pavement markings as a result of the proposed improvement strategy and required signage for SUP. The signing and marking plans will be limited to crosswalks and areas between the existing edge of pavement and existing road right-of-way. Required signing will be focused on sidewalk areas only. Areas requested to be milled and resurfaced will entail new pavement markings. Signing and marking may be accomplished with typical details. Standards will be according to the Manual on Uniform Traffic Control Devices (MUTCD) and Broward County Traffic Engineering Pavement Marking and Sign details. Show required notes and details for items that deviate from published standards.

### Task 3.4 Landscape Analysis

Kimley-Horn will use the survey and field observations to identify conflicts with trees. We will produce an exhibit that indicates existing tree locations keyed to a chart that describes species, Diameter at Breast Height (DBH), and disposition for impacted trees/palms within the project limits. This exhibit will tabulate trees to remain, to be removed, and/or to be relocated. Kimley-Horn will provide adequate notes and details for the owner's selected contractor to submit the plan as a part of a tree removal permit.

### Task 3.5 Opinion of Probable Construction Cost (Engineering Estimate)

Kimley-Horn will prepare an Opinion of Probable Construction Cost (OPC) for the constructability phase submittal. Cost estimate will be prepared in FDOT bid tab format that will show FHWA participating items and FHWA non-participating bid items. Consideration will be made for optional and/or alternative bid items to assist the City meet project funding goals.

### Task 3.6 Type I CE Checklist and Backup Memorandum

Kimley-Horn will review and address comments and provide a revised memorandum for approval.

### Task 3.7 Drainage Design

Kimley-Horn will review existing conditions within the project limits right-of-way and modify existing conditions to account for the proposed changes.

Task 3 Deliverables:

- Constructability Submittal (90% Plans and Estimate (PS&E)) – PDF Format

Any major design revision requests after the Constructability phase will be considered additional services.

### **TASK 4 –PRODUCTION DESIGN (100%) SUBMITTALS**

Kimley-Horn will review and address FDOT ERC comments from the Constructability Phase submittal.

Kimley-Horn will submit signed and sealed construction documents that entail plans, engineers estimate, specifications, checklists, and utility clear letters (provided by utilities).

Kimley-Horn will prepare an Opinion of Probable Construction Cost (OPC) for the production phase submittal. Cost estimate will be prepared in FDOT bid tab format that will show FHWA participating items and FHWA non-participating bid items. Kimley-Horn has no control over the cost of labor, materials, equipment, or over the Contractor’s methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on information known to the Consultant at this time and represent only the Consultant’s judgement as design professionals familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

Task 4 Deliverables:

- Production Submittal (100% Plans, Specifications, and Estimate (PS&E)) – PDF and CAD Format

### **TASK 5 – PERMITTING**

Kimley-Horn will prepare permit applications with supporting documentation to the following jurisdictional regulatory agencies. Kimley-Horn will address comments for the regulatory agency submittals identified below.

1. **FDOT**
  - a. LAP review
2. **Broward County Highway Construction and Engineering Division**
  - a. Roadway, paving, and traffic control systems for access
  - b. Signing and marking
3. **South Florida Water Management District**
  - a. Drainage
4. **Broward County Environmental Protection Department**
  - a. Drainage
5. **National Pollutant Discharge Elimination System (NPDES):**
  - a. Notice of Intent
  - b. Preparation of Storm Water Pollution Prevention Plans (SWPPP) – City’s Contractor shall

complete the necessary application and submittal to obtain the general permit. The City's contractor shall be responsible for obtaining, maintaining, and operating the construction site according to the EPA and NPDES guidelines.

6. **City of Hollywood**
  - a. Engineering
  - b. Public Works
  - c. Building Department

No other agency approvals are included in this scope of services other than those identified above. Kimley-Horn does not guarantee the issuance of permits or approvals. If permits are issued for this project, the conditions and expiration dates are the sole responsibility of the City. Kimley-Horn is not responsible for extending time limited entitlements or permits. The City shall provide all permit fees.

#### **TASK 6 – PUBLIC INVOLVEMENT**

Kimley-Horn will attend and conduct one public meeting with stakeholders as follows:

- o Meeting after Initial Phase Submittal to cover the project limits. Meeting will be either virtual or in-person open house style but not both.

Kimley-Horn will prepare a public meeting notice for the proposed meetings and provide to the City to advertise to residents.

#### **TASK 7 –PROJECT MANAGEMENT AND LAP COORDINATION**

Project management entails activities related to initiating, planning, executing, controlling, and closing the Project. Kimley-Horn will attend an initial kick-off meeting to verify project elements, scope, and schedule; prepare for and attend monthly meetings with City staff. Additionally, communicate with designated City staff (via phone, teleconference, email, etc.) to provide coordination between City staff and the Designer. (Assumed a 14-month design schedule for budgeting purposes). Provision, monitoring, and updating of schedule of services being provided. Provide monthly design progress reporting and invoicing.

Except for the Project Kick-off and Site Visits, all project meetings are anticipated to be held virtually (except for public meeting) subject to updates on COVID-19 guidance by the City, Consultant, and all other relevant permitting agencies.

Kimley-Horn will coordinate the LAP process to completion by processing project design and submittals through LAP. This consists of plans, specifications, checklists, cost estimates and coordination. Consultant will attend meetings with FDOT and attend teleconferences as required (for budgeting purposes, assume up to 2 meetings and 4 teleconferences are required).

Construction Engineering and Inspection (CEI) consultant advertisement, bid advertisement, FHWA checklists, right-of-way certification form, LAP agreement and commission resolution will be completed by the City representatives). Kimley-Horn will be available to answer questions from the City.

Kimley-Horn will, per the LAP process, submit Preliminary, Initial, Constructability, and Production Phase submittal to FDOT and address review comments in FDOT ERC system for each submittal. Follow up with each reviewer as needed to expedite resolution of comments.

Kimley-Horn will coordinate with Broward County Transit (BCT) to confirm any potential relocation of bus stops and/or shelters during the design phase. The scope does not include design of bus shelters.

#### **TASK 8 – LIMITED BIDDING SERVICES**



It is our understanding that the City will use a competitive bidding process to award the contract to a qualified contractor to construct the improvements. Kimley-Horn shall consult with and advise the City for the proposed improvements during the bidding process. This task is limited to attendance of one (1) pre-bid meeting and issuance of addenda in response to interested contractor questions or requests for information during the bid process. All responses by Kimley-Horn will be approved by the City prior to issuance. Once bids are received, Kimley-Horn shall review the bids and provide a recommendation to the City associated with the apparent low bidder's price proposal. The City will be responsible in making the award.

City Front End Documents are not included in this scope.

## **ASSUMPTIONS**

The following assumptions have been made for this scope of work:

1. All project required agency fees will be paid directly for by the City.
2. All coordination meetings with the property owners other than the identified public meetings will be led and conducted by the City.
3. Contractor will be required to submit their own traffic control plans to be reviewed and approved by the City for their construction activities.
4. There is sufficient right-of-way for the proposed improvements and no additional right-of-way is anticipated for this project.
5. The City will hire a separate CEI consultant for the construction phase services per the requirements of the FDOT LAP process.
6. No traffic signal modifications are planned or expected as part of the proposed improvements.
7. Drainage analysis does not include stormwater analysis of systems outside limits of construction.
8. Services for the preparation of planting plans and/or irrigation plans are not included in this scope of services.
9. Services for the design of decorative hardscape treatments, including crosswalk patterning, site furnishings specifications, and/or decorative sidewalk treatments are not included in this scope of services.
10. Undergrounding of overhead utilities are not anticipated and are not included in this scope of work.
11. City Responsibilities:
  - Existing records including files, plans, and any other pertinent engineering information.
  - Maintenance requirements and preferences at the start of the design process.
  - Integration of FDOT required contract language into City Bid documents.
  - Commission resolution for LAP agreement.
  - Execution of required FDOT LAP forms and agreements in a timely manner.
  - Preparation of Specification/Bid Documents to meet LAP requirements

## **ADDITIONAL SERVICES**

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. Additional services we can provide include, but are not limited to the following:

- Survey Legal and Sketches
- Post Design Services
- Traffic Studies or traffic engineering services not specifically noted above
- Lighting Photometrics and Design
- Public Involvement meetings or presentations beyond what is stated in scope
- Sanitary Sewer design and/or plans

- Water Main design and/or Plans
- Drainage design and Analysis for areas outside of project limits and outside limits of construction
- Environmental studies beyond what is stated in the scope of services
- Additional meetings or presentations beyond those identified in this scope of services
- Storm Drain and Sanitary Sewer video inspections
- Title Company research and reports
- Right-of-way survey and acquisition support
- Additional plan submittals beyond what is stated in the scope of services
- Bid Services beyond what is stated in the scope of services
- SUE test holes
- Landscape and Tree Disposition Design and Plans
- Irrigation Design and Plans
- Technical Specifications/Bid Documents
- LAP Checklist for Construction Contracts
- Arborist Evaluation and Reports

**INFORMATION PROVIDED BY CLIENT**

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client’s consultants or representatives.

**SCHEDULE**

We will provide our services according to a mutually agreed upon schedule. Upon issuance of Notice-to-Proceed one of our first tasks will be to create a schedule showing tasks and relationships with review times according to agreement with City staff. Provided FDOT LAP schedule milestones will be integrated with the project schedule once it is received by the design team.

**FEE AND EXPENSES**

Kimley-Horn will perform the services in Tasks 1-8 for the lump sum fee of **\$427,339**. Billings will be monthly based on the progress of the Tasks.

<b>Tasks</b>	<b>Descriptions</b>	<b>Fee</b>
Task 1 – Preliminary Design Submittal		\$95,760
Task 2 – Initial Design (30%) Submittal		\$113,037
Task 3 – Constructability Design (90%) Submittal		\$121,365
Task 4 – Production Design (100%) Submittal		\$50,972
Task 5 – Permitting		\$14,749
Task 6 – Public Involvement		\$7,874
Task 7 – Project Management and LAP Coordination		\$19,084
Task 8 – Limited Bidding Services		\$4,499
<b>TOTAL LUMP SUM</b>		<b>\$427,339</b>

All permitting, application, and similar project fees that exceed the provided allowance will be paid directly by the Client. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

**CLOSURE**

We understand that this work will be issued upon review and approval of the City Commission. If you concur in all the foregoing and wish to direct us to proceed with the services, please forward a purchase order. All provisions are in accordance with the terms and conditions of the consulting agreement



between the City of Hollywood and Kimley-Horn per the "Engineering Design Services for Hollywood Beach Heights and Hollywood Beach Estates Sidewalk Network RFQ-4740-22-WV" and shall govern this agreement as applicable. Fees and times stated in the agreement are valid for sixty (60) days after the date of this letter.

We appreciate this opportunity to submit a proposal. Please contact me if you have any questions at 954.535.5100.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC

A handwritten signature in blue ink, appearing to read "Stefano F. Viola".

Stefano F. Viola, P.E.  
**Project Manager**