

January 2, 2020

Mr. Rick Mitinger, P.E.  
Transportation Engineer  
2600 Hollywood Blvd., Room 308  
P.O. Box 229045  
Hollywood, FL 33022-9045

**Re:     *Traffic Calming Master Plan***  
***Proposal for Professional Engineering Consulting Services (Updated)***

Dear Mr. Mitinger:

In accordance with our Professional Services Agreement dated February 13, 2019 (Contract DS18-014), Atkins NA, Inc., (hereinafter referred to as “Consultant”, “We” or “Atkins”), is pleased to submit this proposal for professional consulting services to the City of Hollywood, (hereinafter referred to as “Client” or “City”) to perform engineering services associated with the above referenced project.

#### **PROJECT UNDERSTANDING**

Services are required for the preparation of a Citywide Traffic Calming Master Plan. The project will involve studying the City’s roadway corridors and intersections to identify and recommend possible traffic calming measures to be implemented at key points within the City. The work will involve review of the City’s draft Speed Hump Installation Policy regarding the described standards, processes, reviews, and approvals to identify the Consultant’s suggested revisions and refinements. Work will also involve supporting the City in its coordination with Broward County for approval of proposed traffic calming actions.

We have outlined below the scope of services for the proposed improvements that will be included in the project.

#### **SCOPE OF SERVICES**

##### **Task 1   Project Management / QA-QC**

##### **1.1     Project Management Activities**

The Consultant will oversee and manage the execution of the scope of services in accordance with the Consultant contract with the City, to include preparation of monthly progress reports and invoicing, periodic coordination of the work with City staff, and oversight and control of the production effort for the scope of services.

##### **1.2     Quality Assurance/Quality Control**

The Consultant will perform QA/QC procedures for the work products developed through this scope of services, in accordance with the contract and the Consultant’s internal procedures.

## **Task 2 Traffic Calming Policy Review**

### **2.1 Review Draft Traffic Calming Policy**

The Consultant will review the City's draft Speed Hump Installation Policy to identify comments and questions regarding the described standards, processes, reviews, and approvals. These points will be provided to the City and discussed in a review meeting to determine accepted modifications. The proposal is to establish a point system to assess the need for traffic calming with a threshold established as a warrant for action. Factors will include excess speed, traffic volume, presence of sidewalks, proximity to pedestrian/bicycle trip generators, and other factors. This approach would establish a framework for evaluating the severity of need and to support prioritization of competing candidate traffic calming sites. The revised policy draft will be provided to the City for its review and comment.

### **2.2 Review with City Staff**

The Consultant will discuss the review comments with City staff and determine which revisions will be advanced. The text revisions will be incorporated into the finalized policy.

## **Task 3 Traffic Calming Reference Data**

### **3.1 Traffic Calming Reference Data Development**

The Consultant will prepare an integrated set of GIS mapping layers on a City-provided reference base map. This data will be used to provide analytical context for additional traffic calming devices.

- **Existing Traffic Calming Devices:** The first layer will capture the existing traffic calming devices installed across the City. This mapping will be developed from a City-provided map showing traffic calming devices installed to date.
- **Functional Classification:** This mapping layer will be prepared from the Broward County roadway functional classification map into GIS format.
- **Speed Limits:** This mapping layer will capture existing speed limits on City streets. Data sources will be Google Earth coverage, any City-provided information, and supplemental field review as needed.
- **Intersection Traffic Controls/Flow Continuity:** This mapping layer will develop a coverage showing intersection controls across the city. Flow continuity will consist of lines highlighting those street segments, generally three blocks or longer, along which traffic flow is unimpeded by intersection traffic controls. Data sources will included Google Earth coverage, any City-provided information, and supplemental field review as needed.
- **Road Jurisdictional Responsibility:** This mapping layer will display jurisdictional responsibility for roadway segments assigned to the Florida DOT, Broward County, City of Hollywood, and any other entities. Data sources will be road system mapping available from the Florida DOT and Broward County, as well as any City-provided information.

## **Task 4 Traffic Calming Master Plan Formulation**

### **4.1 Define Traffic Calming Toolbox**

This task confirms candidate traffic calming devices to be used within the master plan. These are proposed to be those treatments already in use by the City – speed humps, intersection improvements, traffic circles, electronic speed feedback signs, and rectangular rapid flashing beacons. Each will be described and graphically depicted from available plan and profile views as applicable for use in the final master plan report and summary presentation. The estimated cost of deploying each type of treatment will also be documented, based on historical information provided by the City.

### **4.2 Identify Traffic Calming Sites and Actions**

Under this subtask, the Consultant will develop a table of potential traffic calming sites and proposed actions. This list will consist of the 59 sites proposed by the City (including 9 high priority sites), and an additional 16 sites to be identified by the Consultant, for a total of 75 candidate sites. These would be in addition to the 252 existing traffic calming device installations already put in place by the City. The development of this list will capture the City district boundaries and will consider the context of proximity to existing traffic calming devices, supporting citizen comments, City staff input, and Consultant field observations. The Consultant will also provide its review and confirmation of the City's 59 proposed traffic calming locations. As part of this review, the Consultant will provide feedback to City staff regarding the traffic flow continuity analysis, which may point to options to revise certain intersection controls to manage long segments of unimpeded traffic flow as part of the overall program.

### **4.3 Conduct Traffic Volume/Speed Counts for 150 Proposed Sites**

For 150 proposed candidate traffic calming sites, the Consultant will collect traffic count/speed to allow assessment of excessive speed or relatively high traffic volumes. Results of this field data gathering would be summarized in output reports.

### **4.4 Evaluation of Traffic Calming Thresholds**

The Consultant will prepare a spreadsheet tabulating for each of the 75 traffic calming sites the evaluation criteria established in **Subtask 2.1** to include the results of actual field data for 75 proposed traffic calming sites. This table will provide an assessment of the need and priority for each of the sites. A summary table showing ranked actions by district and citywide will be prepared.

### **4.5 Table and Map of Proposed Actions**

The Consultant will prepare a table of proposed traffic calming actions based on the results of **Subtask 4.4**. Proposed actions will be based on the information contained in the evaluation table, field observations and other factors. The unit cost estimates from **Subtask 4.1** for the proposed types of traffic calming will be included in the table to develop the approximate implementation costs. The GIS coverage will be updated to include the 75 proposed traffic calming sites in tandem with existing traffic calming sites. Those not meeting the need threshold will be identified.

## **Task 5 Community Input**

### **5.1 Summary Presentation**

The Consultant will prepare a summary presentation (in PowerPoint ©) regarding the traffic calming program that can be used by City staff for discussions with the public and elected officials. The Consultant will provide an outline of the presentation to the City for preview, and prepare a draft for review by City staff. Upon receipt of comments, the Consultant will finalize the presentation. The Consultant will provide improvement map graphics for the City to post on its website for public access.

### **5.2 Public Meeting**

The Consultant will plan, organize, conduct and document one (1) public meeting to present proposed traffic calming actions with the general public. The City will determine the area of coverage for the meeting (neighborhood, district, citywide) and will be responsible for publicizing the public meeting through its communications channels. The Consultant will utilize the presentation from Subtask 5.1, and will prepare up to eight exhibit boards depicting proposed traffic calming actions. The Consultant will document the meeting through sign-in sheets, photographs, citizen comment forms, and staff notations. Plan adjustments will be identified.

### **5.3 Adjust/Update Plan**

The Consultant will reflect the plan adjustments in **Subtask 5.2** in master plan graphics and tabulations.

## **Task 6 Documentation**

### **6.1 Prepare Draft Report**

The Consultant will prepare a draft summary report, capturing key information, tables, maps, and analyses in the development of the Traffic Calming Master Plan. The report will be limited in length and contents, capturing the key information about the process and content of the plan. The draft report will be transmitted to the City for review and comment. A review meeting will be conducted if needed.

### **6.2 Prepare Final Report**

The Consultant will prepare a final summary report for the master plan, incorporating City comments on the draft document. The Consultant will also provide electronic files of the final report as well as supporting information and mapping for use by the City. Ten (10) printed copies of the final report will be provided.

## **Task 7 Reimbursable Expenses**

### **7.1** Direct reimbursable expenses such as traffic counts, express delivery services, travel, outside reproduction and duplication during the project are included in this task. The fee for this task is meant to be an allowance. Backup documentation will be submitted with each invoice. The Client will be notified if additional fee is required to accommodate additional expenses above and beyond the fee specified in this task.

## ASSUMPTIONS

- The City information to be provided is current and accurate.
- The City will share background on the formulation of its draft Speed Hump Installation Policy as part of the Consultant's review of this document.
- The City will provide background on the basis for traffic calming devices installed to date.

## TO BE PROVIDED BY OWNER

- City to provide its input on the types of traffic calming devices most suitable based on its experience to date.
- City to provide relevant data files and information from its files as referenced in the proposed scope of services.
- City to provide timely review and input of Consultant work products.

## ADDITIONAL SERVICES

The following items represent additional services that can be accommodated with supplemental fees. These services may include such items as the following:

- The Consultant will organize, conduct, and document additional public workshops for neighborhoods or districts to present and review traffic calming proposals with the public. The City will be responsible for publicizing such events and providing locations for the workshops.
- The Consultant will conduct traffic volume and speed counts, and conduct technical analyses as described in the scope of services for any additional candidate sites for traffic calming measures, as the City may elect.

## SCHEDULE

We will provide our services in an expeditious and orderly manner to meet the **formal written schedule** mutually agreed to by the Client and the Consultant for the various elements of the project.

## COMPENSATION

We will provide the services described in Tasks 1- 6 for a lump sum labor amount of **\$69,393** as outlined below. Expenses and subconsulting fees for the project are noted in Task 7. Reimbursables in the amount of **\$50,600** for traffic counts and other minor expenses are shown in the table and are in addition to the labor amount. Total fee is **\$119,993**.

Fees and expenses will be invoiced monthly based, as applicable, upon the percentage of services completed and expenses incurred as of the invoice date. Payment will be due within 30 days of your receipt of the invoice.

Task	Basic Service	ATKINS	Subconsultant: Traffic Counts	ATKINS Expense Allowance	TOTAL FEE
<b>1</b>	<b>Project Management / QA-QC</b>	<b>\$4,645.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,645.00</b>
1.1	Project Management Activities	\$2,511.00			\$2,511.00
1.2	Quality Assurance/Quality Control	\$2,134.00			\$2,134.00
<b>2</b>	<b>Traffic Calming Policy Review</b>	<b>\$3,132.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,132.00</b>
2.1	Review Draft Traffic Calming Policy	\$1,573.00			\$1,573.00
2.2	Review with City Staff	\$1,559.00			\$1,559.00
<b>3</b>	<b>Traffic Calming Reference Data</b>	<b>\$4,177.00</b>	<b>\$0.00</b>	<b>\$100.00</b>	<b>\$4,277.00</b>
3.1	Define Traffic Calming Devices	\$4,177.00		\$100.00	\$4,277.00
<b>4</b>	<b>Traffic Calming Master Plan Formulation</b>	<b>\$37,273.00</b>	<b>\$49,500.00</b>	<b>\$200.00</b>	<b>\$86,973.00</b>
4.1	Define Traffic Calming Toolbox	\$981.00			\$981.00
4.2	Identify Traffic Calming Sites and Actions	\$7,857.00		\$150.00	\$8,007.00
4.3	Conduct Traffic Volume/Speed Counts for 75 Sites	\$2,705.00		\$50.00	\$2,755.00
4.4	Evaluation of Traffic Calming Thresholds	\$19,169.00	\$49,500.00		\$68,669.00
4.5	Table and Map of Proposed Actions	\$6,561.00			\$6,561.00
<b>5</b>	<b>Community Input</b>	<b>\$12,076.00</b>	<b>\$0.00</b>	<b>\$450.00</b>	<b>\$12,526.00</b>
5.1	Summary Presentation	\$3,702.00		\$100.00	\$3,802.00
5.2	Public Meeting	\$4,280.00		\$350.00	\$4,630.00
5.3	Adjust/Update Plan	\$4,094.00			\$4,094.00
<b>6</b>	<b>Documentation</b>	<b>\$8,090.00</b>	<b>\$0.00</b>	<b>\$350.00</b>	<b>\$8,440.00</b>
6.1	Prepare Draft Report	\$5,374.00		\$75.00	\$5,449.00
6.2	Prepare Final Report	\$2,716.00		\$275.00	\$2,991.00
	<b>Total Cost</b>	<b>\$69,393.00</b>	<b>\$49,500.00</b>	<b>\$1,100.00</b>	<b>\$119,993.00</b>

## CLOSURE

If you concur in the foregoing and wish to direct Consultant to proceed with the aforementioned services, please execute the enclosed copy of this letter agreement in the space provided and return the same to the undersigned. Fees and times stated in this agreement are valid for sixty (60) days after the date of agreement by the Consultant.

We appreciate this opportunity to submit this proposal. Please contact David Barnett, P.E. at (954) 903-3615 if you have any questions.

Sincerely,  
**Atkins NA, Inc.**



David Barnett, P.E.  
Project Director

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**CITY OF HOLLYWOOD**  
**A Municipality**

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2019

By: \_\_\_\_\_

\_\_\_\_\_  
(Print or Type Name)

Title: \_\_\_\_\_  
(As Authorized by Law)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_, Witness

\_\_\_\_\_  
(Print or Type Name)

Official Seal:

Copy To: Ruben Hernandez/David Bannett/File