

February 5, 2024

City of Hollywood – Public Utilities
1621 N 14th Ave
Hollywood, FL 33022-9045

Attention: Mr. Feng Jiang
Assistant Director, Public Utilities/Engineering

Reference: Professional Design Services for
Lakes Neighborhood Exfiltration – Phase I

Dear Mr. Jiang:

Stantec Consulting Services, Inc. (CONSULTANT) is pleased to submit this proposal to complete the detailed design, permitting, and bidding support services for the Lakes Neighborhood Exfiltration – Phase I Project. We look forward to the opportunity of working with The City of Hollywood (City) on this important project.

BACKGROUND

Hollywood Lakes, one of Hollywood's oldest neighborhoods, lies to the east of U.S. 1, nestled between Washington and Johnson Streets. This historic neighborhood is currently experiencing a rebirth. Its appeal extends beyond the charming historic houses to include a pedestrian-friendly environment. However, there is a critical issue. The neighborhood faces flooding risks due to stormwater runoff from areas east of US-1—the “uphill” section of the community.

CONSULTANT understands that the City streets in the Lakes Neighborhood residential area experience inundation in substantial rain events. To address this challenge, the Lakes Exfiltration – Phase 1 project is needed to install a drainage exfiltration system west of 16th Court, which lies upstream of the neighborhood.

By itself, the project is not intended to meet the City's desired LOS for the Lakes Neighborhood but is one component of a broader comprehensive stormwater master plan. The project is intended to improve flooding levels and water quality compared to the existing condition of no system in the area. Per the City's Stormwater Master Plan criteria, the project is intended to consist of initial lengths of exfiltration systems, with the intent to capture stormwater “uphill” and eventually be expanded and connected to the remaining CIP work in this area to meet the City's chosen basin wide LOS in the future. The project design drainage improvements would provide an initial needed component of the full future stormwater improvements to the larger basin area.

The general limits of the project are shown in **Figure 1** below.

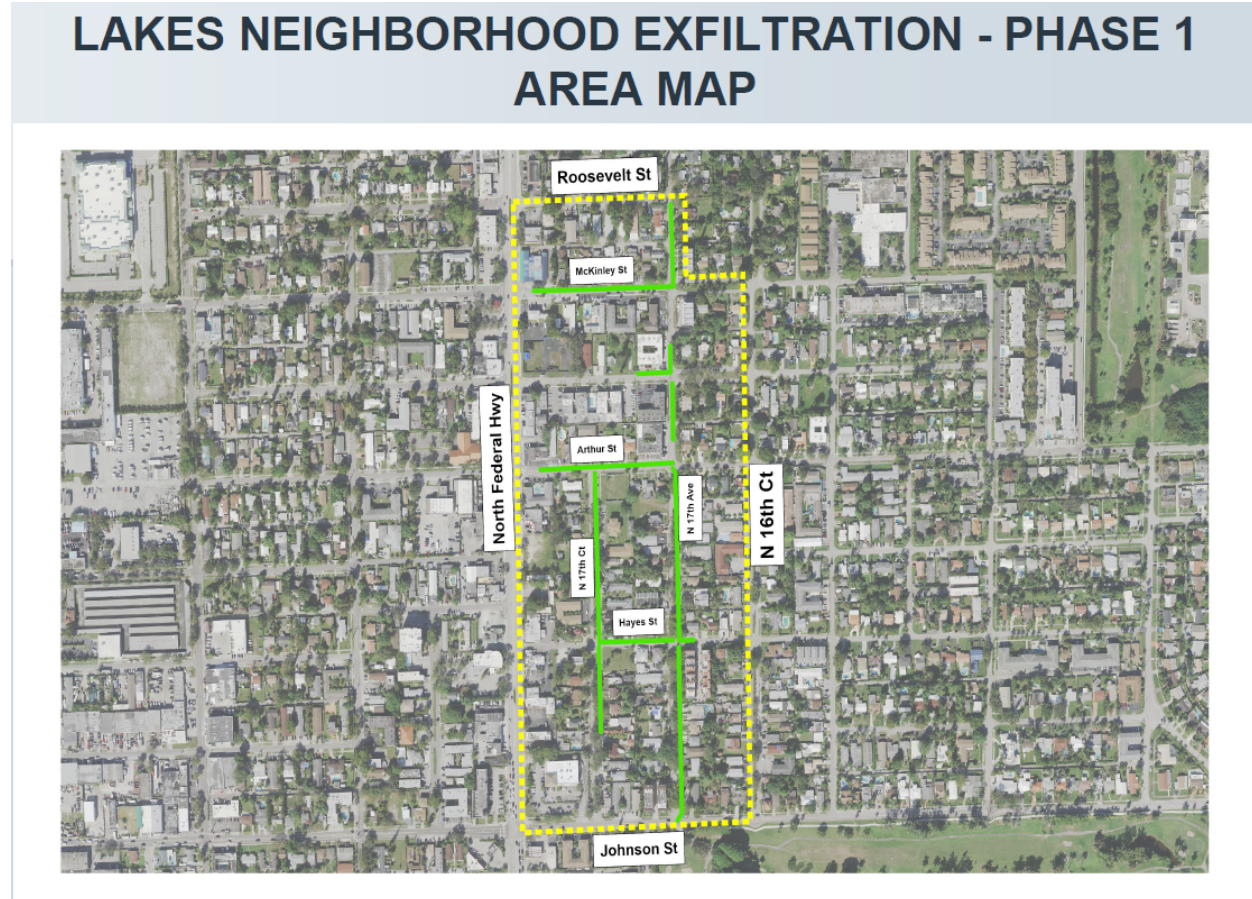


Figure 1. General Limits of Lakes Neighborhood Exfiltration – Phase 1

The following scope of services is intended to support that effort.

SCOPE OF SERVICES

The following tasks comprise the services that the CONSULTANT shall employ to accomplish the purpose for this task order authorization.

TASK 1.0 FIELD INVESTIGATION

Task 1.1 – Topographic Survey and Subsurface Utility Locate

CONSULTANT shall utilize a Florida Registered Professional Land Surveyor to complete a topographic survey of the project area in accordance with the current surveying requirements of the Board of Professional Surveyors and Mappers of the State of Florida, as outlined in the "Standards of Practice" in Chapter 5J-17 of the Florida Administrative Code. The limits of the topographical survey are denoted within the Lakes Neighborhood project corridor (see **Figure 2**).



Figure 2. Project Survey Limit (in pink)

The survey should include the following features:

- Survey data to encompass the entire R/W corridor as well as a minimum of 5' of the adjoining properties behind the R/W, if possible. The survey area is also to include the full width of intersecting cross road R/W to a distance of 15 feet beyond the radius return of the roadway.
- Topography along the outer edge of pavement, gutter line, top of curb, sidewalk and back of R/W. Topo for the edge of R/W where walls separate adjacent grades shall have elevations at a maximum spacing of 50' along the roadway or as needed to show changes in horizontal and/or vertical configurations.
- The road right-of-way boundaries for the R/W of the corridors as well as the R/W for roads that intersect the corridor. The R/W on intersecting streets shall be shown to a distance of 15 feet beyond the radius return of the R/W
- The survey should include location and elevation of all above ground features along the roadway including edge of pavements, sidewalks, driveways, utility poles, mailboxes etc.; location and elevation of underground facilities as evidenced

by surface features (valve boxes, drainage structures, manholes, handholes etc.); location of trees within the survey limits with a caliper size above 3".

CONSULTANT shall utilize an underground utility location contractor to designate existing utilities along the subject sewer force main pipeline alignment using a combination of signal induction and Ground Penetrating Radar (GPR). During detail design there will be a need to perform a GPR survey, and subsurface utility excavation (SUE) along the proposed stormwater improvements to locate existing utilities (pipes, electric, telecommunications, fiber, etc.).

CONSULTANT shall coordinate and oversee the SUE activities with the Survey subconsultant. Up to 25 vacuum excavations will be performed to determine the exact elevations and positions of subsurface utilities in potential conflict with the proposed improvements. This effort will be performed at locations identified by the CONSULTANT subsequent to the 30 percent design efforts.

DELIVERABLES:

- Signed and Sealed Topographic Survey
- SUE Report

Task 1.2 – Geotechnical Investigation

CONSULTANT shall retain and utilize the services of Geotechnical Engineering firm to carry out a geotechnical investigation of the project area. The goals and objectives of the geotechnical investigation shall include the following:

- Identify and classify soil types within project area.
- Identify the characteristics and properties of the soils present, including moisture content, grain size analysis, plastic properties, unit weights, permeability, compaction, and corrosivity.
- Use available soil characteristics, properties and potential project geometrics to identify possible geotechnical concerns.
- Obtain groundwater table elevation.

North 17th Avenue

- Three (3) standards penetration test (SPT) borings in general accordance with ASTM D-1586 specifications to a depth of 15 feet each,
- Three (3) SFWMD exfiltration tests to a depth of 10 feet each in an effort to measure the hydraulic conductivity of the existing soils at specific test locations for site drainage evaluation by others.
- Three (3) Double Ring Infiltrometer (DRI) tests.

North 17th Court

- Three (3) standards penetration test (SPT) borings in general accordance with ASTM D-1586 specifications to a depth of 15 feet each,
- Three (3) SFWMD exfiltration tests to a depth of 10 feet each in an effort to measure the hydraulic conductivity of the existing soils at specific test locations for site drainage evaluation by others.
- Three (3) Double Ring Infiltrometer (DRI) tests.

Arthur, Cleveland, Hayes and McKinley Streets

- One SPT boring on each street (4 total) in general accordance with ASTM D-1586 specifications to a depth of 15 feet,
- One SFWMD exfiltration test on each street (4 total) to a depth of 10 feet in an effort to measure the hydraulic conductivity of the existing soils at specific test locations for site drainage evaluation by others.
- One Double Ring Infiltrometer (DRI) tests, one per street (4 total).

DELIVERABLES:

- Geotechnical Report

TASK 2.0 – DETAILED DESIGN

CONSULTANT shall develop design documents for the stormwater improvements which will include progress submittals at 30%, 60%, 90%, 100%, and Issued for Bid. Design documents will include drawings, technical specifications, and opinion of probable construction cost (OPCC) as outlined in each detailed design progress submittal task below.

The development of the design documents for the improvements will include the following:

- Perform an initial field visit which will include walking the proposed streets, taking photos and documenting any visible existing features that may impact the new improvements.
- Obtain a Sunshine 811 Design Ticket to obtain information on existing utilities in the project corridor.
- Gather and review available background information on the project, including utility atlas maps, GIS data, as-built and record drawings information.
- A desktop review of publicly available information will be conducted to identify any known contaminated sites along the project corridor.
- During development of the design, the Consultant will conduct site visits to verify information and refine the design. The findings from the site visits and review of information will be incorporated into the design deliverables.
- Standard Construction Details – Consultant will include standard construction details, typical sections, construction notes, etc. as required.

- Best Management Practices Plan – Consultant will prepare a “Best Management Practices Plan” and appropriate soil erosion control details. It is intended that this plan will reflect the minimum needs for permitting / construction start-up and that the Contractor will update the plan for inclusion in the NPDES Stormwater Pollution Prevention Plan.
- Maintenance of Traffic (MOT) Plan – Consultant will add appropriate notes and references to the plans to outline the performance specifications for the MOT in accordance with the standards and requirements of FDOT. The contractor will be responsible for preparing and submitting a site-specific MOT plan in the future.
- Technical Specifications – Consultant will provide construction specifications for the process and materials of the civil/site improvements.
- Identify pavement repair/reconstruction requirements and proposed resurfacing limits per City and regulatory requirements.
- All construction drawings will be prepared in accordance with local and State (City of Hollywood, Broward County, FDOT, and SFWMD) development criteria and standards.

TASK 2.1 - 30% DESIGN DEVELOPMENT

Subtask 2.1.1 - 30% Design Documents

CONSULTANT shall develop 30% design documents. The 30% design will establish the principal characteristics, general plan layout of stormwater pipe and manholes, and general design criteria for the project. Drawings will be plan only for the proposed stormwater improvements, shown on the survey with existing utilities, and easements/rights-of-way indicated.

Copies of the 30% plans will be forwarded to each utility company known to operate in the vicinity of the project. Each utility company will be requested to return one set of redlined plans identifying the horizontal and vertical location of their facilities to the Consultant. The Consultant will log in each set of plans when returned by the utility companies. This information will be added to the plans. We will attend one (1) meeting with City staff and the utility companies to review the project and potential impacts to the utility owners.

Subtask 2.1.2 - 30% Design Opinion of Probable Construction Cost

CONSULTANT will also prepare a preliminary planning level opinion of probable construction cost (OPCC) using the quantities identified in the 30% design drawings. The OPCC shall be a Class 5 in accordance with Association for the Advancement of Cost Engineering (AACE) International.

Subtask 2.1.3 - 30% Design Documents Review

CONSULTANT will submit the design documents for review. The review process will consist of the following steps:

- Consultant will submit the 30% design documents for review to verify that consistency with the desired design intent is being achieved.
- The City will review the documents over a ten (10) working day period, at the end of which, a review meeting will be held with the presence of all parties. Prior to the meeting, the City shall provide consolidated comments from all City reviewers to the Consultant. The Consultant shall review the comments and identify any comments which may require discussion or additional information from the City so that the items can be discussed at the review meeting.
- Within ten (10) working days from receipt of comments, Consultant shall provide written responses to each of the CITY's review comments, indicating how the comment will be addressed in the design or indicating exceptions to any comments. For any comments with exceptions, the Consultant will provide explanations and reasons to justify the exception for the CITY's review and concurrence.
- If comments require substantial re-configuration or re-design, the Consultant will schedule and attend one (1) meeting with the CITY to confirm the proposed changes with design sketches or updated design drawings to ensure ongoing resolution of comments prior to the subsequent submittal.

DELIVERABLES

- 30% Design Drawings (Plan Only)
- Project Technical Specifications -Table of Contents
- Preliminary OPCC
- Responses to 30% Review Comments
- Review meeting to discuss all review comments and proposed revisions

TASK 2.2 - 60% DESIGN DEVELOPMENT

Subtask 2.2.1 - 60% Design Documents

CONSULTANT shall develop 60% design documents. Utilizing decisions made during the 30% design task and incorporating review comments as appropriate, CONSULTANT shall develop 60% design documents. The 60% design will further define the proposed drainage improvements by developing sections and profiles, and define construction details. Plans shall include: underground utility locations, boring test hole locations, coordination with existing utility providers, SWPPP, and MOT Plan.

Subtask 2.2.2 - 60% Design Opinion of Probable Construction Cost

CONSULTANT will also prepare a preliminary planning level opinion of probable construction cost (OPCC) using the quantities identified in the 30% design drawings. The OPCC shall be a Class 4 in accordance with Association for the Advancement of Cost Engineering (AACE) International.

Subtask 2.2.3 - 60% Design Documents Review

CONSULTANT will submit the design documents for review. The review process will consist of the following steps:

- Consultant will submit the 60% design documents for review to verify that consistency with the desired design intent is being achieved.
- The City will review the documents over a ten (10) working day period, at the end of which, a review meeting will be held with the presence of all parties. Prior to the meeting, the City shall provide comments from all City reviewers to the Consultant. The Consultant shall review the comments and identify any comments which may require discussion or additional information from the City so that the items can be discussed at the review meeting.
- Within ten (10) working days from receipt of comments, Consultant shall provide written responses to each of the CITY's review comments, indicating how the comment will be addressed in the design or indicating exceptions to any comments. For any comments with exceptions, the Consultant will provide explanations and reasons to justify the exception for the CITY's review and concurrence.
- If comments require substantial re-configuration or re-design, the Consultant will schedule and attend one (1) meeting with the CITY to confirm the proposed changes with design sketches or updated design drawings to ensure ongoing resolution of comments prior to the subsequent submittal.
- After the receipt and resolution of comments on the submittal, the CONSULTANT will incorporate and submit responses, proposed resolutions, and resolution verifications.

DELIVERABLES

- 60% Design Drawings (Plan and Profile)
 - 60% Drainage Report
 - Draft MOT Plans/Concept & SWPPP Plans
 - Draft Project Technical Specifications
 - Draft Engineering Calculations
 - Updated Project Schedule
 - Updated OPCC (class 4)
- Review meeting to discuss all review comments and proposed revisions

TASK 2.3 - 90% DESIGN DEVELOPMENT

Subtask 2.3.1 - 90% Design Documents

Based on the 60% design task and incorporating review comments as appropriate, Consultant shall develop 90% design documents. This task will include an update to the design drawings, specifications, and calculations. The design shall detail the requirements for bidding and construction of the project and shall be suitable to initiate permitting review by the regulatory agencies identified in Task 3. The Consultant will develop a full set of draft project specifications, including front end documents (Division 00), using the City's standard front-end documents (Instruction to Bidders, General Covenants and Conditions, Supplementary General Conditions, and other applicable provisions and appendices). Project specifications will be modified as necessary by the Consultant to conform to the requirements of the City's standard front-end documents.

The Consultant will develop a conceptual construction schedule to determine the period of time required for construction and define substantial and final completion durations.

Subtask 2.3.2 - 90% Design Opinion of Probable Construction Cost

The Consultant will update the 30% OPCC using the 30% design documents and updated quantities identified in the 30% design drawings. The OPCC shall be a Class 3 in accordance with AACE International.

Subtask 2.3.3 - 90% Design Documents Review

The Consultant will submit the 90% design documents to the City for review. The review process will consist of the following steps:

- Consultant will submit the 90% design documents in PDF for review to verify that consistency with the desired design intent is being achieved.
- The City will review the documents over a ten (10) working day period, at the end of which, a review meeting will be held with the presence of all parties. Prior to the meeting, The City shall provide consolidated written comments from all City reviewers to the Consultant in a Microsoft Word or Excel spreadsheet format. The Consultant shall review the comments and identify any comments which may require discussion or additional information from the City so that the items can be discussed at the review meeting.
- Within ten (10) working days from receipt of comments, Consultant shall provide written responses to each of the City's review comments, indicating how the comment will be addressed in the design or indicating exceptions to any comments. For any comments with exceptions, the Consultant will provide explanations and reasons to justify the exception for the City's review and concurrence.

DELIVERABLES:

- 90% Design Drawings PDF (Plan, profile and details)
- 90% Specifications
- Updated Engineering Calculations
- Updated OPCC
- Responses to 90% Review Comments
- 90% Design Review Meeting
- Comment Resolution Meeting

TASK 2.4 – 100% Design Documents – Bid Ready Plans

Subtask 2.4.1 - 100% Design Development

CONSULTANT will update the design drawings and specifications to address permitting review comments from Task 4 and develop 100% design documents to be used for the purposes of bidding the project.

Subtask 2.4.2 - 100% Design Opinion of Probable Construction Cost

CONSULTANT will update the 90% OPCC using the 100% design documents and updated quantities identified in the 100% design drawings. The OPCC shall be a Class 2 in accordance with AACE International.

TASK 3 – PERMITTING

CONSULTANT will provide and apply for the following permits on behalf of the City:

- Broward County Surface Water Management
- City of Hollywood - Public Works and Utilities Departments

The City shall be responsible for all permitting fees and the Consultant shall provide other supporting documentation as may be required by permitting agencies. It is acknowledged by City that the period required for obtaining permit review is beyond the control of Consultant, except for issues concerning the permitting of the design and Consultant's ability to respond to permitting agency requests for information. Consultant will submit permitting information and respond to requests for information expeditiously, but in no case will the Consultant take longer than fifteen (15) business days to respond to such requests.

CONSULTANT will respond to requests for additional information as applicable for the above listed jurisdictional agencies. Up to two (2) meetings with the applicable regulatory agencies are considered under this task.

TASK 4 – BIDDING SERVICES

CONSULTANT shall assist the City in solicitation of bids. CONSULTANT will provide the following services during the bidding process:

- Provide a project description to be used in the advertisement for bid and Invitation to Bid form.
- Provide a bid form worksheet.
- Provide electronic copies of 100% design (Bid Ready) drawings, specifications, bid form worksheet, and other documents required for bidding to be made available for distribution to prospective bidders via the City's electronic procurement system.
- Attend one (1) Pre-Bid Meeting.
- Coordinate with the City during the bidding process and be available to address bidder's questions and comments during the bidding process.
- Provide responses to address Bidder's Request for Information (RFI) related to the design. The City shall be responsible for forwarding design related RFI's to the Consultant. The City shall be responsible for addressing RFIs related to non-design items, such as bidding procedures, Contract for Construction, General and Supplementary Conditions, etc. The City shall be responsible for maintaining the RFI log and distributing RFI responses.
- Investigate, study and analyze proposed substitutions of materials or equipment and advise the City with respect to the same
- Prepare RFIs for addenda modifying design drawings and/or specifications to clarify or expand design elements in the bidding documents. The addenda

documents will be provided in electronic format and will be ADA compliant. The City shall be responsible for distributing Addenda documents via the electronic procurement system.

- Attend the Bid Opening
- Prepare a Bid Tabulation of received bids
- Assist the City in evaluation of the bids received by providing a technical review of received bids and a letter of recommendation of award. The Consultant shall not be responsible for performing any investigations or reference checks regarding bidders, nor shall it be responsible for determining whether a bid is responsive or a bidder is responsible; however the Consultant shall assist the City in making such a determination.

CONSULTANT shall incorporate into the 100% documents, which were used for bidding, modifications resulting from the bid-phase period RFIs and addenda. Following preparation of the Conformed Construction Drawings and Specifications, the Consultant shall make such documents available to the City and the contractor awarded the project. The Consultant shall provide all AutoCAD files after conformed documents are produced.

DELIVERABLES:

- Bid Award Recommendation Letter
- Conformed Drawings
- Conformed Specifications

MEETINGS:

- Pre-Bid Meeting
- Bid opening meeting

TASK 5.0 – GRANT FUNDING SUPPORT

CONSULTANT shall provide consulting services in support of the FDEP Resilient Florida Grant. Services include assistance with grant administration, which includes attending meetings, assisting with compliance reporting, and verifying that the technical goals and objectives that were outlined in the grant proposal are met in the bid documents. The CONSULTANT will incorporate specific reporting requirements and prepare bid documents that comply with the grant conditions.

TASK 6.0 – SLIP STUDY

CONSULTANT will prepare a Sea-Level Impact Projection (“SLIP”) study in accordance with Section 161.551, Florida Statutes. The SLIP study will be prepared at the 90% Design stage, submitted to the City for comments. The SLIP study must be published on the department’s website before construction starts.

DELIVERABLES:

- SLIP Study Report

ASSUMPTIONS AND BASIS OF SCOPE

The following services are excluded from this proposal but can be delivered as additional services if required.

1. Updates to the Stormwater Master Plan.
2. Tree disposition plan and tree removal permitting.
3. Preparation of right of way acquisition and or easement sketches or descriptions.
4. Restoration agreements for work on private property.
5. Assistance with FDOT permitting.
6. Landscape Architecture services or Arborist's services or report.
7. Permits that are not specifically listed in the Scope of Services.
8. Signalization Plans or modification. Contractor will replace any damaged signal loops in kind.
9. Landscape Architecture.
10. Assistance with FDEP SWPPP.
11. Electrical Engineering (Lighting).

The following assumptions are made with regards to this proposal:

1. From the feedback from CDM Smith, it is our understanding that the desired LOS of the exfiltration trenches shall be no more than 3-inches of flooding over the road crowns in the secondary and arterial residential streets for a 5-year, 24-hour storm; and flooding maintained below building finished-floor elevations in the 100-year recurrence interval design storm to the extent practicable.
2. An ICPR model is not anticipated.
3. There are no known hazardous materials or waste contaminated areas, wetlands, endangered species, or other environmentally sensitive flora or fauna which may require additional efforts during design, permitting, or bidding. It is assumed that none of the work areas contain hazardous materials that will require special mitigation.
4. It is our understanding that the 30% design shall be submitted to the Pre-Application Concept Overview (PACO) with the City of Hollywood. The Client will be responsible for providing and revising the concept drawings, address plan comments, and submit all applications associated with the PACO review process. CONSULTANT will assist through the PACO process by representing the client in one (1) meeting with the City of Hollywood to discuss the progress of the PACO permitting process.
5. Construction Phase Services to be negotiated at a later date.
6. Structural or foundation analysis or evaluation are not part of this scope.
7. Bidding services do not include services for any bid protests.
8. It is assumed technical bid analysis for construction will be developed for the two lowest bidders.
9. Any services outside of those defined within the scope shall be considered as additional services and can be provided as such only if directed by the City in writing.
10. Access to all City owned property and R/W shall be provided to the CONSULTANT
11. Coordination with residents or business owners shall be provided by the City.

The following table provides an estimate of the number of drawings and disciplines required for the project:

DISCIPLINE	ESTIMATED NO. OF DRAWINGS
Cover, General, Notes	4
Civil	15
SW-Details	2
PM-Details	2
Total	23

COMPENSATION

The fees for our services will consist of a lump sum contract amount of Three Hundred Ten Thousand Six Hundred Forty Dollars (\$310,640.00) broken down as follows.

Task Name	TOTAL
Task 1 - Field Investigation	\$ 85,000
Task 2 - Detailed Design	\$ 188,170
Task 3 - Permitting	\$ 21,490
Task 4 - Bidding Services	\$ 6,130
Task 5 - Grant Funding Support	\$ 3,870
Task 6 - SLIP Study	\$ 5,980
PROJECT TOTALS	\$ 310,640

We will bill you monthly for the percentage of services or hours of service rendered and for any Reimbursable expenses. It is not anticipated that any permits shall be required beyond the mandatory City and County permits needed for construction, but should permitting fees be required, the City of Hollywood shall provide all costs associated with the permit fees.

DELIVERABLES AND SCHEDULE

Task	Duration (Calendar Days)	Cumulative Schedule (Calendar Days)
Topographic Survey & SUE	65	65
Geotechnical Investigation	30	65
30% Design	55	120
60% Design	40	160
90% Design	30	190
Permitting Task	90	280
100% Design – Bid Ready	15	295



Stantec will provide permitting concurrent with the plan production with the intent of having all permits and approvals prior to the final bid package assembly. Above schedule does not include review time by the City or permitting agencies. We anticipate the City will take approximately two weeks for review at each phase adding another potential 40 to 50 days to the total.

We appreciate the opportunity to submit this proposal. Please contact Oscar Bello at (954) 650-0164 if you have any questions.

Respectfully Submitted,

STANTEC CONSULTING SERVICES, INC.

A handwritten signature in blue ink, reading "Oscar Bello".

Oscar Bello, P.E., DBIA
Contract Manager

Enclosures:

Attachment A – Detailed Lump Sum Fee Breakdown

Attachment A – Detailed Lump Sum Fee Breakdown

FEE ESTIMATE - Lakes Neighborhood Phase I