



October 6, 2020

*October 21, 2020 (revised)*

*January 8, 2021 (revised)*

*February 2, 2021 (revised)*

Juan José Figueroa, P.E.  
Sr. Project Manager  
City of Hollywood – Design and Construction Management  
2600 Hollywood Blvd  
Hollywood, FL 33022

**RE: *Proposal for DCM-19-001188 - North Beach Underground Utilities Conversion  
Hollywood, FL***

Dear Mr. Figueroa,

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”), in connection with the City of Hollywood’s “Civil/Landscape Architecture/Planning Engineering Services, DS 18-014”, is pleased to submit this proposal to the City of Hollywood (“City” or “Client”) for providing professional engineering services related to the North Beach Underground Utilities Conversion project. Our project understanding, scope of services, and fee follows.

### **Project Understanding**

The City of Hollywood requests engineering design services for the lighting and beautification component of the North Beach Underground Utilities Conversion Project. The project is situated between A1A and Surf Road between Balboa Street and Franklin Street; with two additional streets being Douglas Street and Freedom Street to the south. Construction is scheduled to commence in January 2023.

FPL, AT&T, and Comcast have aerial facilities on utility poles in the project area, located in the public rights-of-way or in adjacent utility easements. New underground electric and communications infrastructure is planned to be installed within the road rights-of-way and potentially in new front lot easements. Once the new facilities have been installed, activated, and the services cut over, the existing poles and wires will be removed by FPL. It is understood that FPL, AT&T and Comcast will develop the electric and communications network infrastructure design for the area. Kimley-Horn will be provided with these designs and will coordinate with the utility companies to develop the detailed conduit and equipment location plans to support the network designs prepared by each utility.

There are 11 light fixtures attached to the FPL poles throughout the area of the project. These will be replaced with new decorative streetlights as selected by the City of Hollywood. The position of these fixtures will be designed to meet current illumination requirements. It is understood that these will be

City owned and maintained fixtures and that new lighting controllers and service points will likely be required throughout the project area.

The City of Hollywood Department of Public Utilities has a concurrent water main replacement project, which overlaps the location of this project; Kimley-Horn will coordinate their design with the consultant working on the water main project.

Kimley-Horn assumes the following:

- The City will provide a right of way and topographic survey in electronic AutoCAD format that is of sufficient detail to be used as the base map for the project. Surveys shall include all visible surface elements in and within 10 feet of the SR A1A right-of-way and all other involved side street rights of way in the project area. Survey shall depict building footprints to facilitate off street facility installation.
- Florida Power & Light Company will provide conduit, cable, and equipment network designs for the conversion of their electric power facilities which will be merged into the consolidated plan set. Consultant will provide construction plans to supplement the FPL conduit and equipment pad installations.
- The telephone company (AT&T) and the CATV company (Comcast) will provide schematic plans depicting conduit sizes, conduit locations, pull boxes, and cabinet equipment required to accommodate their new underground facilities. Consultant will provide construction plans for installing telephone and CATV conduits and pull/splice boxes. The telephone and CATV companies will provide all drawings for their crews to utilize in installing their cable and equipment.
- FPL, Comcast and AT&T engineering deposits are not included and are understood to have been previously paid for by the City.
- It is understood that the City is willing to enter into a right-of-way (ROW) agreement with FPL for the installation of FPL facilities within the rights-of-way.
- The City will secure any required easements. As such, easement acquisition assistance including easement exhibits, meetings with property owners, easement legal descriptions and document preparation, is not included in this scope of services.
- The project intent is to not impact existing drainage capacity, patterns or flows. As a result, this scope of services does not include drainage design or drainage calculations.
- Maintenance of Traffic (MOT) and dewatering plans, if required, will be provided by the Contractor or others.
- The utility poles on the west side of A1A in the project area are to remain. Services and Primary lines that cross A1A will be converted underground to the extent allowed by the utility owners and the FDOT.
- It is understood that Subsurface Utility Exploration (SUE) is part of the Survey scope that is being performed for the City by another Consultant. This information will be provided to Kimley-Horn by the City.
- Landscaping improvements will be designed by the City arborist and is therefore not included in this scope of services.

- The City will provide Kimley-Horn with the results of a geotechnical investigation that is being performed in conjunction with the watermain project for use on this project.
- The City will attend and present the project status at any GOB Advisory Board Meetings. Kimley-Horn will provide the City with the project rendering and progress construction plans as described in the scope of services to support the City's presentation.
- The project area includes Douglas and Freedom Streets to the south. These two streets will be included in the overall construction documents and will be constructed concurrently with the larger area to the north. One set of construction documents will be prepared for the project. If multiple bid packages are requested, these can be prepared as an additional service.
- It is assumed that the City will elect the option to perform the electrical equipment and cabling installation and service cut-over for FPL. This will limit FPL's installation activities to setting make-ready poles, limited switching operations, and pole removal. It is assumed that Comcast and AT&T will install cabling and equipment and perform their own customer cut-overs to the new underground system.

## **Scope of Services**

### ***Task 1 – Design Phase***

Kimley-Horn will conduct up to two site visits to review the field conditions and identify existing electric meter and communication service point locations. Letter notification mailers will be sent by the City to property owners in the area to notify them that Kimley-Horn will be making visits to their properties to observe/document the service point locations. A design ticket will be called into Sunshine 811 so that utility companies having infrastructure in the area can be identified. Available record drawings and data for the project area will be collected and reviewed to assess impact on the design.

The City will provide Kimley-Horn with a right of way and topographical survey of the public rights-of-way and accessible easements in the project area. This survey will be reviewed and a determination of its sufficiency for use on this project will be made. If additional survey information is required it will be an additional service.

Kimley-Horn will use the survey and utility record drawing data obtained to develop an overall base map. Known and available utility record information will be added to the base map to aid in the coordination of the design efforts. This utility base map will be provided to FPL, AT&T, Comcast, and other communications companies, if applicable, for their use in their network design efforts and/or general coordination of the project.

Kimley-Horn will coordinate with FPL, AT&T, and Comcast to develop a conduit and equipment location plan based on the designs previously initiated and paid for by the City of Hollywood. Kimley-Horn will review the designs provided by these utility owners and suggest modifications for constructability and value engineering. Aboveground infrastructure required to support the underground system (transformers, switch cabinets, nodes, pedestals, etc.) will be shown on the plans. Service line routes to the individual homes will be schematically shown so that exact routes can be field coordinated with the property owners by the contractor during construction.

Kimley-Horn will prepare service conductor designs to accommodate service connections to CATV amplifiers, telephone cabinets, and customer owned electric services. Up to forty (40) customer owned services will be designed under this task. It is assumed that FPL will size all residential services and that these services will be owned and maintained by FPL. Existing underground services will be maintained to the greatest extent practical although it is anticipated that some will need to be replaced in order to convert the service.

Kimley-Horn will address one (1) round of reasonable comments after the City review of the 10%, 60%, and 90% plan submittals. During the design process, Kimley-Horn will continue to coordinate with FPL, AT&T, and Comcast to ultimately obtain their final network designs and the FPL binding cost estimate. An opinion of probable construction cost for the project area will be submitted with the final construction document submittal. Kimley-Horn will also submit redlined network plans to FPL, AT&T and Comcast for coordination purposes concurrently with the City submittals.

Kimley-Horn will coordinate with the Department of Public Utilities to coordinate the City's water main replacement project with the proposed improvements for this project.

It is understood that the City will require a project rendering for use in describing the proposed improvements to the area property owners in public meetings and on the City's website. Kimley-Horn will prepare up to one (1) street view rendering that shows conditions before the project and conditions after the poles are removed.

Kimley-Horn will perform photometric analysis based on replacing the existing lighting with a fixture selected by the City. Deliverables under this task include a lighting design memorandum documenting the design's compliance with City lighting and maintenance requirements. The lighting memorandum will include photometric results and an opinion of probable construction cost specific to the lighting system.

Based on the photometric analysis approved by the City, Kimley-Horn will develop a lighting design including pole locations, luminaries, conductors, conduits, pull boxes, and service panels complying with the City's maintenance standards. Kimley-Horn will perform voltage drop calculations to design proposed lighting circuits and required service panel equipment. Kimley-Horn will provide both GIS and Google Earth KMZ file formats to the City for future use.

It is anticipated that the final undergrounding construction documents may contain the following information:

- Cover Sheet
- Survey (provided by City)
- General Notes
- Overall Site Plan
- Electric Conduit/Equipment/Street Lighting Location Plans (approx. 16 plan sheets)
- Communications Conduit/Equipment Location Plans (approx. 16 plan sheets)
- Equipment Details
- Trench and Conduit Details
- Construction / Restoration Details

- Commercial Service Sizing Spreadsheet
- Decorative Street Light Details and Specifications
- Milling and Resurfacing Plans, inclusive of marking and signing (approx. 16 plan sheets)
- Technical Specifications

***Deliverables***

Kimley-Horn will submit deliverables for review at the following milestones:

- 10% Construction Docs. (3 hard copies, 1 high-resolution PDF copy min 300 dpi)
  - Base Utility Map and Meter/Service Point Locations
  - Preliminary Opinion of Probable Construction Cost
  - Preliminary Project Design & Permitting Schedule
  - Project Rendering for use in meetings, presentations, website
- 60% Construction Docs. (3 hard copies, 1 high-resolution PDF copy min 300 dpi)
  - Preliminary Equipment Location Plans (Electrical and Communications equipment)
  - Preliminary Specifications
  - Updated Preliminary Opinion of Probable Construction Cost
  - Updated Project Design & Permitting Schedule
  - Draft Permit Applications for City Review
  - Written responses to 30% plan comments
- 90% Construction Docs. (3 hard copies, 1 high-resolution PDF copy min 300 dpi)
  - 90% Equipment Location and Conduit Routing Plans
  - 90% specifications package
  - Updated Preliminary Opinion of Probable Construction Cost
  - Written responses to 60% plan comments
- Final Construction Documents
  - Final Signed & Sealed Plans
  - Final Signed & Sealed Specifications
  - Final Opinion of Probable Construction Cost
  - Written responses to 90% plan comments

***Task 2 – Permitting Assistance***

Kimley-Horn will prepare and submit plans, permit applications and supporting documentation for review to the following jurisdictional regulatory agencies. Kimley-Horn will address up to two (2) rounds of comments for the regulatory agency submittals identified below.

- 1. Florida Department of Transportation**
  - a. Utility Permit
- 2. City of Hollywood**
  - a. Engineering/Public Works
- 3. Florida Fish and Wildlife / FDEP**
  - a. CCCL Permit

No other agency approvals are included in this scope of services other than those identified above.

Proposed work waterward of the Coastal Construction Control Line (CCCL), including utility improvements and lighting plans, will require authorization from FDEP through the CCCL permitting process. FDEP will coordinate with the Florida Fish and Wildlife Conservation Commission (FWC) to review the proposed lighting improvements. Kimley-Horn will conduct pre-application coordination calls with the FDEP CCCL Permit Manager for Broward County, and FWC lighting plan reviewer to describe the proposed project and determine the minimum required authorization(s). Based on results of the pre-application coordination, Kimley-Horn will prepare a CCCL Permit application and lighting plan and will submit the request for authorization to FDEP. The application will include a recent survey of the project area (provided by the City), proof of ownership, and proposed lighting and improvements plan. It is understood that the City intends on implementing FWC-approved lighting fixtures and light sources for this project. For City of Hollywood permits, the City will pay any related fees through interoffice transfer. Kimley-Horn does not guarantee the issuance of permits or approvals. If permits are issued for this project, the conditions and expiration dates are the sole responsibility of the City. Kimley-Horn is not responsible for extending time limited entitlements or permits. The City shall provide all permit fees.

### **Task 3 – Bid Phase Assistance**

It is our understanding that the City will use the Construction Manager at Risk (CMAR) project delivery method to construct the improvements. Kimley-Horn will prepare the construction documents for use by the City's Office of Procurement, in coordination with the Department of Design and Construction Management and the CMAR selected by the City. Kimley-Horn will attend one (1) pre-bid meeting and respond to requests for clarification during the bidding process. Kimley-Horn will review the Guaranteed Maximum Price bid proposal received for the project and attend up to four (4) meetings with the City of Hollywood to discuss comments. A summary memorandum will be provided to the City describing the results of the GMP negotiation process.

The City of Hollywood will prepare the "front end" bidding instructions and contract paperwork together with the CMAR.

### **Task 4 – Meetings and Coordination**

Kimley-Horn and our sub-consultant team members, as appropriate, will attend scheduled project meetings as described below during the design phase of the project:

- Project kickoff meeting, to include stakeholders, City Departments, Public Works (maintenance input)
- Team progress meetings (monthly, up to 12)
  - Attendance at monthly design progress meetings. These meetings will be held via conference call.
  - Consultant will prepare Meeting Minutes for the project progress meetings.

- An updated Microsoft Project Design Phase Schedule, submitted every two months.
- Meetings with utility owners (up to 6)
- Stakeholder meetings (up to 3)

## Additional Services

Any services not specifically provided for in the above scope, as well as any changes in the scope you request, will be considered additional services. These services will be performed based on proposals approved by the City prior to the performance of those requested additional services. Additional services we can provide include, but are not limited to, the following:

- Drainage calculations or improvements
- Geotechnical Engineering
- Land Surveying
- Subsurface Utility Exploration
- Environmental Engineering (Phase I/Phase II)
- Traffic Studies or traffic engineering services
- Design of Non-Standard Light pole foundations due to utility conflicts or unusual soil conditions
- Easement Acquisition Assistance
- Structural Evaluation of existing light pole assemblies
- Landscape Architecture
- Construction Phase Services

## Information and Services Provided by the Client

We shall be entitled to rely upon the accuracy of information provided by others in the performance of professional services. It is anticipated that the following items and services will need to be provided to Kimley-Horn by the City during the project.

- Existing record drawings
- Access to the site
- Easement acquisition services
- Signatures on permit applications

## Schedule

Kimley-Horn understands and will accommodate The City's desire to complete the design and construction as expeditiously as possible. It is anticipated that a design NTP could be issued as soon as March 2021. The City recognizes that the utility owners are required to perform services to support this project and the schedules for their completion of these services are beyond the control of Kimley-Horn. Desired completion timeframes will be communicated to the utility owners during the course of



the project and support from the City may be required to encourage the utility owners to meet these timeframes.

### **Fee and Billing**

Kimley-Horn will perform the services in Tasks 1-4 for the lump sum fees shown below. Billings will be monthly based on the progress of the Task.

Task 1 – Design Phase	\$184,700
Task 2 – Permitting Assistance	\$ 25,500
Task 3 – Bid Phase Assistance	\$ 10,200
Task 4 – Meetings and Coordination	\$ 25,380

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### **Closure**

The terms and conditions of the City of Hollywood's "Civil/Landscape Architecture/Planning Engineering Services, DS 18-014" shall govern this scope of services.

If you concur with the foregoing and wish to direct us to proceed with the aforementioned services, please issue a Notice to Proceed in writing to the consultant referencing this document as Exhibit "A". Fees and time stated in this agreement are valid for sixty (60) days after the date of issuance by the consultant.

We appreciate the opportunity to propose these services to you.

Very truly yours,

**KIMLEY-HORN AND ASSOCIATES, INC.**



By: Kevin Schanen, P.E.  
Sr. Vice President

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