



December 7, 2022

Mark Johnson, P.E.
Senior Project Manager
Department of Development Services
City of Hollywood
P.O. Box 229045
Hollywood, FL 33022-9045

RE: *City of Hollywood Community Shuttle "Fixed Route" Development*

Dear Mr. Johnson:

Please find attached the proposal for the Community Shuttle "Fixed Route" Development.

Please contact me at (954) 535-5156 or john.lafferty@kimley-horn.com should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lafferty".

John Lafferty.
Project Manager

Community Shuttle “Fixed Route” Development

SCOPE OF SERVICES

CITY OF HOLLYWOOD

Project Background

The City of Hollywood desires to develop a community shuttle route for residents located within Districts 4, 5, 6 and portions of District 3 as located within the City of Hollywood. The community shuttle routes will be developed for implementation and consistent with eligibility criteria of Broward County’s Community Shuttle Program.

General Criteria:

1. Address areas currently underserved by existing transit services.
2. Provides connectivity to existing public transit systems.
3. Reflects the needs of the community.
4. Route should have a headway of less than 45 minutes.
5. Route should have high expectations to meet the Broward County Transit (BCT) criteria of 7.1 persons per revenue hour.

The following work tasks are described within this scope of services.

- Task 1 – Phase I: Community Shuttle Support
- Task 2 – Phase II: Preliminary Route Design
- Task 3 – Phase III: Final Route Design

Work Tasks

Task 1 – Phase I Community Shuttle Support

The purpose of Task 1 is to provide opportunities for community input and obtaining public support for the implementation of a new community bus service route.

- **Stakeholder Meetings and Presentations:** Kimley-Horn will attend and participate in up to eight (8) meetings with community stakeholders (e.g., associations, businesses and local officials) as determined by City staff. The purpose of these meetings will be to obtain input to help define a new community bus route service. Kimley Horn will develop promotional materials (e.g., story map, online flyers, etc.) that can be used by the City to help facilitate the notification of the stakeholder meetings via their social media and website channels to promote any public meetings and obtain public input.

Kimley-Horn will develop and launch an online interactive map for residents to provide place-based comments about transit destinations in the proposed Hollywood service area. Kimley-Horn will utilize the input from the online interactive map to help inform the development of the community shuttle route alignment and station locations.

- **Obtain Letters of Support:** Kimley-Horn will prepare a letter of support for City staff review. Once the letter is finalized City staff will provide Kimley-Horn with a list of community stakeholders (e.g., associations, businesses and local officials) that the project would seek to obtain a letter of support for a new community shuttle service.

Task 2 – Phase II: Preliminary Route Design

The purpose of Task 2 is to develop a community shuttle route alignment, station locations and service plan.

- **Identify Existing Operating Environment:** Kimley-Horn will identify demographic and socio-economic characteristics of the service area limits, as defined by the City, based upon the latest available data. Kimley-Horn will also identify existing trip generators and transit connections. This activity will help to inform identification of potential station locations and the preliminary route design.
- **Identify Potential Station Stop Locations:** Station stops will be identified based upon input from community meetings and Broward County Transit criteria and input.
- **Develop Preliminary Route Design:** A preliminary route will be developed and illustrated on a route map for BCT and City staff review and comment. Kimley-Horn will prepare up to two (2) iterations of the preliminary route for this task.
- **Provide Recommended Hours of Service and Headway:** Kimley-Horn will recommend a service plan to include hours of service and service frequency. Based upon the data collected.
- **Public Meeting (s):** Kimley-Horn will attend up to one (1) community meeting with City staff members to present preliminary route design and service concept for purposes of obtaining feedback. In addition, Kimley-Horn will attend one (1) Commission meeting to present the preliminary design for their feedback before Final Design.

Task 3 – Phase III: Final Route Design

The purpose of Task 3 is to finalize a route design based upon input and the completion of the Tasks 1 and 2.

- **Station Stop Assessment:** Kimley-Horn will visit each proposed station stop locations . A field review of proposed shuttle stop locations will be performed to assess ADA accessibility and determine whether the existing public right-of-way provides adequate space for stop placement.
- **Service Route Alignment Assessment:** Kimley-Horn will perform a field review of the community bus route for purposes of verification of actual travel conditions. The field review seeks to serve the following purposes:
 - Confirm route cycle time
 - Confirm fleet sizing requirements based upon proposed headway and observed cycle time.

- Assure “rules of the road” are being followed for the proposed community bus route as mapped and to identify restrictive movements, illegal turns or maneuverability constraints.
- Finalize list of points of interest and ridership demographics with a ½ mile of the final route alignment and station locations.
- **Route Map:** Develop a route map in GIS/PDF format that includes final route alignment, stops and estimated times.
- **Develop “Turn-by-Turn” document:** Kimley-Horn will prepare a “Turn by Turn” document, which identifies proposed “time stops.”

Task 4 – Micro-Transit Services Assessment

Kimley-Horn will identify areas throughout the western section of the City of Hollywood (west of I-95) that may be better served by “on-demand” micro-transit services than a fixed route community shuttle.

The input received at stakeholder meetings (Task 1) and existing operating environment analysis (Task 2) will be further evaluated for purposes of identifying potential area(s) to be served by “on-demand” micro-transit services throughout Districts 4, 5, 6 and portions of District 3. A technical memorandum will be prepared to provide a recommendation of potential service areas for micro-transit services to also include supporting information, data and maps.

Provision of Work

A. Fee.

Kimley-Horn will perform the services described in Tasks 1 through 4 for a lump sum not to exceed professional fee in the total amount of **\$52,640.00**. **The total lump sum amount of \$52,640.00 includes all expenses.** Below is a summary of our rates and estimated staff hours. The rates referenced match the agreed upon rate schedule in the Professional Services Agreement between the Hollywood Community Redevelopment Agency (CRA) and Kimley-Horn Associates for professional services dated February 13, 2018.

	Principal	Project Manager	Project Engineer	Analyst	Admin/ Clerical	KHA Labor Total	Data Collection Expense	Total Lump Sum Task Fee
Task Description	\$280.00	\$230.00	\$160.00	\$110.00	\$75.00			
Task 1: Community Shuttle Support								
Stakeholder Meetings/Presentations	9.0	18.0		20.0	5.0	\$9,235.00	\$750.00	\$9,985.00
Development of promotional meeting materials	4.0	14.0		36.0	6.0	\$8,750.00		\$8,750.00
Letter of Support Coordination		2.0		8.0	1.0	\$1,415.00		\$1,415.00
Task 2: Preliminary Route Design								
Identify Existing Operating Environment	2.0	6.0		20.0		\$4,140.00		\$4,140.00
Identify Potential Stop Locations		2.0		8.0		\$1,340.00		\$1,340.00
Develop Preliminary Route Design	1.0	4.0		12.0		\$2,520.00		\$2,520.00
Provide Recommended Hrs of Service/Headway		1.0		2.0		\$450.00		\$450.00
Public Meetings	4.0	8.0		16.0		\$4,720.00		\$4,720.00
Task 3: Finalize Route Design								
Station Stop and Service Route Assessment	6.0	12.0	32.0	20.0		\$11,760.00		\$11,760.00
Route Map and turn-by-turn Document	1.0	2.0		10.0	4.0	\$2,140.00		\$2,140.00
Task 4: Micro-Transit Services Assessment								
Identification of Recommended Service Areas	2.0	9.0		24.0	2.0	\$5,420.00		\$5,420.00
Total Hours:	29.0	78.0	32.0	176.0	18.0	\$51,890.00	\$750.00	\$52,640.00

B. Project Schedule.

- Task 1 – Phase I Community Shuttle Support: 45 days from the receipt of the authorization to proceed (ATP)
- Task 2 – Phase II: Preliminary Route Design: 45 days from receipt of ATP
- Task 3 – Phase III: Final Route Design 15 days after the completion of Task 2
- Task 4 – Micro-Transit Services Assessment 15 days after the completion of Task 2

Additional Services

The following tasks are not part of the initial scope of services but may be included as additional services if requested by the Client. These services may include, but are not limited to:

- Attendance at additional meetings