



**Young Circle Roadway Design**  
**Phase One - Scope of Work**  
February 27, 2018

**Project Understanding**

Toole Design Group (TDG) is pleased to submit this Phase One scope of work and accompanying fee estimate to the City of Hollywood (City) and the City's Community Redevelopment Agency (CRA) based upon correspondence with City staff. The overall goal of the project is to develop 30% level plans for Young Circle Roadway Design, approximately 0.5 miles in length, suitable for discussion and review by Broward County, Florida DOT, the public, adjacent property owners, and relevant stakeholders. TDG anticipates that this project will build upon the previous Young Circle Charrette effort to refine the design and assess and confirm the traffic operations to gain preliminary approval from City, Broward County and FDOT. The preferred concept design will convert Young Circle to two-way traffic and construct four (4) single-lane modern roundabouts at each intersection with US 1 and Hollywood Boulevard. For the purposes of this proposal the project limits are anticipated to be bound by S. 19<sup>th</sup> Street, Polk Street, S. 17<sup>th</sup> Ave, and Van Buren Street.

**Phase One**

Phase One will focus on Data Collection, initial meetings with key stakeholders, the City, MPO, FDOT, and internal coordination and communication with Marlin Engineering, Inc. (MEI). MEI will have a separate contract with the City; MEI's fee is not included.

TDG will attend and document a kickoff meeting with the City, CRA and MEI to review the existing concept and agree upon a detailed schedule forward, and discuss the projected traffic analysis plan and goals. TDG will attend and document monthly review meetings with the City throughout the duration of the project, and will prepare monthly invoices and progress reports. Review meetings will be held as a conference call with screen-sharing when necessary. It is anticipated that one (1) team member will attend the kickoff meeting. Only the project manager will regularly attend subsequent progress meeting with the City and City agencies, and other team members, including staff from MEI, will attend on an as-requested basis as project tasks pertain to their work.

**Data Collection**

TDG will coordinate with MEI and City staff to set a goal for traffic data collection and future analysis. TDG and MEI will meet with the City, Broward County, MPO and FDOT traffic division to introduce the project and present the traffic collection and analysis plan to receive preliminary approval of the projected plan and procedures prior to collecting data. TDG assumes that the key stakeholders can be in attendance for one meeting together, or if two separate meetings will be held they can occur on the same day to reduce travel expense.

TDG will provide a list of all engineering data information needed for MEI to perform the data collection. TDG will perform a peer review of the final data collection and report prepared by MEI.

***Task 2 Deliverables & Meetings:***

**Phase One Deliverables & Meetings:**

- *Attend one (1) Project kickoff meeting (conference call)*
- *Participate in up to six (6) progress meetings, prepare list of action items (conference calls)*
- *Prepare hourly backup summary for invoice support*
- *Internal coordination and communications with MEI*
- *Prepare for and attend up to two (2) meetings with key stakeholders*
- *Review traffic collection, coordination with MEI*

*Phase One Lump Sum Fee \$27,503.00.*

**Assumptions:**

- No permits will be obtained as part of this scope.
- Meetings with key stakeholders will occur on the same day to reduce travel expense.

Principal in Charge		Toole Design Group Fee Estimate										Task Hourly Subtotals	Task Fee Subtotals	
Principal in Charge	Project Manager	Technical Advisor	Senior Engineer	Project Engineer	Senior Planner	Planner	Lead Landscape architect	Sr. Landscape Architect	Designer					
	\$197.00	\$225.00	\$166.00	\$140.00	\$101.00	\$167.00	\$98.00	\$172.00	\$138.00	\$98.00				
<b>PHASE ONE</b>														
	4		8										12	\$2,116
Kickoff Meeting, agenda, minutes, preparation (conference call)													30	\$5,724
Project Coordination, overall project management, participate in progress meetings, up to 6 conference calls	24		6										3	\$591
Prepare hourly backup summary for invoicing	3												18	\$3,050
Internal coordination with MEI and City	2		16										48	\$7,424
Prepare for and attend two (2) meetings with key stakeholders	16		16		16								30	\$4,048
review traffic data collection, coordinate with ME	1		12		16								141	
<b>Total Hours</b>	<b>1</b>	<b>50</b>	<b>58</b>	<b>0</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>NA</b>	
<b>Total Dollars</b>	<b>\$243</b>	<b>\$9,850</b>	<b>\$9,628</b>	<b>\$0</b>	<b>\$3,232</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,953.00</b>

Subtotal \$ 22,953  
 10% contingency for Additional Work \$ 2,295  
 Direct Expenses \$ 2,255  
 Lump Sum Not to Exceed \$ 27,503

- Notes:
1. Fee Estimate, Actual hours and staffing may vary
  2. Per task budgets may differ, total estimate will be honored for scope proposed.
  3. Escalation is effective on or about February 1 annually
  4. During the duration of the project, staff may change classification