

August 26, 2020

Prior Versions: *Version 1- 06/12/2020*
Version 2- 07/28/2020

Page 1 of 10
Version 3

SCOPE OF SERVICES

WORK AUTHORIZATION No. 2

City of Hollywood, Florida

Hollywood Downtown Streets Pilot Project and ROW Public Streetscape Design Guidelines

“Bermello Ajamil & Partners, Inc. (BA) proposes to provide the services identified below for the project entitled “Hollywood Downtown Streets Pilot Project Comparison and ROW Public Streetscape Design Guidelines”, “Work Authorization No. 2” pursuant to CONTINUING SERVICES CONTRACT FOR CIVIL/LANDSCAPE ARCHITECTURE/PLANNING ENGINEERING SERVICES DS 18-014 with the City of Hollywood, (City) Florida.

PART I - PROJECT BACKGROUND AND DESCRIPTION:

In October of 2016, the City of Hollywood Commission adopted rezoning of the Hollywood Regional Activity Center (RAC), as the regulatory framework for the City to attract mixed-use development that encourages the use of mass transit; reduces the reliance on automobile travel; creates understandable zoning regulations; and defines the urban form.

The City/CRA has requested BA submit a Scope of Services (Scope) for Landscape Architecture and Urban Design Services composed of two project components that fall within the rezoned area of the RAC. The project components that make up this Scope of Services are:

1. Downtown Streets Pilot Project Comparison
2. Right of Way Public Streetscape Design Guidelines

A location map and description of each of the project components is illustrated on the following pages.

Project Component #1: Downtown Streets Pilot Project Comparison

The first project component is a pilot project comparison to analyze and explore the right-of-way conditions for east-west streets with right-of-way dimensions of 50 feet. The intention of the study is to determine the feasibility of formalizing and improving the designed right of way, while balancing the needs for access, parking and landscaping. For the purposes of this demonstration, the extents of the overall project includes the streets within the Downtown CRA Area from Johnson Street, south to Washington Street, between 21st Avenue and Federal Highway, excluding Hollywood and Tyler. The two Pilot Project Roadways to be examined further in detail and are included in this scope of work are:

- Buchanan Street (N 21st Avenue to N Federal Highway)
- Madison Street (S 21st Avenue to S Federal Highway)

These streets have been selected due to their different locations and conditions in relation to Downtown Hollywood. Buchanan Street is north of Hollywood Boulevard and maintains a 50' ROW with intermittent driveway curb cuts. Unlike many other East - West streets in the area, this roadway section has a more limited tree canopy within the ROW and therefore would be less impacted visually with a new streetscape design. Madison Street is south of Hollywood

Boulevard and maintains a 50' ROW. It appears there are more driveways on this roadway and a substantial existing tree canopy for the length of the segment. These differing roadway conditions will provide an appropriate comparison of conditions for the purpose of the study.



Project Component #1 Downtown Street Pilot Project Comparison: Study Extents Map

Key: ■■■ Pilot Project Streets
 ■■■ Additional Streets to be Included for Calculating Existing Parking Counts within Downtown CRA

This scope shall explore alternatives for the functional design of these two streets. The functional design of the streets shall be considered the arrangement and dimension of elements that compose the 50 feet of the public right of way, including the sidewalks, landscaping, street tree canopy, on-street parking and travel lanes. Analysis shall include the comparison of different functioning roadway scenarios (existing, proposed two-way traffic and proposed one-way traffic), demonstrating the following metrics for design:

- Number of available on-street parking spaces for both existing (informal spaces) and proposed (formal spaces) scenarios
 - To estimate the number of formal on-street parking spaces, a formal space shall be considered a typical 8' x 24' on-street parallel parking
- Sidewalk width (pedestrian area)
- Parkway width (landscape area)
- Street tree canopy (quantity)
- Vehicular lane configuration (through-traffic and fire accessibility)

The purpose of this study is to provide the City/CRA with a set of alternative options for comparison of each street's ability to accommodate on-street parking, street tree canopy, landscape areas and sidewalks within the City/CRA neighborhoods. This comparative information shall be utilized by the City/CRA to determine whether or not to move forward with a more detailed traffic analysis for the conversion of these streets from two-way to one-way. Traffic

analysis is not included in this Scope of Services. BA shall provide a proposal for the follow-up traffic analysis as additional services at the request of the City/CRA.

Project Component #2: ROW Public Streetscape Design Guidelines

The second project component is to create a referenceable document that addresses a desire for “ROW Public Streetscape Design Guidelines”. The document is intended to demonstrate a “kit of parts” that illustrates design guidance for the treatment of the public ROW for the Street and Avenues below, which includes the following elements:

- Sidewalk/Crosswalk treatment
- Street tree and understory planting types
- Furnishings (benches, garbage receptacles, bollards, bike racks)



Project Component #2 ROW Public Streetscape Design Guidelines: Study Extents Map

Key: ROW Public Streetscape Design Guidelines (Included Streets)
 ROW Public Streetscape Design Guidelines (Included Avenues)

The Project Extents (Study Area) is comprised of the streets and avenues highlighted in the map above, within the Hollywood CRA area. The roadways highlighted with yellow lines represent streets and those in blue represent the avenues that are included in this scope of services. The proposed guidelines will encompass sidewalk/crosswalk treatment, street tree/understory planting types, and furnishings for these streets and avenues.

PART II - SCOPE OF WORK

TASK 1 – DATA COLLECTION AND PROJECT KICK-OFF

1.1 Base Data – The City/CRA shall provide BA the following graphics, information and/or data for the Study Area (preferred format in parenthesis):

- Hollywood Regional Activity Center Zoning Regulations – latest version as adopted (PDF)
- Streetscape and ROW Improvement Projects - recently completed, on-going and future (PDF)
- Transit Service - present and future (PDF and CAD)
- Bicycle Infrastructure/Facilities - present and future (PDF and CAD)
- Relevant Studies/Analysis as deemed necessary by the City/CRA (PDF)

The data and/or mapping included in the received files shall be the basis of the BA planning work. B&A shall provide a summary of limitations and issues based on this information. It is assumed that the information is accurate. Rework or redesign caused by changed or inaccurate information shall be provided as an additional service for an agreed to fee.

1.2 Project Kick Off (Meeting #1) – BA shall attend one (1) meeting with the City/CRA to discuss the project components. The meeting shall be used to discuss the schedule, timing and content of meetings, record keeping standards, and communications with the City/CRA, distribution procedures, meeting dates, public commission notification, and preliminary and final submissions. BA shall prepare and distribute minutes of the kick-off meeting. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.

1.3 Site Visit and Inventory Assessment – BA shall visit the selected roadways for the Street Pilot Project Comparison, one (1) time with the City/CRA to discuss and observe key issues, opportunities or constraints. BA shall prepare and distribute a summary of observations and directions received.

Deliverables for Task 1.0 Data Collection and Project Kick-Off – As a result of this task, BA shall deliver the following to the City/CRA:

- One (1) 8 ½" X 11" black and white PDF of a summary of Base Data provided by the City/CRA
- One (1) 8 ½" X 11" black and white PDF of minutes of Meeting #1
- One (1) 8 ½" X 11" black and white PDF of Site Visit and Inventory Assessment summary

TASK 2 – ANALYSIS OF EXISTING CONDITIONS

2.1 Topographic Survey – BA shall provide a topographic survey locating and identifying all visible existing above-ground improvements; within the public right-of-way for all of the streets between Johnson Street to the north and Washington street to the south, from 21st Avenue east to North Federal Highway – approximately 1,800 linear feet each) (Provided in Project Component Map #1 on page 2). These streets exclude Hollywood Boulevard and Tyler Street. In addition, the survey shall also identify all visible existing above-ground improvements within the public right-of-way for 19th and 20th Avenues between Johnson Street to the north and Washington Street to the south.

The survey shall provide the location of the following:

- All existing buildings
- Curbing
- Concrete pads
- Valve boxes
- Water/electrical meter boxes
- Electrical pull boxes
- Telephone/cable risers
- Fences
- Hydrants
- Above-ground utilities
- Wood/concrete utility poles
- Overhead electrical lines

- Culverts
- Guardrails
- Pavement limits
- Pavement markings
- Traffic signage
- Headwalls
- Endwalls
- Manholes
- Vaults
- Driveways
- Sidewalks
- Hedges and size and types of individual trees greater than four (4) inches in diameter
- Existing pedestrian and roadway light poles

Please note that subsurface surveying is not included in this scope.

2.2 Planning Determinants – BA shall develop a series of illustrative planning diagrams (4 max.) and tables (1 max.) to be considered in the development of the two projects in this Scope of Services. BA shall prepare and distribute a package of the following illustrative diagrams/tables:

- Hi-Res Aerial
 - Depicts high-resolution and scaled ortho imagery processed from the FDOT Aerial Photo Look Up System (APLUS), within the site area for the Project Components.
- Existing ROW Cross-Sections (1 per street) for the Downtown Streets Pilot Project (Buchanan and Madison)
 - Illustrative cross-sections to scale (produced in AutoCAD and MColor) based on survey
- Roadway Connectivity Diagram
 - Aerial diagram that depicts symbols for existing travel directions and lane configurations for the streets included on the Study Extents Map for Project Component #1 on page 2.
- Summary Table for Development Character of RAC Zoning Districts

2.3 Existing Parking Counts Capacity– Using the survey as an underlay, BA shall determine the approximate parking capacity on the existing roadways listed below, to accommodate a standard size parking space within the public ROW. The limits for each street shall be between 21st Avenue and Federal Highway. In addition, BA shall include 20th Avenue and 19th Avenue, for the purposes of tabulating the existing parking counts capacity. The limits of area for these avenues shall be between Johnson and Washington Street. BA shall tabulate the capacity for each road to accommodate informal parking.

- Johnson Street
- Lincoln Street
- Buchanan Street
- Pierce Street
- Fillmore Street
- Taylor Street
- Polk Street
- Harrison Street
- Van Buren Street
- Jackson Street
- Monroe Street
- Madison Street
- Jefferson Street
- Adams Street
- Washington Street
- 20th Avenue
- 19th Avenue

2.4 On-Site Field Documentation – BA shall conduct two (2) maximum on-site field documentation trips. The trips shall be scheduled pursuant to the recommendation of City/CRA staff, for dates and times that are considered to be typical, for the streets between Johnson Street and Washington Street, including documentation of number of cars parked within the right of way, use of loading/emergency areas and observations related to general circulation. BA shall prepare an accompanying data table documenting the metrics provided above. Based on the survey, BA shall prepare one (1) illustrative plan for each of the pilot project streets (Buchanan and Madison-existing) and accompanying data tables that label the relevant dimensions and counts for parking and street trees.

- 2.5 Existing Conditions Review (Meeting #2)** – BA shall attend one (1) meeting with the City/CRA to discuss and review the Analysis of Existing Conditions. BA shall prepare minutes for the meeting. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.

Deliverables for Task 2.0 Analysis of Existing Conditions – As a result of this task, BA shall deliver the following to the City/CRA:

- One (1) black and white PDF standard 22" x 34" final survey map to be prepared at 1"= 20'
- One (1) digital survey (Autocad 2019)
- One (1) color PDF of Planning Determinants illustrations/diagrams
- One (1) color PDF of Existing Parking Counts Capacity
- Two (2) maximum on-site field documentation trips
- One (1) color PDF of illustrative plan for each of the Pilot Project Streets (Buchanan and Madison) (existing)
- One (1) 8 ½" X 11" black and white PDF minutes for Meeting #2

TASK 3 – PROJECT COMPONENT #1: DOWNTOWN STREETS PILOT PROJECT COMPARISON

- 3.1 Draft Functional Design Options for Pilot Project Roadways** – BA shall produce an illustrative plan, cross-section and data table depicting two-way and one-way options for Buchanan Street and Madison Street (2 options maximum per street). These exhibits shall be produced in the same graphic style and presentation as that of the existing roadway plan to demonstrate a comparison between the informal nature of the existing and the formal layout of the ROW in the proposed options.
- 3.2 City/CRA Coordination (Meeting #3)** – BA shall attend one (1) meeting with the City/CRA to discuss and evaluate the Draft Functional Design Options for the Pilot Project Roadways. BA shall prepare and distribute minutes of the meeting. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.
- 3.3 Fire Access and Police Department Coordination (Meeting #4)** – At the discretion of the City/CRA, BA shall attend one (1) meeting with the appropriate officials from the Fire Department to discuss the standards for pavement width, in regards to fire access on the Pilot Project Roadways. At the same meeting and with the appropriate officials from the Police Department, BA shall discuss issues related to code enforcement and informal parking conditions on the Pilot Project Roadways. BA shall prepare and distribute minutes of the meeting. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.
- 3.4 Civic Association Coordination (Meeting #5)** - At the discretion of the City/CRA, BA shall attend one (1) meeting with the appropriate Civic Association to discuss the draft functional design options for the Pilot Project Roadways, in addition to on-going efforts to coordinate with the City/CRA and Fire/Police Departments. BA shall prepare and distribute minutes of the meeting. BA shall not be responsible for coordinating invitations, scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.
- 3.5 Finalize Functional Design Options for Pilot Project Roadways** – BA shall produce finalized exhibits depicting the functional design for the roadway options. The exhibits shall include an illustrative plan, cross-section and data table comparison of the existing roadway plan versus two-way scenario and one-way scenario for each of the project roadways (2 options maximum per street).
- 3.6 Public Presentation of Findings (Presentation #1)** – B&A shall attend one (1) public meeting to present one (1) PowerPoint presentation of the findings from the Downtown Streets Pilot Project, to the City

Commission. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.

Deliverables for Task 3.0 Downtown Street Pilot Project Comparison – As a result of this task, BA shall deliver the following to the City/CRA:

- One (1) color PDF of the DRAFT functional design options for the Pilot Project Roadways- Buchanan and Madison (2 options maximum per street)
- One (1) 8 ½" X 11" black and white PDF minutes for Meeting #3
- One (1) 8 ½" X 11" black and white PDF minutes for Meeting #4
- One (1) 8 ½" X 11" black and white PDF minutes for Meeting #5
- One (1) color PDF of the FINAL functional design options for the Pilot Project Roadways- Buchanan and Madison (2 options maximum per street)
- One (1) PowerPoint Presentation of Comparison of Downtown Streets Pilot Project to be presented at Public Presentation of Findings Meeting (#1)

TASK 4 – PROJECT COMPONENT #2: ROW PUBLIC STREETSCAPE DESIGN GUIDELINES

4.1 Document Outline– BA shall provide a general document outline of the ROW Public Streetscape Design Guidelines.

4.2 Draft (1) ROW Public Streetscape Design Guidelines (50%) – Based on discoveries made during Tasks 1-2, BA shall prepare a draft document of the ROW Public Streetscape Design Guidelines document, formatted in InDesign, that includes the following:

- o Design Characteristics
 - Transportation Zone
 - Landscape Zone
 - Pedestrian Mobility Zone
- o Typical Illustrative Plans (150' maximum length) (3 max.) (Location to be determined)
- o Landscape Palette
 - Shade Trees / Canopy Trees
 - Ornamental / Accent Trees
 - Palms
 - Shrubs and Ground Covers
- o Elements of Design within the Public ROW (2 maximum alternative design options)
 - Paving Surface Areas
 - Standard Paving Sidewalks
 - Specialty Paving Areas
 - Permeable Paving Materials
 - Street Furnishings
 - Seating
 - Bollards
 - Waste Receptacles
 - Bike Racks
 - City/CRA Street Light Fixtures
 - 5 Globe
 - Acorn
 - Goose Neck

Please note that the design and/or analysis of lighting, signage and/or wayfinding elements shall not be included in the ROW Public Streetscape Design Guidelines. BA may provide a proposal for Lighting, Signage and/or Wayfinding, at the request of the City/CRA for an additional service and fee.

- 4.3 Brooks Scarpa Coordination Meeting (Meeting #6)** - At the discretion of the City/CRA, BA shall attend one (1) meeting with Brooks Skarpa, in regards to the coordination of their signage design and graphics with the efforts for the Public Streetscape Design Guidelines. BA shall prepare and distribute minutes of the meeting. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.
- 4.4 City/CRA Coordination (Meeting #7)** – BA shall meet with the City/CRA to discuss the work in progress draft of the ROW Public Streetscape Design Guidelines, in advance preparation of the Work-in-Progress Workshop. BA shall prepare and distribute minutes of the Meeting #5. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.
- 4.5 Civic Association Coordination (Meeting #8)** - At the discretion of the City/CRA, BA shall attend one (1) meeting with the appropriate Civic Association to discuss the draft ROW Public Streetscape Design Guidelines. BA shall prepare and distribute minutes of the meeting. BA shall not be responsible for coordinating invitations, scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.
- 4.6 Work-In-Progress Workshop to City Commission (Presentation #2)** – BA shall prepare a PowerPoint presentation that summarizes and depicts the work in progress of the ROW Public Streetscape Design Guidelines and present it at one (1) workshop to garner input and suggestions. The City/CRA shall provide one (1) memo with a comprehensive, consolidated list of comments and directives to BA, based on the results and receipt of the summary from Presentation #2. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.
- 4.7 Draft (2) ROW Public Streetscape Design Guidelines (90%)** – BA shall provide a draft document of the ROW Public Streetscape Design Guidelines, formatted in InDesign, which incorporates input received and staff direction as a result of the Meeting #5 and Presentation #2.
- 4.8 Draft 3D Views** – Using Google Earth Street View, BA shall provide the City/CRA with potential views (3 maximum per location to be determined) to determine the view angle for the 3D Perspective Renderings. The City/CRA shall approve the view angle prior to the commencement of Task 6.2.
- 4.9 City/CRA Coordination (Meeting #9)**– BA shall participate in one (1) conference call with the City/CRA to discuss and review the work in progress of the ROW Public Streetscape Design Guidelines. BA shall prepare minutes for Meeting #6. The City/CRA shall provide one (1) memo with a comprehensive, consolidated list of comments and directives to BA before the commencement of Task 5. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.
- 4.10 3D Perspective Renderings** - BA shall produce 3D photorealistic ground-level perspective renderings. The location and angle shall be pre-approved by the City/CRA in Task 4.6. The fee in this scope of services includes three (3) perspective renderings maximum.
- 4.11 Final ROW Public Streetscape Design Guidelines Document** – BA shall provide the final document for the ROW Public Streetscape Design Guidelines, formatted in InDesign, which incorporates final input, as a result of the Meeting #6.

- 4.12 City/CRA Coordination (Meeting #10)** – BA shall meet with the City/CRA one (1) time to discuss the Final work deliverables and to strategize, in advanced preparation of the Public Presentation (Presentation #3). BA shall prepare and distribute minutes of the Meeting #7. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.
- 4.13 Public Presentation (Presentation #3)** – BA shall prepare a PowerPoint presentation that summarizes and depicts the Final ROW Urban Design Guidelines and present it at one (1) public presentation to the City Commission. BA shall not be responsible for scheduling or reserving a meeting space and additional meetings with individual constituents or elected officials are not included in this scope.

Deliverables for Task 4.0 ROW Public Streetscape Design Guidelines – As a result of this task, BA shall deliver the following to the City/CRA:

- One (1) 8 ½" X 11" black and white PDF of General Document Outline
- One (1) 8 ½" X 11" color PDF of Draft ROW Public Streetscape Design Guidelines (50%)
- One (1) 8 ½" X 11" black and white PDF minutes of Meeting #6
- One (1) 8 ½" X 11" black and white PDF minutes of Meeting #7
- One (1) 8 ½" X 11" black and white PDF minutes of Meeting #8
- One (1) PowerPoint Presentation of Work in Progress Workshop to City Commission to be presented at Presentation #2
- One (1) 8 ½" X 11" black and white PDF Summary for Presentation #2
- One (1) 8 ½" X 11" color PDF of Draft ROW Urban Design Guidelines (90%)
- One (1) 8 ½" X 11" color PDF of Draft 3D Views from obtained from Google Earth Street View (9 maximum)
- One (1) 8 ½" X 11" black and white PDF minutes for Meeting #9
- Three (3) full color, high-resolution 3D photorealistic eye-level perspective renderings (JPEG format)
- One (1) 8 ½" X 11" color PDF of Final ROW Public Streetscape Design Guidelines Document
- One (1) 8 ½" X 11" black and white PDF minutes from Meeting #10
- One (1) PowerPoint Presentation of Final ROW Public Streetscape Design Guidelines to be presented at Presentation #3.

TASK 5 – OPTIONAL SERVICES

At the request of the City/CRA, the following traffic study analysis has been included as Optional Services to be completed at the authorization of the City/CRA. The Scope of Services for this includes:

- 5.1 Traffic Analysis** - The optional analysis includes the evaluation of the streets between Johnson Street south to Washington Street (excluding Hollywood Boulevard and Tyler Street) between 21st Avenue and Federal Highway. The analysis shall be conducted comparing the existing two-way operation and one-way flow, and will be based on the results of the traffic counts, re-assignment of traffic volumes due to the potential future one-way conditions, and capacity information published in FDOT's 2013 Quality/Level of Service Handbook.

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

- Three (3 maximum) team meetings associated with the project scope
- One (1) coordination meeting with Broward County
- One (1) coordination meeting with FDOT
- One (1) presentation to City of Hollywood Officials
- One (1) 8 ½" X 11" black and white PDF of Traffic Engineering Report

PART III – COMPENSATION

TASK 1 – 4 BA shall bill the City/CRA a lump sum fee for Tasks 1 through 4 (on a % complete basis) as follows:

TASK 1 – DATA COLLECTION AND PROJECT KICK-OFF.....	\$	6,670.00
TASK 2 – ANALYSIS OF EXISTING CONDITIONS.....	\$	100,550.00
TASK 3 – COMPONENT #1 DOWNTOWN STREETS PILOT PROJECT COMPARISON	\$	17,385.00
TASK 4 – COMPONENT #2: ROW PUBLIC STREETScape DESIGN GUIDELINES	\$	40,830.00
SUBTOTAL	\$	165,435.00

As authorized by the City/CRA, BA shall bill the City/CRA a lump sum fee for Task 5 (on a % complete basis as indicated below:

TASK 5 – OPTIONAL SERVICES	\$	36,940.00
SUB TOTAL	\$	36,940.00

TOTAL(TASK 1-5)..... \$ 202,375.00

Reimbursable Expenses (estimated, not to exceed) \$ 1,000.00

Reimbursable expenses shall be billed in addition to the fee and billed at actual costs and include, but not be limited to, photocopies and printing, postage and shipping, long distance telephone and all travel related expenses. Expenses and trips associated with travel to the project site shall be billed as reimbursable expenses.

PART IV – SERVICES NOT INCLUDED

The following services are not included in this Scope and may be provided by BA as an additional service:

1. Cost Estimating Services
2. Detailed Design and/or Preparation of Construction Drawings
3. Civil Engineering Services and/or Drainage Design
4. Traffic Engineering/Design Services and/or Traffic Data Collection Outside of those provided as Optional Services
5. Architectural Services
6. Photometric Studies
7. Meetings outside of this Scope of Services, including but not limited to internal, staff, public presentations, one-on-one stakeholder meetings, one-one-one elected officials meetings, public hearings and/or meetings with private property owners/developers.
8. Lighting, Signage and/or Wayfinding Services
9. Detailed and/or designed cross-sections/drawings for Hollywood Boulevard, Tyler Street, Dixie Highway and Young Circle.
10. Any alleys
11. Any roadways outside of those as they are described in the scope of services