

Rev: May 6, 2021

Mr. Clece Aurelus, P.E.
Engineering and Construction Services Division
City of Hollywood Department of Public Utilities
1621 North 14th Avenue
Hollywood, Florida 33020

**RE: Proposal for Engineering Consulting Services for:
Drainage Improvements along N. 26th Avenue**

Dear Mr. Aurelus:

In accordance with our Professional Services Agreement for “General Engineering Consultant Services for Water, Sewer, Reuse and Stormwater Infrastructure Projects - City Project No. 17-1325” dated November 7, 2017 (The “Agreement”), Kimley-Horn and Associates, Inc., (hereinafter referred to as “Consultant”, “We” or “Kimley-Horn”), is pleased to submit this proposal for professional engineering consulting services to the City of Hollywood Department of Public Utilities (hereinafter referred to as “Client” or “City”) for Drainage Improvements along N. 26th Avenue (the “Project”).

PROJECT UNDERSTANDING

- 1) In order to mitigate flooding within portions of Basin C-10, the City of Hollywood proposes to enhance the existing drainage system by adding new storm sewer pipe, exfiltration trench (French drain) and new drainage structures within the following roadways:
 - a. 2,270± LF of 18-in. through 24-in. diameter solid storm pipe or exfiltration trench along N. 26th Ave. from Alley S. of Scott St. to Sherman St., west along Sherman St. to connect with existing outfall, and west along Thomas St. and Liberty St. Connections will also be made to two existing outfall pipes along the west side of N. 26th Avenue south of Thomas St. and south of Scott St. (See Figure 1 on the following pages). Along these same limits, storm pipes 12-in. diameter and smaller will be replaced with larger diameter pipe.
 - b. New drainage structures along N 26th and side streets as shown in Figure 1 on the following pages.
- 2) The above-described improvements will be located within existing public rights-of-way as shown in Figures 1 and 2 on the following pages.
- 3) The contract documents for the proposed storm drainage improvements will be incorporated into the set of contract documents for Watermain Replacement Program Project 16-5133 and will be considered incidental to the watermain replacement.

- 4) The City may consider adding other areas to the scope of drainage improvements. Once defined, Kimley-Horn will issue a supplemental scope of services for the additional work.
- 5) The general scope of services is understood to consist of the preparation of construction documents and assistance during bidding for the installation of the above described improvements.
- 6) Stormwater analysis on this project will be limited to defining contributing runoff areas, performing pre vs. post development runoff calculations, and performing SFWMD exfiltration trench water quality and quantity calculations. In order to define contributing areas, City staff will provide copies of the City's stormwater GIS to identify areas that are directly connected hydraulically via overland flow or direct pipe connection. Kimley-Horn will not be required to perform exhaustive research, site visits or analyses in order to define the existing stormwater system and/or boundary of the contributing area. If there is sufficient topographic survey information available for the rights-of-way from Watermain Replacement Project 16-5133, a stage-storage analysis of the proposed system will be provided. Otherwise, additional survey may need to be performed under the allowance tasks. No other hydraulic modeling, studies and/or analyses were requested by the City nor included in this scope of services.
- 7) This Scope of Services and fee proposal are based on the understanding that construction documents for storm drainage improvements would be incorporated as part of the set of construction documents for Watermain Replacement Project 16-5133.
- 8) The City of Hollywood has not requested that Kimley-Horn provided any regulatory or permitting assistance, therefore those services are excluded from the scope.
- 9) This Scope of Services and fee proposal are based on the understanding that design and preparation of construction documents for storm drainage improvements would be completed in a single phase.
- 10) It is our understanding that bid/contract documents for the proposed stormwater improvements will be incorporated as part of the bid package for Watermain Replacement Project 16-5133. The City will provide to Kimley-Horn electronic (MS Word) files of all upfront bid/contract documents, Division 1 documents and the latest ECAD design specifications and standard details for use on the Project.
- 11) The City of Hollywood has not requested that Kimley-Horn provided any services during construction, therefore those services are excluded from the scope.
- 12) It is our understanding that the Client will provide AutoCAD drawings produced for Watermain Replacement Program Project 16-5133, including latest route survey backgrounds, locations of underground utilities and proposed water distribution system improvements. Kimley-Horn shall be entitled to rely on the accuracy of these surveys, underground utilities information, construction drawings and other information provided by the Client and its consultants without the need for further verification.
- 13) Due to the uncertainty of the exact locations, depths and accessibility of the existing outfalls, surveying of the outfalls will be performed under a survey contingency task.



Figure 1 – Basin C-10 stormwater improvements along N. 26th Avenue.

PROJECT ASSUMPTIONS

- 1) This Scope of Services excludes design of new stormwater lift stations, upgrades to existing lift stations, and improvements not identified in the Project Understanding.
- 2) This Scope of Services includes restoration of existing asphalt pavement impacted by proposed drainage improvements, but excludes roadway widening or reconstruction.
- 3) Roadway spread calculations will not be required.
- 4) All work will be performed within the existing rights-of-way of Sherman Street, Thomas Street, Liberty Street, and N. 26th Avenue. If work within private property is anticipated, efforts involving easement/right-of-way acquisition and/or individual property permits will be considered an additional service.
- 5) It is assumed that Erosion Control and Sedimentation Plans, Notes and Details in accordance with the NPDES Generic Permit for Stormwater Discharge from Large and Small Construction Activities (Rule 62-621.300(4), F.A.C.) will be provided as part of the Watermain Replacement project plans.
- 6) It is assumed that plans for milling and resurfacing of roadway asphalt pavement, restoration of traffic pavement markings and traffic signs will be provided as part of the Watermain Replacement project plans and are not included in this Scope of Services.
- 7) Plans for maintenance of traffic (MOT) during construction are assumed to be prepared by the contractor and are not included in this Scope of Services.
- 8) Services related to contamination assessments, impacts to surface waters, archaeological, cultural and historic resources are not included in this Scope of Work.
- 9) Any conditional assessments of existing underground drainage pipe will be performed either by the City directly or by the Consultant as an additional service.
- 10) Public meetings, public involvement/information and consensus-building services are not included but may be performed as an additional service.
- 11) Any required relocations/adjustments of existing utilities or structures, other than those owned by the City, would be performed as an additional service.

SCOPE OF SERVICES

Task 1 – Geotechnical Exploration

Geotechnical services for the Project will be provided by Nutting Engineers of Florida, Inc., as sub-consultants to Kimley-Horn. The sub-consultant fee proposal for geotechnical testing is included in “Attachment 1”.

Two (2) Standard Penetration Test (SPT) borings will be performed in general accordance with ASTM D-1586 specifications to a depth of 10 feet each. Additionally, four (4) South Florida Water Management District (SFWMD) usual type open-hole exfiltration tests will be performed 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. As discussed, the SPT

borings and exfiltration tests will be performed on either side of the roadways within grass areas.

At the completion of the on-site work, the soil samples will be returned to the laboratory for analysis. An engineering report will be provided, including a description of findings and recommendations for restoring roadways over trench excavations. In order to provide information concerning the engineering properties of the soils encountered, it is anticipated that tests may be performed to determine natural water content, organic content, and sieve analysis on representative soil samples collected from the site. The engineering report will include graphic logs of the test borings and a test boring location plan. It is assumed that the site is accessible to truck mounted drilling equipment.

Deliverables:

- Two signed/sealed hardcopies and electronic copy of geotechnical report

Task 2 – Topographic Survey of Existing Drainage Structures

Topographic surveying will be provided by Gibbs Land Surveyors, Inc. as sub-consultants to Kimley-Horn. The sub-consultant fee proposal for topographic surveying is included in “Attachment 1”.

Utilizing the survey prepared for Watermain Replacement Project 16-5133, the following information will be surveyed for up to ten (10) selected existing drainage structures within the Project area and added to the original survey CAD file:

- 1) Ring/grate elevations
- 1) Dimensions of the clear surface openings for baffle clearance
- 2) Interior wall dimensions or diameter
- 3) Pipe diameters, inverts and directions of all connecting pipes
- 4) Elevations of the floor of structures
- 5) Orientation (direction) of boxes

This task will be performed for a lump sum fee of \$2,500.00 in a single mobilization.

Task 3 – Subsurface Utility Exploration (SUE) (Allowance)

It is uncertain at this time how many underground utilities and locations will require verification by subsurface utility exploration (SUE). Once the alignment of proposed exfiltration trench and pipe is determined, potential conflicts will be identified and a specific scope of services for SUE will be prepared. The scope may include corridor designation, GPR and/or vacuum digs. An allowance of \$20,000.00 is included in the proposal to cover the SUE scope. If the scope required for SUE is more than this amount Kimley-Horn will notify the Client and issue an amendment to increase the amount.

Task 4 – Records Review and Site Investigation

During this phase of the Project, Kimley-Horn will perform the following services:

- 1) Attend virtual kick-off meeting with City of Hollywood Department of Public Utilities Engineering and Construction Services Division (ECSD) staff to define requirements and establish goals for the Project, discuss schedule, design criteria and other requirements.
- 2) Review the plans for Watermain Replacement Project 16-5133 that coincide with the Project limits for completeness of the topographic route survey, existing utilities information and content of design of new water mains. Kimley-Horn is entitled to rely on the accuracy of the construction drawings for Watermain Replacement Project 15-5133.
- 3) Attend a site visit of the Project limits to verify the content of the plans for project 16-5133, take photographs and make notes of existing site conditions that may not be evident from the survey or the plans.
- 4) Identify any information that was not provided on the 16-5133 project plans that is required for the base map on this Project. If additional information is required, Kimley-Horn will request it from the Watermain Replacement design team.
- 5) Kimley-Horn will review any readily available studies, surveys, test reports, inspection reports, calculations and other data provided by the Client pertaining to historic flooding and performance of the existing drainage system. No other records or permits research is included in this scope of services.
- 6) Using the CAD base files provided by the Client, Kimley-Horn will prepare a Project base map and preliminary layout of proposed drainage improvements.

Deliverables:

- CAD file of Project base map
- Summary of findings from Task 4

Task 5 – Stormwater Management Calculations and Report

Kimley-Horn will prepare stormwater management calculations, including defining contributing areas, pre and post-development runoff calculations, and SFWMD style calculations for the proposed exfiltration trench system, supporting exhibits and other documentation. The contributing basin to be used for the calculations will be considered to be the rights-of-way fronting the proposed improvements plus a percent of the lots fronting the rights-of-way, or as recommended by ECSD staff. Analyses involving large basin delineations, modeling of any portions of the existing stormwater system, control structures, outfalls, water bodies, etc., is not included in the scope of Task 5, but may be included as part of Task 6 once the scope is defined.

Deliverables:

- Two signed/sealed hardcopies and electronic copy of stormwater calculations

Task 6 – 60% and 90% Stormwater Management Construction Documents

Using the updated Project base map from Task 4, Kimley-Horn will prepare a set of 60% permit documents consisting of the following:

- 1) General stormwater notes sheet
- 2) Proposed drainage improvement layout plans showing the locations, depths and alignment of proposed exfiltration trench, piping, structure modifications and/or replacement, and identifying potential conflicts with existing utilities (7 to 8 sheets)
- 3) Proposed drainage structure schedule, drainage details and construction details for the proposed storm drainage improvements (2 to 3 sheets)
- 4) Kimley-Horn will submit the 60% drawings and stormwater management calculations to the Client for review and comment.
- 5) Kimley-Horn will address and respond to Client comments and upgrade the drawings to 90% Permit Documents.
- 6) Kimley-Horn will attend up to two virtual meetings with ECSD staff during this phase.

Deliverables

- Electronic copy and one signed/sealed hardcopy set of the 60% and 90% construction drawings in 24"x36" or 11"x17" format

Task 7 – Assistance During Bid and Award Phase

It is our understanding that the Project will be advertised, bid, and awarded in one single phase, including both Watermain Replacement Project 16-5133 and the Storm Drainage Improvements. The consultant for Watermain Replacement Project 16-5133 will take the lead during the bid and award phase of the Project.

Kimley-Horn will provide support to the lead consultant during bid and award by providing the following services:

- 1) Kimley-Horn will prepare a list of contract pay items for stormwater improvements to be incorporated in Section 00301, "Proposal Bid Form".
- 2) Kimley-Horn will provide paragraphs to be incorporated within Section 01025, "Basis of Payment", for stormwater improvements.
- 3) Using the latest standard technical specifications and standard details for stormwater provided by the Client, Kimley-Horn will modify these accordingly to make them site and Project specific and provide them to the Watermain Consultant to incorporate into the Bid/Contract Document for the project. The intent of the specifications is to detail the activities, materials, criteria, equipment, testing, contractual items and payment methods to be incorporated into the project.
- 4) Provide a draft copy of the stormwater bid forms to the Client for review and comment.
- 5) Coordinate with ECSD staff and the Watermain Consultant to discuss comments on the draft bid document, dates and other bid criteria.

- 6) Once comments are received from the City, the Consultant will address one round of reasonable comments, format the document and prepare a final set of stormwater bid documents which will be provided to the Watermain Consultant for upload to the City's website for advertisement of the construction project.
- 7) After the project is publicly advertised, the Consultant will only respond to RFIs from bidders resulting from lack of clarity and/or omissions on the Consultant's drawings, as determined so by the Consultant. RFI responses and issuance of bid addenda to be provided by the Consultant for Watermain Replacement Project 16-5133.
- 8) No other services are included during the bid and award phase.

Deliverables

- Electronic copy (MS Word) of language to be incorporated into Sections 00301 and 01025.
- Electronic copy (MS Word) and hardcopy of City of Hollywood Technical Specifications and Standard Details pertaining to stormwater.

Task 8 – Contingency for As-needed Services

At the request of the Client, this task will be used for the purpose of providing specific additional services required for the Project that may not have been originally anticipated. Services under this task require prior authorization from the Client and are limited to a maximum fee of \$25,000.00.

EXCLUSIONS AND LIMITATIONS

The following services are not included in this Scope of Services. However, if required, and if authorized by the City in writing, the Consultant will provide a supplemental scope of services for these tasks. These services may include, but are not limited to, the following:

- 1) Preparation of Opinions of Probable Construction Costs (OPC)
- 2) Preparation of project schedules
- 3) Multiple phases for design and preparation of construction documents.
- 4) Permitting and regulatory assistance
- 5) Hydraulic analyses and modeling
- 6) Construction phase services
- 7) Assistance with acquisitions of easements and/or R/W
- 8) Maintenance of traffic (MOT) plans
- 9) Public information services and advertisement of public meetings
- 10) Preparation of board-mounted exhibits and renderings for presentations and meetings
- 11) Relocating/adjusting existing utilities to avoid conflicts with proposed drainage
- 12) Roadway improvements
- 13) Design of lift stations

- 14) Meetings in excess of those described in the above tasks
- 15) Basis of Design Report (BODR), feasibility and/or route studies
- 16) Dewatering plans
- 17) Changes in proposed Project extents
- 18) Review of applications for progress payments from the contractor
- 19) Any other services not specifically listed in the above Tasks

TO BE PROVIDED BY CITY

- 1) CAD “dwg” files of final construction drawings for Watermain Replacement Program Project No. 16-5133 including all final approved water distribution system plan and profile sheets, sections, details, survey backgrounds and known existing utilities
- 2) Utility Atlas and “as-built” drawings of all City-owned utilities within the Project Limits
- 3) Permit application fees (as required)
- 4) Current City of Hollywood standard technical specifications for storm drainage in Word (.doc) format
- 5) Current City of Hollywood standard details for storm drainage in CAD (.dwg) or pdf format.

PROJECT SCHEDULE

It is our understanding that Construction Drawings for the “Project” must be completed within three months of receipt of the Authorization to Proceed (ATP) from the Client. Kimley-Horn will endeavor to meet the Client’s deadline. However, the schedule is dependent upon several factors that are beyond Kimley-Horn’s control. Upon receiving the ATP, Kimley-Horn will prepare a timeline with the Client using 100% Construction Documents as the goal completion date, and will establish durations for document review times and other activities under the Client’s and others’ control that will be required in order to meet the schedule.

It is also our understanding that the Client intends to bid and construct the Project alongside Water Main Replacement 16-5133. Kimley-Horn will not be responsible for any delays in the Project schedule and deadline caused by project 16-5133.

FEE AND BILLING

Kimley-Horn will accomplish the services outlined in Tasks 1, 2, 4, 5, 6 and 7 of the Scope of Services for the lump sum fees shown in the following table:

Lump Sum Fees

Task No.	Description	Lump Sum Fee
1	Geotechnical Exploration	\$4,875.00
2	Topographic Survey of Existing Drainage Structures	\$2,500.00
4	Records Review and Site Investigation	\$9,728.32
5	Stormwater Management Calculations and Report	\$14,947.87
6	60% and 90% Stormwater Management Drawings	\$29,984.16
7	Assistance During Bid and Award Phase	\$20,951.38
	Reimbursable Expenses	\$1,000.00
	Total Lump Sum Fee	\$83,986.73

Kimley-Horn will accomplish the services outlined in Allowance Task 3 of the Scope of Services on a time and materials basis up to the estimated fees shown in the following table:

Allowance Tasks

Task No.	Description	Estimated Fees
3	Subsurface Utility Exploration (SUE) (Allowance)	\$20,000.00
8	Contingency for As-needed Services	\$25,000.00
	Contingency for Surveying Services	\$3,000.00
	Total Allowance Tasks	\$48,000.00

Total Fees: \$131,986.73

CLOSURE

The terms and conditions of the Professional Services Agreement for "General Engineering Consultant Services for the City of Hollywood Department of Public Utilities Water, Sewer, Reuse and Stormwater Infrastructure Projects - City Project No. 17-1325" dated November 7, 2017 between the City of Hollywood and Kimley-Horn and Associates, Inc. shall govern this Scope of Services.

If you concur with the foregoing and wish to direct us to proceed with the aforementioned services, please issue a Notice to Proceed in writing to the Consultant referencing this document as Exhibit "A". Fees and times stated in this agreement are valid for sixty (60) days after the date of this proposal. We appreciate this opportunity to continue serving you. Please contact Juan Jimenez at (305) 535-7784 if you have any questions.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.


Jorge L. Fernandez, P.E.
Vice-President


Juan E. Jimenez, P.E.
Project Manager / Associate

Agreed to this _____ day of _____, 2021.

CITY OF HOLLYWOOD
A Municipality

_____, Authorized Representative

(Print or Type Name and Title)

(Email Address)

_____, Witness

(Print or Type Name)
Official Seal:

ATTACHMENT 1

SUB-CONSULTANT FEE PROPOSALS