

February 24, 2023

**CITY OF HOLLYWOOD  
WORK AUTHORIZATION****US 1 FDOT STREET TREE LANDSCAPE VARIANCE CONCEPTS**

Bermello Ajamil & Partners, Inc. (BA) is pleased to provide this Scope of Work and Fee Proposal to the City of Hollywood (CITY) for preparation of conceptual landscape architecture design services. All work shall be prepared and completed in accordance with Consulting/Professional Services Agreement DS 18-014 dated February 13, 2019 and extended for one year on January 4, 2023, with an expiration date of February 13, 2024.

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

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For several years, the Florida Department of Transportation (FDOT) has been planning and designing roadway improvements for US 1 within the City of Hollywood. Their proposed improvements are currently under construction. Throughout the planning and design process, the CITY has tried to work with FDOT to increase the proposed tree and palm (street tree) canopy within and along the corridor. However, because of current FDOT roadway design standards, very few, if any, proposed street tree locations have been identified. The CITY has approached FDOT about designating portions of the US 1 corridor as a Livable Communities, which would permit the introduction of street trees in certain locations and provide for the elevated and enhanced roadway beautification that the CITY has already successfully communicated to the FDOT as required for this primary corridor. FDOT has stated that in order to consider the CITY'S request further, the CITY must provide a conceptual landscape plan that shows the CITY'S preferred street tree locations.

The City requested this proposal from BA to prepare a conceptual street tree landscape plan (PLAN) within the FDOT US 1 right-of-way from Monroe Street to Filmore Street and excluding Young Circle; a distance of approximately 1,885 linear feet. The PLAN is to be used to enter into negotiations with FDOT for receiving preliminary approval for the modification to the existing Roadway Plans, including newly proposed tree variances and/or exceptions. In preparing the PLAN, BA shall assume various non-standard practices, with primary focus on safety, function, and improvements to beautification, beyond typical FDOT standard, as requested by the CITY. This shall include but not be limited to proposing median closures, sidewalk modifications, specialty hardscape and or landscape details, trees and palms within 100' of median nose, within site lines at intersection and encroachment of lateral offset requiring consideration for variance. The PLAN is described herein as "conceptual" as it is not intended to be used for construction but shall be a technical black and white type drawing that is accurate to existing conditions and proposed improvements. The PLAN shall also include suggested sidewalk modifications where necessary in order to incorporate/add street trees to the corridor. The CITY has also requested BA to participate in negotiation meetings with the FDOT. The City shall provide BA AutoCAD survey base files of the corridor as well as proposed roadway improvements in CAD. BA shall not be responsible for converting MicroStation file to AutoCAD.

The City has also requested that BA include in the PLAN, locations of irrigation sleeving so that an irrigation system can be installed in the subject corridor at a later date.

Should FDOT grant preliminary approval of the Plan and horizontal offset variance, BA shall provide the CITY a proposal to provide professional services for the formal plans preparation, approval and adoption process.

BA makes no guarantee that going through the process described above and below will result in FDOT granting of any variances of any other kind or resulting in additional trees or palms being permissible along and within the subject corridor or any modifications to the roadway.

The roadway right-of-way corridor is owned and controlled by FDOT.

## **PART II – SCOPE OF WORK:**

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### **TASK 1.0 – PROJECT INITIATION**

- 1.1 Kick-Off Meeting** – BA shall participate in one (1) virtual kick-off meeting with the CITY to discuss the goals and objectives for the PLAN. BA shall prepare and issue minutes of the meeting.
- 1.2 Existing Data Review and Base Map Development** – BA shall review all applicable data provided by the CITY including AutoCAD Survey and Roadway design files and assemble a base plan to be used for development of the PLAN. The base plan shall also include applicable intersection site visibility lines.
- 1.3 Site Visit** – BA shall visit the roadway corridor one (1) time to observe key issues, opportunities or constraints. BA shall prepare and distribute a summary of observations.
- 1.4 FDOT Coordination & Compliance Meeting** – BA shall participate in one (1) virtual meeting with the CITY and the FDOT District Design Engineer, or other appropriately appointed FDOT Staff, to discuss development of the PLAN. BA shall use this opportunity to question FDOT about key components and needed procedures related to a pathway to an approved horizontal offset variance and the introduction of additional street trees within the corridor. BA shall prepare and issue minutes of the meeting.

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

- One (1) 8 1/2" X 11" black and white PDF of Minutes from Kick-Off Meeting
- One (1) 8 1/2" X 11" black and white PDF of Site Visit Opportunity and Constraints Memorandum
- One (1) 8 1/2" X 11" black and white PDF of Minutes from FDOT Coordination and Compliance Meeting

### **TASK 2 – CONCEPTUAL DESIGN**

- 2.1 Draft Conceptual Design** – Based on discussions and direction given during the Kick-Off Meeting and coordination with FDOT, BA shall prepare one (1) conceptual street tree plan (PLAN), two cross sections depicting proposed tree/palm locations and revise and update the PLAN and cross sections up to three (3) times throughout the FDOT review and discussion process. The PLAN shall be a diagrammatic type drawing depicting the proposed location trees and or palms along the subject corridor and any sidewalk modifications needed to accommodate said trees or palms.
- 2.2 Draft Conceptual Design Review Meetings** – BA shall participate in up to three (3) virtual meetings and up to three (3) in person meetings with the CITY and or FDOT to discuss comments on the Draft Conceptual Designs. At each design interval or milestone, the CITY shall provide BA one (1) consolidated set of comments or mark-up of the plans. Comments shall be incorporated into the subsequent version of the PLAN. Departures from the design concept discussed at the Kick-Off Meeting shall be provided to the CITY as an additional service for an agreed to fee. BA shall prepare and issue minutes of the meeting.

- 2.3 Field Verification/Site Visit** – Based on comments received from FDOT and the CITY during the Draft Conceptual Design review, coordination and meeting process, BA shall visit the site one (1) time to field verify areas of concern. BA shall summarize findings in a memo.
- 2.4 Final Conceptual Design** – Based on comments from the CITY and FDOT during the Draft Conceptual Design review, coordination and meeting process, BA shall prepare a final conceptual street tree and sidewalk plan as well as two (2) cross-sections depicting proposed tree/palm locations. Should FDOT grant a preliminary horizontal offset variance, the intent is for the Final Conceptual Plan and cross-sections to be used in the formal variance agreement process.

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

- Up to four (4) 24" X 36" black and white PDF's of the Draft Conceptual Design
- Two (2) 24" X 26" black and white PDF's Street Tree Roadway Cross Sections
- Up to six (6) 8 1/2" X 11" black and white PDF's of Minutes from the Draft Conceptual Design Review Meetings
- One (1) 8 1/2" X 11" black and white PDF's of Field Verification Memorandum
- One (1) 24" X 36" black and white PDF of the Final Conceptual Design
- Two (2) 24" X 36" black and white PDF's of Street Tree Roadway Cross-Sections

### **TASK 3 – UNFORESEEN SITUATIONS**

- 3.1 As-Needed Assistance** – BA shall assist the City on an as-needed basis with various tasks that arise during the execution of this agreement that are above and beyond what is described above. This shall include but is not limited to sketches, drawings, analysis and meetings. These services shall only be used when authorized in writing by the City.

### **PART III – COMPENSATION:**

BA shall bill the CITY lump sum fees, including all direct expenses, for Tasks 1.0 and 2.0. Task 3.0 shall be billed hourly, not to exceed, on a time and materials basis.

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| TASK 1.0 – PROJECT INITIATION    | \$ 4,350.00         |
| TASK 2.0 – CONCEPTUAL DESIGN     | \$ 24,070.00        |
| TASK 3.0 – UNFORESEEN SITUATIONS | \$ 4,500            |
| <b>TOTAL</b>                     | <b>\$ 32,920.00</b> |

#### **PART IV – SERVICES NOT INCLUDED:**

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The following design, production, coordination, studies, permitting, tasks or services are not included in this Scope and shall be provided by BA as an additional service for an agreed to fee:

1. Speed Management Measures analysis or implementation
2. Public involvement or public presentations
3. Drainage and structures design
4. Electrical or lighting design
5. Signalization, signage or wayfinding design
6. Information Technology Systems (ITS) design
7. Cost estimating
8. Utility design
9. Utility coordination
10. Survey or Mapping
11. Roadway or transportation engineering
12. Safety traffic operations engineering
13. Global Information Systems (GIS) design
14. Environmental studies or services
15. Permitting
16. Construction administration and observation services
17. Post Design Services
18. Nursery visits
19. Preparation of technical specifications
20. Reoccurring meetings
21. Irrigation design
22. Preparation of construction drawings, details, notes, etc.
23. Preparation of Tree Disposition plans
24. Coordination with other government agencies above and beyond those described above
25. Preparation of Maintenance Agreements
26. Preparation of Joint Use Agreements
27. Preparation of maintenance plans
28. Preparation of perspective renderings
29. Preparation of illustrative graphics or color plans
30. Preparation of Maintenance of Traffic Plans
31. Tree Survey