

RESOLUTION NO. R-CRA-2018-08

A RESOLUTION OF THE CITY OF HOLLYWOOD, FLORIDA, COMMUNITY REDEVELOPMENT AGENCY ("CRA") AUTHORIZING THE APPROPRIATE CRA OFFICIALS TO ISSUE A NOTICE TO PROCEED FOR THE ATTACHED PROPOSALS WITH MARLIN ENGINEERING, INC. AND TOOLE DESIGN GROUP, LLC TO PROVIDE TRAFFIC ENGINEERING CONSULTING STUDY SERVICES FOR THE YOUNG CIRCLE REDESIGN PROJECT IN AN AMOUNT NOT TO EXCEED \$144,607.00 AND \$27,503.00, RESPECTIVELY.

WHEREAS, on December 6, 2017, Resolution, No. R-CRA 2017-53 authorized the appropriate CRA officials to negotiate and execute continuing contracts with ranked firms to provide traffic engineering services for capital improvement projects; and

WHEREAS, Marlin Engineering, Inc. and Toole Design Group, LLC were ranked as one of the qualified firms for consideration; and

WHEREAS, the CRA entered into a contract with Marlin Engineering, Inc. and Toole Design Group, LLC to provide traffic engineering services; and

WHEREAS, the CRA followed the procedures established in Florida Statute Section 287.055, the Consultants' Competitive Negotiation Act, to procure services from such consulting firms; and

WHEREAS, services to be accomplished under this contract will include, but not be limited to, traffic engineering studies, project oversight, data collection, traffic analysis, AutoCAD drafting, cost estimates, agency coordination, and other related projects; and

WHEREAS, the cumulative amount of fees to be paid for architectural and engineering services provided by Marlin Engineering, Inc. shall not exceed \$144,607.00; and

WHEREAS, the cumulative amount of fees to be paid for architectural and engineering services provided by Toole Design Group, LLC. shall not exceed \$27,503.00; and

WHEREAS, funding for the this service is available from the FY 2018 Downtown CRA operating budget in account number 66.0186.00190.552.003117 - Consulting Services (Plan/Arch/Eng);

NOW, THEREFORE, BE IT RESOLVED BY THE HOLLYWOOD, FLORIDA, COMMUNITY REDEVELOPMENT AGENCY:

Section 1: That it hereby authorizes the issuance, by the appropriate CRA Officials, of a Notice to Proceed for the attached proposal between Marlin Engineering, Inc. and the Downtown District of the CRA, together with such non material changes as may subsequently be agreed to by the CRA Executive Director and approved as to form and legality by the CRA General Counsel, in the an amount not to exceed \$144,607.00.

Section 2: That it hereby authorizes the issuance, by the appropriate CRA Officials, of a Notice to Proceed for the attached proposal between Toole Design Group, LLC and the Downtown District of the CRA, together with such non material changes as may subsequently be agreed to by the CRA Executive Director and approved as to form and legality by the CRA General Counsel, in the an amount not to exceed \$27,503.00.

Section 3: That this resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 7<sup>th</sup> day of March, 2018.

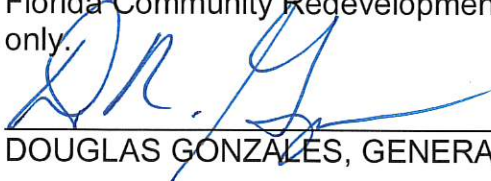
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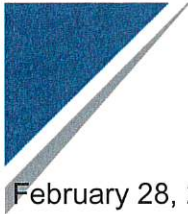
  
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PHYLLIS LEWIS  
BOARD SECRETARY

HOLLYWOOD, FLORIDA  
COMMUNITY REDEVELOPMENT  
AGENCY

  
\_\_\_\_\_  
JOSH LEVY, CHAIR

APPROVED AS TO FORM & LEGALITY  
For the use and reliance of the Hollywood,  
Florida Community Redevelopment Agency  
only.

  
\_\_\_\_\_  
DOUGLAS GONZALES, GENERAL COUNSEL af



February 28, 2018

Ivan Cabrera  
Transportation Planner  
City of Hollywood  
Community Redevelopment Agency  
1948 Harrison Street  
Hollywood, FL 33020

**Re: Professional Consulting Services for the Young Circle Roadway Design Project: Traffic Engineering Study – Data Collection, Stakeholder Meetings, SimTraffic Illustrative Simulation, and Conceptual Planning-Level Cost Estimates**

Dear Mr. Cabrera:

Marlin Engineering, Inc. (CONSULTANT) proposes to provide the services identified below pursuant to the Professional Services Agreement provided by the City of Hollywood Community Redevelopment Agency ("CRA") for Traffic Engineering Services dated February 13, 2018.

**I. General**

The project will consist of providing traffic engineering studies data collection services, stakeholder meetings, SimTraffic illustrative traffic simulation, and conceptual planning-level cost estimates for the Young Circle Roadway Design Project.

The scope of work outlines the effort required which will be in accordance with Florida Department of Transportation (FDOT) Standards and Specifications.

**II. Scope of Work**

**Task 1 - Traffic Counts**

The CONSULTANT will provide the following existing traffic data:

**14-Day Bi-directional traffic counts up to (25) locations on the Young Circle roadway and surrounding streets:**

1. N 19<sup>th</sup> Avenue between Polk Street and Taylor Street
  2. SR 5 (US 1) (N Federal Hwy) between Polk Street and Taylor Street
  3. N 17<sup>th</sup> Avenue between Polk Street and Taylor Street
  4. Polk Street between N 19<sup>th</sup> Avenue and SR 5 (US 1) (N Federal Hwy)
  5. Polk Street between SR 5 (US 1) (N Federal Hwy) and N 17<sup>th</sup> Avenue
  6. Tyler Street between N 20<sup>th</sup> Avenue and N 19<sup>th</sup> Avenue
  7. Tyler Street between SR 5 (US 1) NB (Young Circle) and N 17<sup>th</sup> Avenue
  8. Tyler Street between N 17<sup>th</sup> Avenue and N 16<sup>th</sup> Avenue
  9. SR 5 (US 1) SB (Young Circle) between Tyler Street and SR 820 (Hollywood Blvd)
  10. SR 820 (Hollywood Blvd) between N/S 20<sup>th</sup> Avenue and N/S 19<sup>th</sup> Avenue
  11. SR 5 (US 1) SB (Young Circle) between SR 820 (Hollywood Blvd) and Harrison Street
-



12. SR 5 (US 1) NB (Young Circle) between Tyler Street and Harrison Street
13. SR 820 (Hollywood Blvd) between N/S 17<sup>th</sup> Avenue and N/S 16<sup>th</sup> Avenue
14. Harrison Street between S 20<sup>th</sup> Avenue and S 19<sup>th</sup> Avenue
15. Harrison Street between SR 5 (US 1) NB (Young Circle) and S 17<sup>th</sup> Avenue
16. Harrison Street between S 17<sup>th</sup> Avenue and S 16<sup>th</sup> Avenue
17. Van Buren Street between S 19<sup>th</sup> Avenue and SR 5 (US 1) (S Federal Hwy)
18. Van Buren Street between SR 5 (US 1) (S Federal Hwy) and S 17<sup>th</sup> Avenue
19. S 19<sup>th</sup> Avenue between Van Buren Street and Jackson Street
20. SR 5 (US 1) (S Federal Hwy) between Van Buren Street and Jackson Street
21. S 17<sup>th</sup> Avenue between Van Buren Street and Jackson Street
22. -25. Additional locations as determined to be necessary

**Turning movement counts** for the AM, mid-day, PM, and up to one (1) special event, agreed upon by the CRA staff (such as during Saturday evening) peak periods at the following 39 intersections:

:

1. SR 5 (US 1) (N Federal Hwy) at Young Circle- north intersection
2. SR 5 (US 1) (S Federal Hwy) at Young Circle- south intersection
3. SR 5 (US 1) (Young Circle) at SR 820 EB (Harrison Street) east intersection
4. SR 5 (US 1) (Young Circle) at Harrison Street- west intersection
5. SR 5 (US 1) (Young Circle) at SR 820 (Hollywood Blvd)
6. SR 5 (US 1) (Young Circle) at SR 820 WB (Tyler Street) east intersection
7. SR 5 (US 1) (Young Circle) at Tyler Street- west intersection
8. SR 5 (US 1) (N Federal Hwy) at Polk Street
9. SR 5 (US 1) (S Federal Hwy) at Van Buren Street
10. Polk Street at N 19<sup>th</sup> Avenue
11. Tyler Street at N 19<sup>th</sup> Avenue
12. SR 820 (Hollywood Boulevard) at N 19<sup>th</sup> Avenue
13. Harrison Street at N/S 19<sup>th</sup> Avenue
14. Van Buren Street at S 19<sup>th</sup> Avenue
15. Polk Street at N 17<sup>th</sup> Avenue
16. SR 820 WB (Tyler Street) at N 17<sup>th</sup> Avenue
17. SR 820 (Hollywood Boulevard) T- intersection east of Young Circle
18. SR 820 EB (Harrison Street) at S 17<sup>th</sup> Avenue
19. S 17<sup>th</sup> Avenue at Van Buren Street
20. Polk Street at N 16<sup>th</sup> Avenue
21. Tyler Street at N 16<sup>th</sup> Avenue
22. SR 820 (Hollywood Boulevard) at N 16<sup>th</sup> Avenue
23. Harrison Street at S 16<sup>th</sup> Avenue
24. Van Buren Street at S 16<sup>th</sup> Avenue
25. All parking lot entrances/exits which adjoin Young Circle (15 locations)

**Turning movement counts** will include percentage of heavy vehicles and bicycle and pedestrian counts.

**Origin-Destination** will be collected for one typical (1) week which would include an agreed-upon "special event". Bluetooth detectors will be placed at the following 17 locations:

1. SR 5 (US 1) (N Federal Hwy) between Polk Street and Taylor Street
2. Polk Street between SR 5 (US 1) (N Federal Hwy) and N 19<sup>th</sup> Avenue
3. Polk Street between SR 5 (US 1) (N Federal Hwy) and N 17<sup>th</sup> Avenue
4. Tyler Street between N 20<sup>th</sup> Avenue and N 19<sup>th</sup> Avenue
5. Tyler Street between N 17<sup>th</sup> Avenue and N 16<sup>th</sup> Avenue



6. SR 820 (Hollywood Boulevard) between N/S 20<sup>th</sup> Avenue and N/S 19<sup>th</sup> Avenue
7. SR 820 (Hollywood Boulevard) between N/S 17<sup>th</sup> Avenue and N/S 16<sup>th</sup> Avenue
8. Harrison Street between S 20<sup>th</sup> Avenue and S 19<sup>th</sup> Avenue
9. Harrison Street between S 17<sup>th</sup> Avenue and S 16<sup>th</sup> Avenue
10. N 19<sup>th</sup> Avenue between Polk Street and Taylor Street
11. S 19<sup>th</sup> Avenue between Van Buren Street and Jackson Street
12. N 17<sup>th</sup> Avenue between Polk Street and Taylor Street
13. S 17<sup>th</sup> Avenue between Van Buren Street and Jackson Street
14. SR 5 (US 1) (S Federal Hwy) between Van Buren Street and Jackson Street
15. SR 5 (US 1) (Young Circle) between Harrison Street and Tyler Street (east side of circle)
16. SR 5 (US 1) (Young Circle) between SR 820 (Hollywood Boulevard) and Tyler Street
17. SR 5 (US 1) (Young Circle) between SR 820 (Hollywood Boulevard) and Harrison Street

It is understood that the placements of Bluetooth detectors may impact the accuracy of collected data. All efforts will be made so that origin-destination pairs and travel times can be clearly identified. All efforts will be made so that data collection effort will be within the same period. Data will be used to assign trip distribution/project traffic volumes onto the alternatives (to be completed under a future task).

### **Vehicle Classification Counts on Roadway Segments**

The Florida Department of Transportation will provide vehicle classification data for this Project.

### **Pedestrian, Bicycle and Other Multimodal Data**

The CONSULTANT will provide multimodal data for this Project. The CONSULTANT will collect the following additional transportation data:

Bicycle and pedestrian counts as necessary in addition to the counts collected during the turning movement counts

Travel patterns or origin-destination (OD) survey, as described

Transit data (bus route, schedule, span of service, boarding/alighting by stop, and APC/AVL data as available from Broward County Transit)

Truck percentages and observations

Deliverables shall be the following:

- Traffic data report including all data collected above
- O-D data analysis report

### **Meetings for Scope Development/Deliverable Review with Stakeholders**

- Meet with Hollywood CRA staff to better understand objectives, motivations, and priorities
- Meet with City of Hollywood staff to better understand objectives, motivations, and priorities
- Meet with Toole Design Group staff to review all alternatives considered and understand pros/cons and evaluation criteria
- Meet with FDOT staff to review initial scope
- Meet with Broward MPO staff to review initial scope
- Meet with FDOT staff to review initial methodologies
- Meet with FDOT staff to review proposed methodologies
- Meet with Hollywood CRA and City staff to review scope and traffic analysis methodologies
- Meet with FDOT staff to review deliverables including traffic data and O-D Report
- Meet with Hollywood CRA, City, Broward MPO, and FDOT regarding funding opportunities





### SimTraffic Simulation for Illustrative Purposes

The CONSULTANT will provide a SimTraffic (a component of SYNCHRO) microsimulation model for illustrative purposes only, so that it can be visually demonstrated to the CRA an approximation of how the preferred Toole Design Group alternative would operate. The CONSULTANT will take the traffic counts, and using available growth data and results from the O-D data, distribute AM peak and PM peak hour traffic onto the preferred alternative. Two alternatives will be simulated for the opening year. The simulation model will cover 2 options, yet to be determined based on the studies. In addition, a simulation of existing conditions would be included. It is emphasized that this work is for illustrative purposes only, and this work will not be included in the actual, in-depth traffic analysis that will be done under a separate work order. This work will not be included in any official traffic documents. In addition, a meeting will be held with the CRA to demonstrate the simulations.

### Conceptual Cost Estimates

The CONSULTANT will provide conceptual, planning-level cost estimates for the Toole Design Group preferred alternative and any other alternatives requested by the CITY, for informational use only.

## III. Subconsultants

The below listed subconsultants will assist in the performance of the Work.

Subconsultant Name	Specialty or Expertise
via planning, inc.	Traffic Engineering

## IV. Schedule of Work – Time of Performance

The anticipated length of service for Task 1 shall be twelve (12) weeks, commencing after the Notice to Proceed. CONSULTANT shall submit the Deliverables and perform the Work as depicted in the table below.

SCHEDULE OF DELIVERABLES			
Task or Activity ID#	Major Task, Sub-Task, Activity, or Deliverables	Duration	Delivery Date
1	Data Collection/Mtgs for Scope Development and	12 weeks	
	Deliverable Review/SimTraffic Illustrative Simulation/		
	Conceptual Planning-Level Cost Estimates		

## V. Compensation



## V. Compensation

CONSULTANT shall perform the work detailed in this Proposal for a Total fee of \$144,607.00. The CRA shall not be liable for any fee, cost, expense or reimbursable expense or other compensation beyond this amount unless approved in a supplemental work order.

SUMMARY OF COMPENSATION			
Task or Activity ID #	Task Name and/or Activity Description	Fee Amount	Fee Basis
1	Data Collection/Meetings with Stakeholders/SimTraffic Illustrative Simulation	\$144,607.00	Lump Sum/Not to Exceed
	Total	\$144,607.00	

## VI. Exclusions from Basic Services

N/A

## VII. Additional Services

Line item to cover any additional data collection efforts as necessary, as requested by the Hollywood CRA or FDOT, or other stakeholders. Additional services and unforeseen circumstances beyond established scope shall be negotiated in good faith and at the sole discretion of the CRA.

## VIII. CRA Furnished Documents & Data

The following information or documents are to be provided by the CRA: Historical Traffic Data



## IX. Project Manager

CONSULTANT's Project Manager for this Project will be Mr. Jose Santiago, P.E.

Submitted by:

\_\_\_\_\_  
Jose Santiago, P.E.  
Marlin Engineering

Reviewed and approval in concept recommended by:

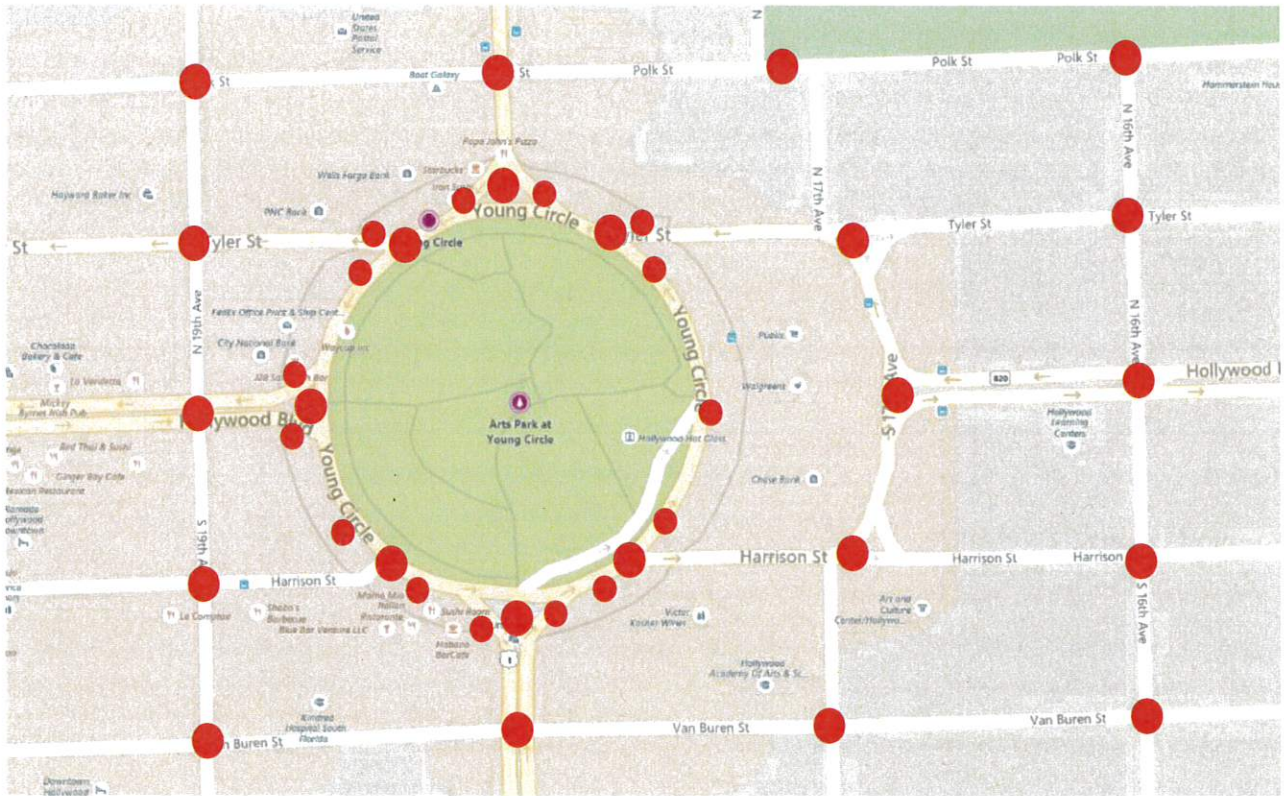
\_\_\_\_\_  
Jorge Camejo, Executive Director

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Carolyn Metcalf, Budget Manager



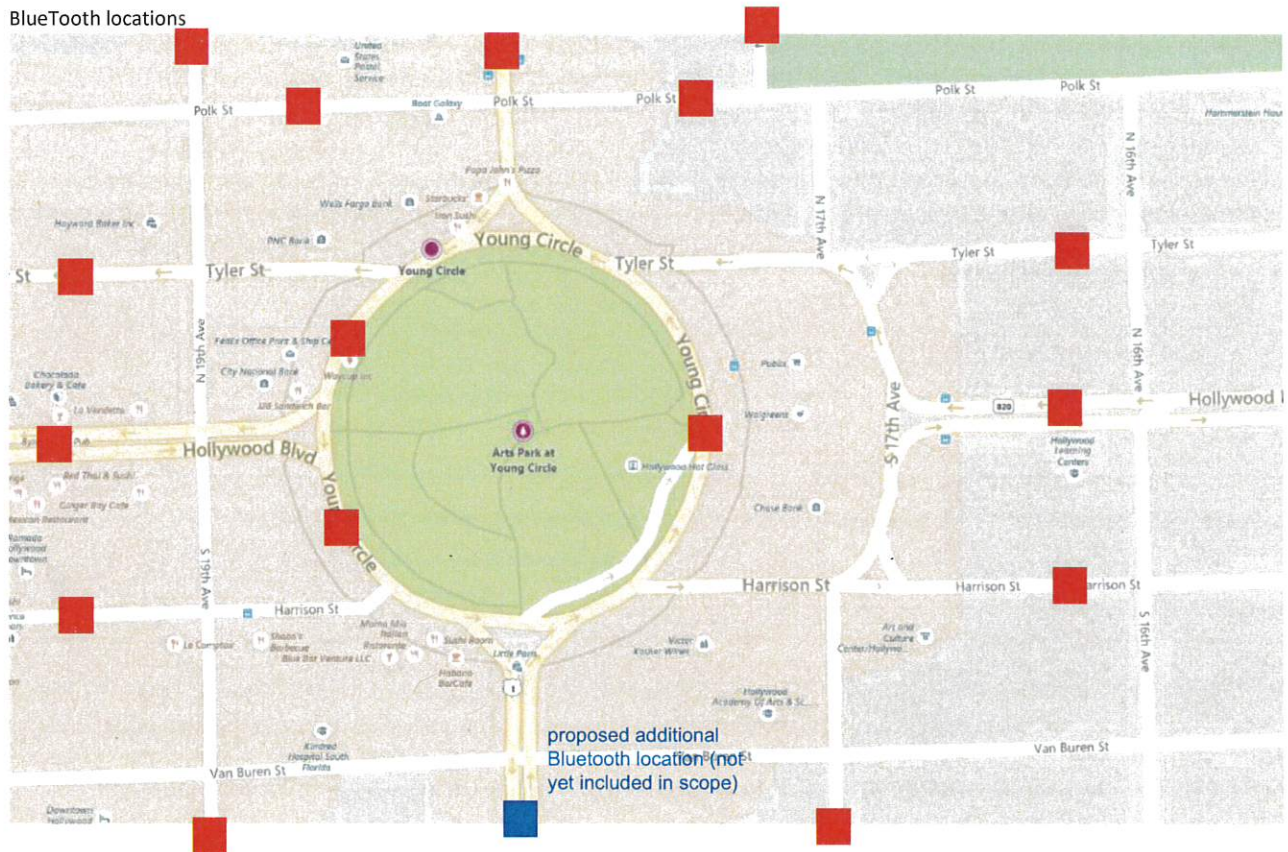


## TMC locations



Turning movement counts will include vehicle classification, and bicycle and pedestrian counts  
 Turning movement counts for the AM, mid-day, PM, and up to one (1) special event (such as during a Saturday evening) peak periods

### BlueTooth locations



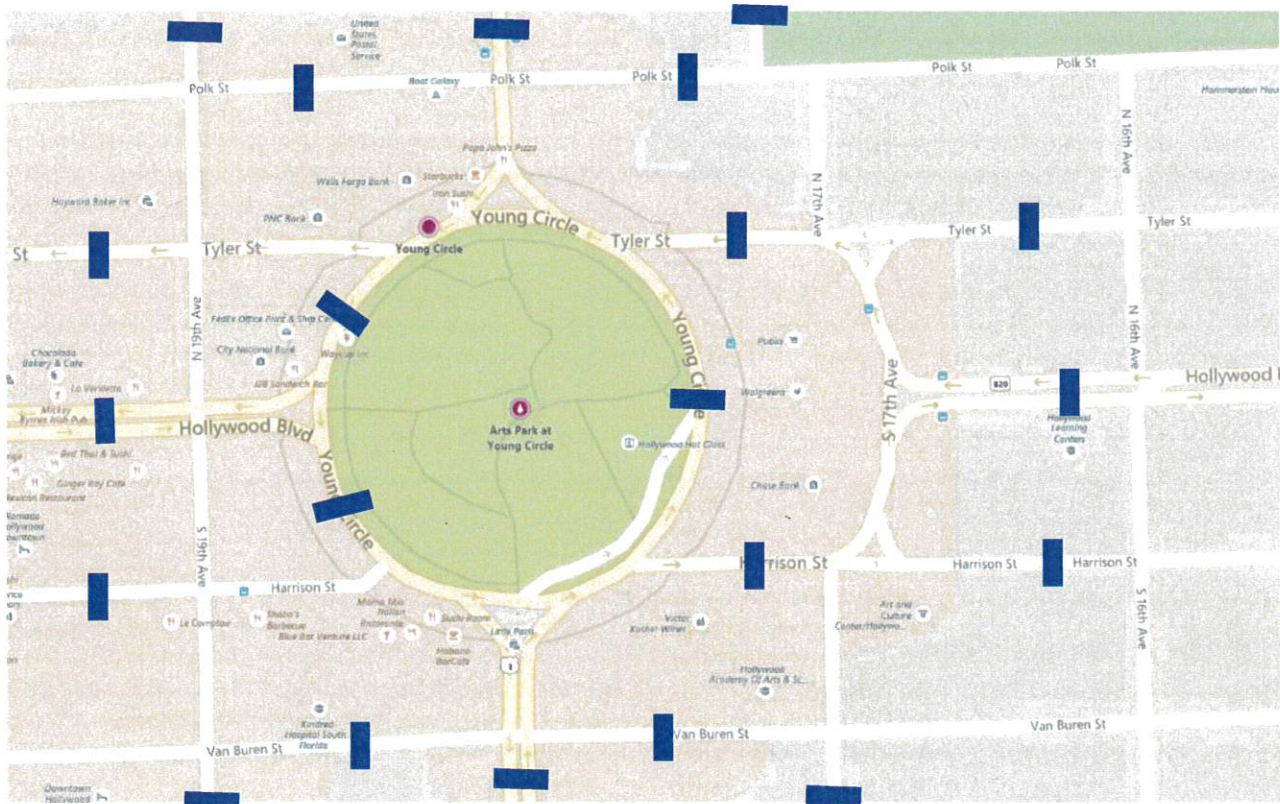
Origin-Destination will be collected one week including a special event (such as during a Saturday evening) peak periods

All efforts will be made so that data collection effort will be within the same period. Data will be used to assign trip distribution/project traffic volumes onto the alternatives



### Proposed 14-day bi-directional traffic count locations

Daily count locations



14 Day Bi-directional traffic counts



# Hollywood CRA - Young Circle Traffic Engineering Study - Data Collection & Stakeholders Scoping Meetings

February 28, 2018

Marlin Engineering

Description	Project Manager	Senior Engineer	Senior Traffic Engineer	Project Engineer	Engineering Technician	Clerical	Total
	\$175.00	\$160.00	\$150.00	\$125.00	\$90.00	\$50.00	
<b>Traffic Data Collection</b>							
14-Day Bi-directional traffic counts at 25 locations- see below			2		2		4
Turning Movement Counts at 39 locations- see below			2		2		4
Origin-Destination (Bluetooth) at 17 locations- see below			2		2		4
Transit Data Collection			1	4	8		13
Field Observations during AM, MID, PM, Special Event			16				16
O-D Data Analysis	2	2	8	12	24		48
Traffic Data Report	2	2	4			2	10
<b>Stakeholder Meeting for Scope Development</b>							
Hollywood CRA	2	2					4
City of Hollywood	2	2					4
Toole Design Group	2	2					4
Florida Department of Transportation- Initial Scope	3	3					6
Broward MPO	2	2					4
Florida Department of Transportation- Initial Methodologies	3	3					6
Florida Department of Transportation- Proposed Methodologies	3	3					6
Hollywood CRA and City of Hollywood to review scope & methodologies	3	3					6
Hollywood CRA, City of Hollywood, Broward MPO, FDOT funding opportunities	3	3					6
<b>Total</b>	<b>27.0</b>	<b>27.0</b>	<b>35.0</b>	<b>16.0</b>	<b>38.0</b>	<b>2.0</b>	<b>145.0</b>
	\$4,725.00	\$4,320.00	\$5,250.00	\$2,000.00	\$3,420.00	\$100.00	\$19,815.00

## Subconsultant- via planning

Attend meetings listed above

Thuha Nguyen Lyew, PE, PTOE & Shing Tsol, PE, PTOE \$ 6,360.00

## Subconsultant- Blue Mac

Bluetooth device technical assistance \$ 2,500.00

## Data Collection- Turning Movement Counts

39 locations at \$1,017.91/each \$ 39,698.48

## Mlovision turning movement counts data processing

39 locations at \$235.68/each \$ 9,191.52

## 14-Day Bi-directional Traffic Counts

25 locations at \$1,013.88/each \$ 25,347.00

## O-D (Bluetooth)

17 locations at \$1,250.00/each \$ 21,250.00

## Cost Estimates

Conceptual High-Level Cost Estimates \$ 5,000.00

## Additional Services Placeholder

Covers additional data collection as needed (if requested by FDOT, etc) or other services \$ 10,000.00

## SimTraffic illustrative simulation for Exist Condition and Toole Design Group preferred

Refer to attached \$ 5,445.00

**TOTAL \$144,607.00**

Hollywood CRA - SimTraffic Simulation- for illustrative purposes only  
 February 28, 2018  
 Marlin Engineering

Description	Project Manager	Senior Engineer	Senior Traffic Engineer	Project Engineer	Engineering Technician	Clerical	Total
	\$175.00	\$160.00	\$150.00	\$125.00	\$90.00	\$50.00	
<b>Simulation (for illustrative purposes only prior to alternatives analysis)</b>							
SYNCHRO/SimTraffic model of existing condition			3		10		13
SYNCHRO/SimTraffic model of Toole Design Group preferred alternative- 1 lane each direction			3		20		23
SYNCHRO/SimTraffic model of Toole Design Group preferred alternative- 2 lanes on outer direction			1		5		6
Meeting with Hollywood CRA to demonstrate models	3		3		3		9
Total	3.0	0.0	10.0	0.0	38.0	0.0	51.0
	\$525.00	\$0.00	\$1,500.00	\$0.00	\$3,420.00	\$0.00	\$5,445.00

TOTAL \$ 5,445.00



## Young Circle Roadway Design Phase One - Scope of Work

March 5, 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 oversee the traffic engineering data study 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, but other conceptual alternatives will be considered as part of the data gathering study. 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.

Toole Design Group Fee Estimate										
Principal in Charge	Project Manager	Technical Advisor	Senior Engineer	Project Engineer	Engineer	Senior Planner	Planner	Landscape architect Lead	Sr. Landscape Architect	Designer
\$243.00	\$197.00	\$225.00	\$166.00	\$140.00	\$101.00	\$167.00	\$98.00	\$172.00	\$138.00	\$98.00
PHASE ONE										
	4		8							
Kickoff Meeting, agenda, minutes, preparation (conference call)										
Project Coordination, overall project management, participate in progress meetings, up to 6 conference calls	24		6							
Prepare hourly backup summary for invoicing	3									
Internal coordination with MEI and City	2		16							
Prepare for and attend two (2) meetings with key stakeholders	16		16		16					
review traffic data collection, coordinate with ME	1		12		16					
<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>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>
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

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** March 1, 2018

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Agreements with Marlin Engineering, Inc. and Toole Design Group, LLC for Traffic Engineering Services for Young Circle Redesign Project

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I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Downtown CRA
- 2) Type of Agreement – Notice to Proceed pursuant to the Vendors' proposals under CCNA continuing contracts.
- 3) Method of Procurement (RFP, bid, etc.) – RFQ
- 4) Term of Contract
  - a) initial – 6 weeks
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$146,246 for Marlin and not to exceed \$27,503 for Toole,
- 6) Termination rights – City can terminate without cause.
- 7) Indemnity/Insurance Requirements – Vendors will indemnify City and will provide insurance.
- 8) Scope of Services – Vendors will provide traffic engineering services for the Young Circle Redesign Project.
- 9) City's prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager