

**Scope of Services
City of Hollywood Beach
441761-1-58-01 Avant Gard Academy Multiple Locations**

Project Description

The project scope includes the design for the design of new 5' wide concrete sidewalks or approximately 13,225 linear feet in 26 different blocks, on both sides of the road in the following locations:

- Wilson St. from N. 26th Ave. to N. Dixie Highway;
- Roosevelt St. from N. 23rd Ave. to N. Dixie Highway;
- Cleveland St. from N. 24th Ave. to N. Dixie Highway;
- Arthur Street from 24th Ave. to N. Dixie Highway;
- Garfield St. from N. 26th Ave. to N. Dixie Highway;
- Hayes Street from N. 26th Ave. to N. 22nd Ave.;
- Grant St. from N. 26th Ave. to N. 22nd Ave.;
- N. 25th Ave. from Wilson Street to Johnson St.; and
- N. 22nd Ave. from Wilson Street to Hayes St.

Refer to Exhibit A for the map location

Scope of Services

BA will perform the following services:

Task 1: Initial Phase Submission (by July 6, 2020)

- A). Meetings: BA shall provide monthly project progress reports by email, letter, or fax to CITY personnel on a monthly basis. BA shall attend (2) meetings with the CITY for project review and/or coordination as requested.
- B). Field Reviews: BA shall conduct a visual reconnaissance of the project sites in order to identify typical, key, and anomalous site features. It is anticipated that two people from BA will conduct the reviews in no more than one day.

Task 2: Topographic Survey (by July 6, 2020)

Under this task BA will sub-contract the topographic survey with *Gibbs Land Surveyors* to meet FDOT design criteria. The sidewalks will follow existing topography with the alignment adjusting as necessary to maneuver around existing utility poles, storm drains, or other potential conflicts.

1. Establish horizontal and vertical control to the extent necessary to meet the project objective for a “full-design” survey.

2. Establish a paper Baseline of Survey, using all pertinent information. Begin and End survey points and at any change in direction, *i.e.*, PC, PT and angle breaks.
3. Topography-Locate all improvements within the Rights of Way along with driveways, curb cuts, ramps, sidewalks servicing adjacent properties, pavement markings, *etc.* Topography to extend along side streets beyond pavement returns for 50 feet.
4. Acquire spot elevations to the extent necessary to create a Digital Terrain Model (DTM).
5. Provide cross-sections at 100-foot intervals to extend 5 feet beyond the Right of Way lines.
6. Locate trees 4 inches in caliper or larger.

The survey deliverables will consist of the following:

- Six certified hard copies of the Topographic Survey Map and Report.
- Electronic files of same.
- DTM.

Task 3: NEPA Evaluation and Cultural Resource Survey (by July 6, 2020)

Under this task, BA will subcontract with *EScience* and *Search* (see Exhibit with their proposal) the environmental services for the following tasks in accordance to LAP Manual *Chapter 11*:

- a. Site Reconnaissance Review: a biologist will conduct a visual reconnaissance of the project sites in order to identify sensitive environmental features, such as wetlands or other federal, state or county protected habitats. It is anticipated that two people will conduct the reviews in no more than one day.
- b. Research and Data Collection: BA will conduct a desktop search of all readily available databases to identify feature such as Threatened & Endangered Species, listed species sightings, documented contamination, wetlands, well-fields, natural forested communities, and Florida managed areas.
- c. BA will prepare a NEPA Type 1 Categorical Exclusion Checklist, and supporting documentation for the project as consistent with Part 1, Chapter 2 of the Florida Department of Transportation Project Development and Environment (PD&E) Manual and FDOT's Local Agency Program (LAP) Guidelines. This assessment will include a desk-top review with limited/visual verification in the field and does not include any quantitative contamination testing/sampling activities, additional environmental assessments and documentation.
- d. Cultural Resource Assessment Survey (CRAS) to be sent to the State Historic Preservation Office (SHPO) for approval.

Task 4- Constructability Phase submission (by September 25, 2020)

- A. Prepare design development level drawings:** A design development level of plans for the proposed sidewalk will be prepared for review by City staff for the project area. These plans will reflect the combination of site constraints, County design regulations, FDOT standards, sidewalk use objectives. BA will attend three meetings with City staff to visit the site and discuss/review the plans. The sidewalks shall meet ADA requirements and shall be constructed at grade where possible.
- B. Data Collection** BA shall obtain available data pertinent to the project, such as, but not limited to: digital aerial photograph (provided by the CITY), roadway drawings, driveway drawings, sidewalk drawings, tax maps, subdivision plat maps, bench mark information, section corner reports, and utility as-built drawings. All information available at CITY offices shall be at no cost to BA.
- C. Geotechnical Analysis (optional)** All geotechnical data and analysis necessary for the project design will be supplied by a sub-consultant as requested by the BA. See the attached scope.
- D. Right-of-Way (ROW).** BA to confirm compliance with FDOT ROW procedures based on LAP Manual *Chapter 12*.
- E. All plans and designs furnished by BA are to be prepared with English Units. The current editions, including updates, at the time this agreement is executed, of the following manuals and guidelines shall be used as resources and reference materials in the performance of BA's work:**
1. Florida Greenbook Design Standards
 2. Manual of Uniform Minimum Standards for Design, Construction, and Maintenance of Streets and Highways, Florida Department of Transportation (FDOT), 2011 (Florida Green Book).
 3. South Florida Water Management District (SFWMD), Environmental Resource Permit Applicants Handbook, effective October 2013.
 4. AASHTO Roadside Design Guide, current edition.
 5. FDOT Roadway Plan Preparation Manual.
 6. FDOT Roadway and Traffic Design Standards, current edition.
 7. FDOT Standard Specifications for Road and Bridge Construction, 2014.
 8. FDOT Basis of Estimates Handbook.
 9. MUTCD, current edition.
 10. FDOT Structures Design Guidelines.

11. Americans with Disabilities Act (ADA) Compliance, 2010.

Listing of the above reference materials and resources is not intended to establish these documents design standards or criteria to be used on this project. Selection of appropriate standards and criteria for design of roadway elements is influenced by several factors including, but not limited to, traffic volume and composition, governmental policies, rules and regulations, desired levels of service, terrain features, roadside developments, existing conditions, environmental considerations, budgetary constraints, and other individual characteristics of the existing conditions. The CITY may decide which design standards and criteria will be used based on an evaluation of these and other factors, as CITY policy may require.

- F.** Provide preliminary cost estimate: A preliminary order of magnitude cost estimate based on the design development plans will be prepared and provided to the City staff.

Task 5- Production Phase Submission (By December 30,2020)

Under this task, BA will prepare the following documentation:

- A.** Contract documents: Once the constructability development plans have been reviewed by the City, construction documents will be created to implement the approved design. Construction documents will also include details, notes and specifications necessary to complete construction. Final deliverables and meetings will be determined after Tasks 1, 2 and 3 are completed.
- B.** The Production Phase (60%) plans submittal package shall include, but not be limited to:
- a. Production Design Phase (60%) Plans Services shall include, but are not limited to, the preparation of a key sheet, a plan horizontal control sheet, typical cross-sections and plans depicting the connection to existing access points for the proposed improvements. In addition, plan exhibits, details, and calculations to support an environmental permit exemption will be submitted. These exhibits will depict the proposed sidewalks alignment and width, proposed swale, at a scale of 1" = 100', but will not be intended for use as construction plans.
 - b. FDEP Permit (if needed): National Pollutant Discharge Elimination System (NPDES) permit from Florida Department of Environmental Protection (FDEP). BA will prepare the Storm Water Pollution Prevention Plans (SWPPP), if needed. City/contractor will apply for the permit.
 - c. City of Hollywood Permitting: BA will prepare the City of Hollywood permit applications for submittal in support of the sidewalk design. These applications will be incorporated into the surface water

management system permits as environmental impacts are not anticipated to be a major concern for this project. Permit applications will be submitted to the agencies when the sidewalk design plans are at 90% approval by the City. Responding to one round of requests for additional information from the permitting agencies is anticipated in this scope of work. .

60% Deliverables:

- Three (3) sets of Permit Phase (60%) construction plans (11" X 17") and permit exhibits at 1" = 100' scale.
- 60% Construction Cost Estimate
- Written responses to CITY comments no later than fourteen (14) calendar days from receiving the comments.

C. The Pre-Bid Phase (90%) plans shall include modifications or revisions to the Permit Phase (60%) plans as a result of FDOT and CITY review and comment during the Permit Phase (60%) plans submittal. The Pre-Bid Phase (90%) plans submittal package shall include, but not be limited to:

90% Deliverables:

- Three (3) sets of Pre-Bid Phase (90%) construction plans (11"x17") plotted at 1"= 100' scale.
- Written responses to CITY comments;
- Quantity Take-off list. CITY shall furnish a template MS Excel Bid Form spreadsheet;
- BA' Opinion of Probable Construction Costs at Pre-Bid Phase (90%). With CITY furnished bid forms.

D. The Production Phase (100%) plans shall include modifications or revisions to the Constructability Phase (90%) construction plans as a result of FDOT and CITY review and comment during the 90% plans submittal. The 100% plans submittal package shall include, but not be limited to:

- a. Construction (100%) Plans BA shall prepare and submit modifications or revisions to all Plans based on FDOT and CITY review of the 90% plans.
- b. Quantity Take-Offs BA shall prepare final quantity take-off calculations for all items required to construct the proposed sidewalk improvements with revisions from CITY comments during the 90% submittal.

100% Deliverables:

- Three (3) sets of signed and sealed Construction Phase (100%) construction plans (11"x17")

- Written responses to CITY comments;
- Final Quantity Take-off list
- Letter of Quality Control;
- One (1) set of signed and sealed conformed construction plans (11" x 17") reflecting any addenda or changes in the plans after the Bid Phase submittal.

Task 6: Support during construction (by August 6, 2021)

Once a construction contract is executed and a contractor is selected, BA shall provide limited construction administration services to the CITY during the construction phase. Construction administration services may include, but are not limited to, contract requirements interpretation, response to RFIs, review of shop drawings, plan revisions, and engineering assistance, attend ten (10) coordination meetings and review of as built plans.

Items to be Furnished by Client

The City will pay all permit fees.

Services Not Included

This scope does not include the following services:

- Environmental permits coordination with other federal, state and county agencies in support of the sidewalk design (not anticipated).
- Any meetings above what is included in the scope of services
- Any tasks not included in the scope of services

Compensation

The compensation for services provided under this task order are on a lump sum of \$108,280 dollars. Exhibit No. B includes more detailed cost breakdown for this Task Order.

EXHIBIT A-2

HOLLYWOOD AVANT GARDE PROJECT ATTACHMENT B- SERVICE FEES

Our Project/Proposal Number		Personnel and Hourly Rates						Subconsultants	Task Totals
Proposal Date		Sr. Project Manager	Sr. Engineer	Jr. Engineer	Sr. Landscape Architect	CAD Technician/ Designer	Cost estimator	Clerical	
Task	Description	\$205.00	\$175.00	\$120.00	\$175.00	\$75.00	\$175.00	\$60.00	
DESIGN PHASE									
1.0	Initial Phase Submission	2	2	1	2			4	\$ 1,470
2.0	Survey							4	\$ 21,752.00
3.0	NEPA & Environmental Evaluation and Cultural Resources Survey							4	\$ 28,438.00
4.0	Constructability Phase submission	4	16		8	240	16	4	\$ 26,060
5.0	Production Phase Submission	4	8		4	180		4	\$ 16,660
6	Support during construction	6	30	40	8			4	\$ 12,920
REIMBURSABLE EXPENSES									
11	Reimbursable expenses								\$ 500.00
Total number of hours		16	56	41	22	420	16	24	\$ 108,280