

April 13, 2024
Revised April 18, 2024
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CITY OF HOLLYWOOD WORK AUTHORIZATION

HOLLYWOOD, FLORIDA COVID MEMORIAL AT BOB BUTTERWORTH PARK

Bermello Ajamil & Partners, Inc. (BA) is pleased to provide this Scope of Work and Fee Proposal to the City of Hollywood (CITY) for professional design services for the Hollywood Covid Memorial project. All work shall be prepared and completed in accordance with Consulting/Professional Services Agreement DS 18-014 dated February 13, 2019 and January 4, 2023.

PART I - PROJECT BACKGROUND AND WORK DESCRIPTION:

This City has requested this professional design services proposal for implementation of a Covid Memorial at Bob Butterworth Park located at 5202 Washington Street, Hollywood, Florida 33021. The City was recently approached by a local artist with ideas for installation of a Covid Memorial in a City of Hollywood park; see Figures 1 and 2 on Page 2. The ideas were presented and approved by City Commission. The artist's memorial ideas include two (2) 8' X 3' perforated aluminum panels set in specialty paving with seating and surrounded by up to twelve (12) flowering trees, all fitting within a 50' X 25' space. BA shall not deviate from the concept except for life safety and constructability requirements. The City has requested this proposal from BA to take the artist ideas through the detail design process including concept refinement, preparation of construction drawings, regulatory and building department permitting and limited construction administration services. Professional services shall include landscape architecture, civil engineering, structural engineering and irrigation design.

Irrigation design shall be limited to modification of the existing irrigation system such as eliminating overspray onto the memorial and adding drip zones for new trees. Building department permitting services shall be limited to providing the City or contractor signed and sealed drawings and any applicable calculations or reports. BA shall not be responsible for preparing building permit application forms, digital or in person submissions and checking, retrieving, or coordinating comments and comments responses. Comments shall be provided to BA in e-mail or PDF format. This proposal does not include any bidding assistance services including responses to RFI review or responses. Construction administration services shall be limited to participation in one (1) onsite, in-person meeting during construction; review of up to six (6) submittals (submittals requiring more than two reviews shall be provided as an additional service for an agreed to fee); and participation in a substantial completion walkthrough and preparation of punch list. BA shall not be responsible for preparation of any construction-related meeting minutes, for managing or verifying contractor compliance with construction contract documents, Special Structural Inspection services and final completion walkthrough.

It is assumed that the City has confirmed that the proposed improvements are permissible/allowed at the subject location per current zoning, land use and development codes. This proposal does not include the City's site plan approval process, plat determination process, vacations, dedications, waivers or variances of any kind. Should it be determined that any of these services are necessary or needed, they shall be provided as an additional service for an agreed to fee.



50 x 25 ft garden consisting of twelve 6-foot rings planted with flowering trees.

FIGURE 1 – ARTIST PLAN VIEW CONCEPT



Hollywood Covid Memorial Proposal. ©2023 Stephanie Cunningham

FIGURE 2 – ARTIST ELEVATION VIEW CONCEPT

The civil engineering design shall include preparation of a pollution prevention plan, grading and drainage plan, specifications and details and drainage calculations as needed. Civil services shall also include preparation of construction documents for review and processing through the City of Hollywood Building Department and General Permit from Broward County Surface Water Management Department. Construction administration services shall be limited to submittal review, participation in one (1) field or virtual coordination meeting, and participation in a substantial completion walk-through and preparation of associated punch list.

Landscape architecture services shall include project management; preparation of construction drawings, including hardscape paving plans and specifications, furniture plans and specifications, landscape plans, details and specifications, and irrigation plans limited to minor modifications of the existing system and preparation of technical specifications. Also included are limited permitting and construction services described below. Existing tree disposition shall be limited to tree preservation notes and a protection detail. Landscape Architect shall not be required to field verify existing trees, prepare tree disposition plans or prepare and apply for a tree removal permit.

Structural engineering shall include structural documents for foundation design for covid memorial structure. The Structural Engineer shall not be responsible for design of the structure and connection to the foundation which shall be a delegated design during construction by the Contractor's specialty engineer/fabricator. Structural engineering includes preparation of permit documents such as construction drawings, technical specifications and calculations; permitting assistance; and limited construction services including RFI responses and review of structural calculations provided by the Contractor.

The project budget (provided by the City) for improvements is \$210,000.00 (two-hundred ten-thousand dollars); including all soft and hard costs. This budget is the basis for this scope of services and fees. It shall be considered an additional service if the improvement budget is increased. BA shall not be responsible for designing elements that are not within this budget.

It is assumed that the project shall be built all at once, not phased, and the construction duration shall be 180 calendar days (from Contractor notice to proceed to substantial completion). It shall be considered additional services to provide professional services beyond this timeframe or if it is determined that the project is to be phased.

Assisting BA with these services shall be the following firms:

Cordova Rodrigues & Associates	Civil Engineering
MUEngineering	Structural Engineering
Ken DiDonato	Irrigation Design

Landscape architecture shall be provided by BA in house resources/professionals.

PART II – SCOPE OF WORK:

TASK 1.0 – PROJECT INITIATION

- 1.1 Design Intent Kick-Off Meeting & Site Visit** – BA shall participate in one (1) in-person onsite meeting with City representatives to develop a shared vision for the project. The meeting shall be used to agree on the project schedule, timing and content of meetings, record keeping standards, and communications with the City, distribution procedures, meeting dates, public or City Commission notifications and preliminary and final submissions. The site meeting shall also be used to discuss and observe key issues, opportunities or constraints and to discuss and determine/confirm the location of the Memorial within the park. BA shall not be responsible for preparation or distribution minutes. A recording of the meeting shall serve as documentation of what was discussed during the meeting.
- 1.2 Base Data and Base Development** – BA shall use as-built information provided by the City, including the survey, to develop base plans for the proposed improvements.

- 1.3 Concept Plan Submission** – Based on themes discussed at the Design Intent Kick-Off Meeting and the imagery and information provided by the Artist, BA shall prepare a colored rendered conceptual master plan depicting the program improvements and immediate surrounding area. The submission shall also include suggested finishes and materials for specialty paving, furniture and punched metal panels.
- 1.4 Concept Plan Review Meeting** – BA shall participate in one (1) virtual meeting with the City to discuss the conceptual plan submission. The City shall provide BA one (1) consolidated list of comments or changes. Minor revisions shall be incorporated into the documents during the next phase of work. Major changes that represent a significant departure from the original design program shall be provided as an additional service. BA shall not be responsible for preparation and distribution of minutes. A recording of the meeting shall serve as documentation of what was discussed during 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) 24" X 36" color PDF of Concept Plan
- One (1) 24" X 36" color PDF of Suggested Finishes and Materials
- One (1) 24" 36" color PDF of Update Concept Plan

TASK 2 – CONSTRUCTION DOCUMENTS

- 2.1 90% Construction Drawings** – Based on the approved Concept Plan, BA shall prepare 90% construction drawings including civil engineering plans and details, structural engineering plans and details, hardscape paving plans and details, hardscape furniture plans and details, landscape plans and details and irrigation plans and details. Drawings shall include elevations and sections necessary to communicate the design intent and construction materials.
- 2.2 90% Technical Specifications** – BA shall prepare full length MasterSpec format technical specifications of applicable Division 00 through Division 33 sections for the proposed improvements.
- 2.3 90% CD's Review Meeting** – BA shall participate in one (1) virtual review meeting with the City to discuss their comments on the 90% construction documents. Minor revisions shall be incorporated into the drawings during the next phase of work. Major changes that represent a significant departure from the original design objectives shall be provided as an additional service for an agreed to fee. BA shall not be responsible for preparation and distribution of minutes. A recording of the meeting shall serve as documentation of what was discussed during the meeting.

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

- One (1) 24" X 36" black and white PDF of the 90% Construction Drawings
- One (1) 8 ½" X 11" black and white PDF of 90% Technical Specifications

TASK 3 – REGULATORY PERMITTING

- 3.1 Broward County Stormwater Management** – BA shall prepare, submit and track a Broward County General Surface Water Management Permit.

Deliverables for Task 3.0 Regulatory Permitting – As a result of this task, BA shall deliver the following to the City:

- One (1) Broward County General Surface Water Management Application and associated signed and sealed Grading and Drainage Plans

TASK 4 – FINAL CONSTRUCTION DOCUMENTS

- 4.1 100% Construction Drawings** – Based on the approved final 90% CD's and the regulatory permitting process, BA shall prepare 100% construction drawings including civil engineering plans and details, structural engineering plans and details, hardscape paving plans and details, hardscape furniture plans and details, landscape plans and details and irrigation plans and details. Drawings shall include elevations and sections necessary to communicate the design intent and construction materials.
- 4.2 100% Technical Specifications** – BA shall update and finalize the full length MasterSpec format technical specifications of applicable Division 00 through Division 33 sections for the proposed improvements.
- 4.3 City of Hollywood Dry Run Building Department Permitting** – BA shall provide the City with one (1) set of digitally signed and sealed construction drawings and structural calculations. BA shall not be responsible for preparing/filling out or submitting the building permit application or for tracking plan review comments; such as periodically checking the permitting portal or downloading comments. BA shall only respond to comments received from the City via e-mail or file transfer.

Deliverables for Task 4.0 Final Construction Documents – As a result of this task, BA shall deliver the following to the City:

- One (1) 24" X 36" black and white PDF of the 100% Construction Drawings
- One (1) 8 ½" X 11" black and white PDF of 100% Technical Specifications
- One (1) 24" X 36" black and white signed and sealed PDF set of Construction Drawings
- One (1) 8 ½" X 11" black and white signed and sealed PDF set of Structural Calculations

TASK 5 – CONSTRUCTION SERVICES FOR SIX (6) MONTH DURATION

- 5.1 Pre-Construction Meeting** – BA shall participate in one (1) virtual pre-construction meeting with the City and the selected Contractor. BA shall not be responsible for organizing or documenting the meeting or for preparation of minutes.
- 5.2 Field Visits** – For the duration of the assumed six (6) month construction period, BA shall perform one (1) site visit and/or attend an onsite construction coordination meeting. During this site visit or meeting, BA shall become familiar with the progress and quality of the Contractor's work and determine if said work is generally proceeding in accordance with the contract documents and be present to discuss issues or topics on site. Site visit shall be summarized by a detailed field report that outlines observations, activities and any work determined to be in non-conformance with the contract documents. BA shall NOT be responsible for scheduling or coordinating meetings with the Contractor or for producing minutes afterwards that may be required to summarize onsite discussions. BA shall not be responsible for managing or verifying Contractor compliance with construction contract documents.

- 5.3 Submittals** – BA shall review and comment on up to six (6) shop drawings, samples, and other data and reports, which the Contractor is required to submit for review. This review shall only be for conformance with the design concept of the project and compliance with the information provided in the construction contract documents. Such review shall not extend to methods, means, techniques, construction sequence(s), procedures, or to safety precautions and related programs. It is assumed that the shop drawings shall be handled through digital means, such as e-mail or contractor managed/initiated third party construction management web site such as ProCore. Submittals requiring more than two reviews shall be provided as an additional service for an agreed to fee.
- 5.4 Responses to Construction RFI's** – BA shall respond to and provide clarifications and interpretations of the construction drawings and technical specifications as needed and requested by the Contractor or City. It is assumed that RFI's shall be handled through digital means such as e-mail or contractor managed/initiated third party construction management web site such as ProCore.
- 5.5 Substantial Completion Walkthrough** – BA shall visit the site one (1) time with the City to conduct a substantial completion walkthrough to determine if the completed work by the Contractor is in general accordance with contract documents and shall provide a comprehensive punch list of outstanding issues that need to be completed/corrected by the Contractor. This service shall be completed in addition to the Coordination Meetings and Site Visits described above.
- 5.6 Permit Certifications to Regulatory Agencies & Permit Close-Out (One Agency/Department)** - BA shall review as-built documentation provided by the Contractor and compare the built conditions to the design approved by regulatory agencies. Deviations from the permitted designs shall be reported to the City and Contractor for correction. Once BA is satisfied that the improvements match the regulatory approval, BA shall certify to the Agency as such.

Deliverables for Task 5.0 Construction Services – As a result of this task, BA shall deliver the following to the City:

- *One (1) 8 ½" X 11" color PDF of field report*
- *Six (6) black and white and color PDF's of Reviewed Submittals*
- *8 ½ X 11" black and white PDF's of RFI Responses*
- *One (1) 8 ½" X 11" color PDF of Substantial Completion Punch List*

PART III – COMPENSATION:

BA shall invoice the City lump sum fees for Tasks 1.0 through 4.0 as follows including all direct expenses, on a monthly basis, based on percentage of services performed throughout the previous billing cycle:

TASK 1.0 – PROJECT INITIATION	\$ 5,440.00
TASK 2.0 – CONSTRUCTION DOCUMENTS	\$ 14,740.00
TASK 3.0 – REGULATORY PERMITTING	\$ 1,784.00
TASK 4.0 – FINAL CONSTRUCTION DOCUMENTS	<u>\$ 11,780.00</u>
TASKS 1.0 THROUGH 4.0 SUBTOTAL	\$ 33,744.00

BA shall invoice the City hourly on a not to exceed basis for Task 6.0 as follows including all direct expenses, on a monthly basis, based on completed work:

TASK 5.0 – CONSTRUCTION SERVICES	<u>\$ 12,926.00</u>
TASK 5.0 SUBTOTAL	\$ 12,926.00

OWNER UNFORESEEN ALLOWANCE	\$10,000.00
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GRAND TOTAL	\$ 56,670.00
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PART IV – SERVICES NOT INCLUDED:

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:

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| 1. Speed Management Measures analysis or implementation | 39. Landscape design beyond the area defined for the memorial |
| 2. Drainage structure design | 40. Preparation or updating a project design and construction schedule |
| 3. Electrical or lighting design | 41. Public meetings of any kind |
| 4. Signalization design | 42. Preparation of PowerPoint Presentations |
| 5. Signage or wayfinding design | 43. Preparation of a design or construction schedule |
| 6. Information Technology Systems (ITS) design | 44. Preparation of a project manual |
| 7. Cost estimating | 45. Architecture design services |
| 8. Utility design | 46. City land development regulations (LDR's) review or preparation of a development limitations list |
| 9. Utility coordination | 47. Survey and Mapping |
| 10. Roadway or transportation engineering | 48. Asbestos survey and reporting |
| 11. Traffic study | 49. Tree survey or species verification |
| 12. Safety traffic operations engineering | 50. Bidding assistance including RFI responses |
| 13. Global Information Systems (GIS) design | 51. Review or comment on pay applications |
| 14. Environmental studies or services | 52. Preparation of tree disposition plans |
| 15. Nursery visits | 53. Preparation of tree removal permitting or application preparation |
| 16. Reoccurring meetings | |
| 17. Preparation of Maintenance Agreements | |
| 18. Preparation of Joint Use Agreements | |
| 19. Preparation of maintenance plans | |
| 20. Preparation of perspective renderings | |
| 21. Preparation of Maintenance of Traffic Plans | |
| 22. FDOT Drainage permitting | |
| 23. FDOT Driveway permitting | |
| 24. Geotechnical engineering | |
| 25. Preparation of schedule of values | |
| 26. Preparation of a bid form | |
| 27. Quantity and area take offs | |
| 28. Potable water connections or backflow preventor specifications | |
| 29. Water and sewer design | |
| 30. Low-voltage engineering plans and details | |
| 31. Architectural fire protection plans and details | |
| 32. Aquatic engineering plans and details | |
| 33. Value engineering | |
| 34. Structural peer review | |
| 35. Special structural inspections | |
| 36. Construction substitution review and approval | |
| 37. Bid evaluation or award recommendation | |
| 38. Full blown Broward County stormwater permit application and permitting | |