



June 29, 2021

Karyn Sashi
Project Manager
City of Hollywood – Design and Construction Management
PO Box 229045
Hollywood, FL 33022

**RE: *Proposal for Gateway and Monument Signs Structural Assessment
Hollywood, FL***

Dear Ms. Sashi,

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 for the structural assessment of Gateway and Neighborhood Monument Signs located throughout the city. Our project understanding, scope of services, and fee follows.

Project Understanding

The City of Hollywood is requesting an assessment of the condition of eighty-seven (87) existing Gateway and Monument Signs located throughout the City to understand the current extent of deterioration and whether structural repairs or modifications are necessary on an individual sign basis. The purpose of this analysis is to determine whether the signs, per individual basis, must be replaced with a new sign, or can be retrofitted with a new sign design, without the need to replace the structure. The list and location ("Master List") of the Gateway and Monument Signs provided by the Client for this assignment is included as Attachment A.

Scope of Services

Task 1 – Review of Existing Information

Kimley-Horn will review existing information for each of the signs identified in the Master List Existing information will be provided by the Client and includes, but is not limited to, the following information:

- Existing structural drawings, if available
- Existing shop drawings, if available
- Existing calculations, if available

Depending on the completeness of the available existing documentation, foundation mappings or exploratory partial exposure of the foundations may be required for certain sign types. The effort associated with these mappings or exposures is not included in the scope of this Task.

The review of the existing documentation is intended to identify critical areas of the structure where damage/deterioration is expected to occur. This information will be compiled for use in the field for notes as part of Task 2.

Task 2 – Structural Assessment and Report

Kimley-Horn will perform a site visit to each of the Gateway and Monument Signs specified in the Master List to document the existing conditions of the sign. The documentation will consist of obtaining general measurements of the existing conditions and comparing them to the information reviewed in Task 1. Sketches and photographs will also be used to record the existing conditions. It is anticipated that Kimley-Horn personnel will spend an average of 30 minutes at each sign location (not including travel) to document and photograph the existing conditions. It is assumed that a minimum of five (5) days will be needed to visit, observe and document every sign.

Upon completion of the site visits, Kimley-Horn will update the tables in the Gateway and Monument Signs Master List to provide remarks documenting the existing conditions and summarizing the observed deficiencies. Kimley-Horn will compare each individual sign installation against the original design reviewed in Task 1. Additionally, as part of the site investigation, Kimley-Horn will note whether the sign is in conflict with current ADA Florida Building Code (FBC) criteria and/or FDOT clear-zone requirements, as well as Broward County Regulations. All observed installation deficiencies will be recorded in the Updated Master List. The Updated Master List will also be annotated to include recommended repairs, if any, or the need for further investigation, such as foundation mappings. The updated list will also include prioritization criteria for all the signs identifying the urgency of repairs/replacement required, if any.

Once the Updated Master List is completed, Kimley-Horn will prepare a Summary Memorandum of our findings and recommendations, classified by sign type, along with an Opinion of Probable Cost (OPC) for the recommended repairs or additional investigations.

The Consultant has no control over the cost of labor, materials, equipment, or over the Contractor's methods of determining prices or over competitive bidding or market conditions. Opinions of probable costs provided herein are based on the information known to Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs.

The deliverables for this Task consist of the Updated Master List and a Summary Memorandum. Upon submittal, Kimley-Horn will schedule one (1) virtual meeting to review the findings and recommendations and answer any questions/comments the Client may have.

Kimley-Horn will revise the Updated Master List, if needed, to address one round of Client comments before submitting our final deliverables for this task.

An additional commission meeting is included as part of this task. This meeting is assumed to last no more than four (4) hours and will be attended by one (1) Kimley-Horn Engineer. This meeting is assumed to occur after final deliverable of updated Master List.

If requested, upon City's determination of which signs will warrant repair/replacement, Kimley-Horn will prepare a proposal for the analysis and design of the repairs/replacement.



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:

- Foundation mappings or exploratory exposures
- Structural Calculations
- Repair Plans and Specifications

Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement:

- Geotechnical Engineering
- Topographic or Boundary Surveys

Information 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 will need to be provided to Kimley-Horn by the City during the project.

- Existing records as stated in Task 1 above
- Access to the sites for all the signs

Covid-19 Information

Due to the everchanging circumstances surrounding the COVID-19 Virus, situations may arise during the performance of this Agreement that affect availability of resources and staff of Kimley-Horn, the client, other consultants, and public agencies. There could be changes in anticipated delivery times, jurisdictional approvals, and project costs. Kimley-Horn will exercise reasonable efforts to overcome the challenges presented by current circumstances, but Kimley-Horn will not be liable to Client for any delays, expenses, losses, or damages of any kind arising out of the impact of the COVID-19 Virus.

Schedule

We will provide our services as expeditiously as practicable with the goal of meeting a mutually agreed upon schedule, subject to the COVID-19 limitations stated above.



Fee and Billing

Kimley-Horn will perform the services in Tasks 1-2 at an hourly rate (not to exceed) values as shown below:

Billings will be monthly based on the progress of the Task.

Task 1 – Review of Existing Information	\$ 5,670
Task 2 – Structural Assessment and Report	\$35,265
TOTAL HOURLY FEE (NOT TO EXCEED)	\$40,935

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.


DocuSigned by:

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David Walthall, P.E.
Sr. Vice President


Jaime Ghitelman, P.E.
Project Manager

- Attachment A: 2021 Master List Signage Location
- Attachment B: Project Work Plan Person-Hour Estimate

Sign Type A - GOB Scope						
Photo	Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	Category
	A	Entryway - I95	A1	PARK EAST	I-95 & SHERIDAN STREET WEST MEDIAN	GOB
	A	Entryway - I95 (NO LONGER EXISTS)	A2	PARK EAST	I-95 & HOLLYWOOD BLVD WEST MEDIAN	GOB
	A	Entryway - I95	A3	HIGHLAND GARDENS	I-95 & HOLLYWOOD BLVD EAST MEDIAN	GOB
	A	Entryway - I95	A4	PARK EAST	I-95 & PEMBROKE WEST MEDIAN	GOB
	A	Entryway - I95	A5	HIGHLAND GARDENS	I-95 & PEMBROKE EAST MEDIAN	GOB
TOTAL SIGNS:		5				

Sign Type B - GOB Scope						
Photo	Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	
	B	Entryway - Monument	B1	Royal Poinciana	Sheridan and Dixie Hwy	GOB
	B	Entryway - Monument	B2	PARK SIDE	Pembroke and S 21st Ave	GOB
	B	Entryway - Monument	B3	Public Works	1600 S. PARK ROAD	GOB
	B	Entryway - Monument	B4	HIGHLAND GARDENS	City Hall Entrance	GOB
	B	Entryway - Monument	B5	HOLLYWOOD PALMS	City Hall Entrance North	GOB
	B	Entryway - Monument	B6	HOLLYWOOD HILLS	N. 46TH AVE. north of HOLLYWOOD BLVD. MEDIAN	GOB
TOTAL SIGNS:		6				

Sign Type C - GOB Scope						
Photo	Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	
	C	Neighborhood Entryway Type C	C1	BOULEVARD HEIGHTS	N. 76TH TERR., N/O JOHNSON ST., EAST SIDE	GOB
	C	Neighborhood Entryway Type C	C2	BOULEVARD HEIGHTS	McKinley St and N 72nd Ave	GOB
	C	Neighborhood Entryway Type C	C3	BEVERLY PARK	WASHINGTON ST W/O 441, NORTH SIDE	GOB
	C	Neighborhood Entryway Type C	C4	PARK EAST	ORANGEBROOK GOLF ESTATES (38-1) HOLLYWOOD BLVD@31ST AVE, NE CORNER	GOB
TOTAL SIGNS:		4				


Sign Type D - GOB Scope						
Photo	Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	
	D	Entryway - Post	D1	DRIFTWOOD	72ND AVENUE & DAVIE ROAD EXT.	GOB
	D	Entryway - Post	D2	DRIFTWOOD	UNIVERSITY DR. & DAVIE RD. EXT.	GOB
	D	Entryway - Post	D3	DRIFTWOOD	72ND AVENUE & SHERIDAN STREET	GOB
	D	Entryway - Post	D4	BOULEVARD HEIGHTS	TAFT ST. & N. 76TH AVE.	GOB
	D	Entryway - Post	D5	BOULEVARD HEIGHTS	JOHNSON ST. & N. 76TH AVE.	GOB
	D	Entryway - Post	D6	WASHINGTON PARK	S. 56TH AVE. AT FLETCHER ST.	GOB

	D	Entryway - Post	D7	Hillcrest	S Park Road and Pembroke	GOB
	D	Entryway - Post	D8	HOLLYWOOD LAKES	Moffett and S 14th Ave	GOB
	D	Entryway - Post	D9	HOLLYWOOD LAKES	Diplomatt Pkwy at border	GOB
	D	Entryway - Post	D10	HOLLYWOOD LAKES	Sheridan and US1	GOB
	D	Entryway - Post	D11	NORTH BEACH	N Ocean Blvd, under Dania Blvd	GOB
TOTAL SIGNS: 11						





Sign Type E - GOB Scope						
Photo	Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	
	E	Neighborhood Entryway Type A	E1	Alandco	SW 30th Ave and SW 42nd St, median	GOB
	E	Neighborhood Entryway Type A	E2	DRIFTWOOD	DANIA, 72ND AVENUE & DAVIE ROAD EXT.	GOB
	E	Neighborhood Entryway Type A	E3	DRIFTWOOD	A.J. BENDLE SUBDIVISION N. 72ND AVE. AT WILSON ST., EAST SIDE	GOB
	E	Neighborhood Entryway Type A	E4	DRIFTWOOD	DRIFTWOOD PLAZA (49-26) N. 64TH AVE., N/O TAFT ST., EAST SIDE	GOB
	E	Neighborhood Entryway Type A	E5	BOULEVARD HEIGHTS	Hollywood Blvd median just west of Turnpike	GOB
	E	Neighborhood Entryway Type A	E6	LAWN ACRES	LAWN ACRES (36-3) JACKSON ST. AT S. 56TH AVE., NW CORNER	GOB


	E	Neighborhood Entryway Type A	E7	LAWN ACRES	LAWN ACRES (36-3) MADISON ST., W/O S. 56TH AVE., N SIDE	GOB
	E	Neighborhood Entryway Type A	E8	LAWN ACRES	HILLSIDE PARK (38-20) JEFFERSON ST., W/O N. 56TH AVE. NW CORNER	GOB
	E	Neighborhood Entryway Type A	E9	WASHINGTON PARK	S 52ND AVE. NORTH OF PEMBROKE RD, W SIDE OF ROAD	GOB
	E	Neighborhood Entryway Type A	E10	WASHINGTON PARK	S. 52ND AVE., N. PEMBROKE, EAST SIDE OF ROAD	GOB
	E	Neighborhood Entryway Type A	E11	HIGHLAND GARDENS	S 26TH AVE, N OF PEMBROKE RD, WEST SIDE OF ROAD	GOB
	E	Neighborhood Entryway Type A	E12	HIGHLAND GARDENS	S 26 AVE, N OF PEMBROKE RD, EAST SIDE OF ROAD	GOB
	E	Neighborhood Entryway Type A	E13	HIGHLAND GARDENS	WASHINGTON ST AT S 22ND AVE, NORTH SIDE OF ROAD	GOB

	E	Neighborhood Entryway Type A	E14	HOLLYWOOD PALMS	POLK ST.and dixie	GOB
	E	Neighborhood Entryway Type A	E15	HOLLYWOOD PALMS	JOHNSON ST. AT DOWDY FIELD NORTH SIDE	GOB
	E	Neighborhood Entryway Type A	E16	HOLLYWOOD PALMS	JOHNSON ST. W/O N. 28TH AVE., NORTH SIDE	GOB
	E	Neighborhood Entryway Type A	E17	HOLLYWOOD PALMS	N. 26TH AVE AT ARTHUR ST. ON MEDIAN	GOB
	E	Neighborhood Entryway Type A	E18	HOLLYWOOD PALMS	TAFT ST. W/O N. 28TH CT., SOUTH SIDE	GOB
	E	Neighborhood Entryway Type A	E19	LIBERIA	N 23RD AVE N OF SHERIDAN, E SIDE	GOB
	E	Neighborhood Entryway Type A	E20	LIBERIA	N 22ND AVE N OF SHERIDAN, W SIDE	GOB


	E	Neighborhood Entryway Type A	E21	HOLLYWOOD LAKES	N 14TH AVE S/O SHERIDAN ST	GOB
	E	Neighborhood Entryway Type A	E22	NORTH BEACH	A1A AT SHERMAN ST, west side	GOB
	E	Neighborhood Entryway Type A	E23	HOLLYWOOD LAKES	HOLLYWOOD BLVD AT 8TH AVE., NW CORNER	GOB
	E	Neighborhood Entryway Type A	E24	South Central Beach	A1A AT Virginia ST, west side	GOB
	E	Neighborhood Entryway Type A	E25	South Central Beach	at median across from 3900 N Ocean	GOB
TOTAL SIGNS: 25						



Sign Type F - GOB Scope						
Photo	Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	
	F	Neighborhood Entryway Type B	F1	BEVERLY PARK	Pembroke Rd and S 64th Ave, northeast side	GOB
	F	Neighborhood Entryway Type B	F2	WASHINGTON PARK	S. 52ND AVE. AT PLUNKETT ST. SW CORNER	GOB
	F	Neighborhood Entryway Type B	F3	HOLLYWOOD HILLS	S. 46th Ave and Washington St, northwest	GOB
	F	Neighborhood Entryway Type B	F4	PARK EAST	ORANGEBROOK GOLF ESTATES (38-1) JOHNSON ST., W/O PARK RD., SOUTH SIDE	GOB
	F	Neighborhood Entryway Type B	F5	HOLLYWOOD HILLS	N. 46TH AVE. south of SHERIDAN ST. ON MEDIAN	GOB
	F	Neighborhood Entryway Type B	F6	EMERALD HILLS	N. 46TH AVE. north of SHERIDAN ST. ON MEDIAN	GOB

	F	Neighborhood Entryway Type B	F7	LIBERIA	LIBERIA (1-34) SHERIDAN ST AT N 24TH AVE, NW CORNER	GOB
	F	Neighborhood Entryway Type B	F8	HOLLYWOOD PALMS	TAFT ST. AT N. 23RD AVE, NORTH SIDE	GOB
	F	Neighborhood Entryway Type B	F9	NORTH BEACH	HOLLYWOOD BEACH SECOND ADDITION A1A EAST SIDE S/O FREEDOM ST	GOB
	F	Neighborhood Entryway Type B	F10	NORTH BEACH	HOLLYWOOD CENTRAL BEACH (4-20) AT BALBOA, SE CORNER	GOB
TOTAL SIGNS: 10						

Sign Type H - GOB Scope						
Photo	Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	
	H	Entryway - Monument (2)	H1	HOLLYWOOD LAKES	Pembroke and US1	GOB
TOTAL SIGNS: 1						

Sign Type M - CRA						
Photo	Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	
	M	Neighborhood Entryway CRA Neighborhood Sign	M1	PARK SIDE	MONROE ST E OF 21ST AVE, S SIDE	CRA
	M	Neighborhood Entryway CRA Neighborhood Sign	M2	PARK SIDE	S. 20TH AVE, S OF JACKSON ST, E SIDE	CRA
	M	Neighborhood Entryway CRA Neighborhood Sign	M3	PARK SIDE	S 19TH AVE, N OF JACKSON ST E SIDE	CRA
	M	Neighborhood Entryway CRA Neighborhood Sign	M4	PARK SIDE	MONROE ST W OF US1, N SIDE	CRA
	M	Neighborhood Entryway CRA Neighborhood Sign	M5	PARK SIDE	WASHINGTON ST E OF 21ST AVE, S SIDE	CRA
	M	Neighborhood Entryway CRA Neighborhood Sign	M6	PARK SIDE	WASHINGTON ST W OF US1, N SIDE	CRA
TOTAL SIGNS:		6				

Sign Type T - CRA						
Photo	.Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	
	T	Parks and Rec	T1	HOLLYWOOD ORIGINAL TOWN	20TH AVENUE & HOLLYWOOD BLVD (Anniversary Park)	CRA
TOTAL SIGNS:		1				

Sign Type U - Wayfinding						
Photo	.Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	
	U	Directional Sign - Overhead	U1	Central Business District	DIXIE HWY PRIOR TO HOLLYWOOD BLVD (just south of Tyler)	Wayfinding
	U	Directional Sign - Overhead	U2	Central Business District	HOLLYWOOD BLVD PRIOR TO N. DIXIE HWY	Wayfinding
	U	Directional Sign - Overhead	U3		HOLLYWOOD BLVD EASTBOUND, WEST OF CITY HALL, LOCATED IN MEDIAN	Wayfinding
	U	Directional Sign - Overhead	U4		HOLLYWOOD BLVD WESTBOUND, EAST OF CITY HALL, LOCATED ON N SIDE OF ROAD	Wayfinding
	U	Directional Sign - Overhead	U5	Central Business District	US1 and Avon Leon Sheffield (northbound)	Wayfinding
TOTAL SIGNS:		5				

Sign Type W - Wayfinding						
Photo	Sign Type	Type	SIGN #	COMMUNITY PLAT	LOCATION	
	W	Directional Sign - Pole	W1		CITY HALL CIRCLE, W/SW QUADRANT	Wayfinding
	W	Directional Sign - Pole	W2		CITY HALL CIRCLE, EAST QUADRANT	Wayfinding
	W	Directional Sign - Pole	W3		CITY HALL CIRCLE, NE QUADRANT	Wayfinding
	W	Directional Sign - Pole	W4	Central Business District	S. 21ST PRIOR TO HOLLYWOOD BLVD	CRA
	W	Directional Sign - Pole	W5	Central Business District	S. 21ST PRIOR TO HARRISON STREET	CRA

	W	Directional Sign - Pole	W6	Central Business District	Young Circle and Hollywood Blvd (west)	CRA
	W	Directional Sign - Pole	W7	Central Business District	Young Circle and Harrison St	CRA
	W	Directional Sign - Pole	W8	Central Business District	Young Circle and Harrison St	CRA
	W	Directional Sign - Pole	W9	Central Business District	S 17th Ave and Tyler St	CRA
	W	Directional Sign - Pole	W10	Central Business District	Hollywood west bound to S 17th Ave	CRA
	W	Directional Sign - Pole	W11	Central Business District	S 17th Ave and Hollywood Blvd	CRA
	W	Directional Sign - Pole	W12	Central Business District	Harrison St and S 17th Ave	CRA
	W	Directional Sign - Pole	W13	Central Business District	US1 and Jackson St (northbound)	CRA
TOTAL SIGNS:		13				

Signs in Scope	
Type A	5
Type B	6
Type C	4
Type D	11
Type E	25
Type F	10
Type G	0
Type H	1
Type J	0
Type M	6
Type N	0
Type P	0
Type Q	0
Type R	0
Type S	0
Type T	1
Type U	5
Type W	13
Total Signs	87

Category	
GOB	62
CRA	17
Wayfinding	8

PROJECT WORK PLAN PERSON-HOUR ESTIMATE

Project Name: CRA Hollywood Signs
Project Number: TBD
Date Prepared: 6/16/2021
Estimated By: JG

KHA Task # Subtask ID Number	KHA Task Name Subtask Name/Description	Assumptions	Direct Labor (Person-Hours)								KHA Labor Total
			Principal P-7/8	Senior Prof P-5/6	Prof P-3/4	Analyst P-1/2	CADD CO-5/6	Designer D7	Tech/ Field Rep T-4	Support Staff C-5	
	Contract Rates		\$ 285.00	\$ 235.00	\$ 160.00	\$ 120.00	\$ 125.00	\$ 150.00	\$ 125.00	\$ 90.00	
1	TASK 1 - Review of Existing Documents										
	Project setup and coordination		1	2	2					2	
	Review of Existing Docs	Task includes organizing the existing information per sign and documenting critical areas where damage can be expected.		5	18					4	
	Subtotal (Hours)		1	7	20	0	0	0	0	6	
	Task Total (Dollars)		\$285	\$1,645	\$3,200	\$0	\$0	\$0	\$0	\$540	\$5,670
2	Task 2 - Structural Assessment and Report										
	Site Visits	Assume 30 minutes per sign and an average 30 minutes of travel between the signs. Total of 1 hour per sign including travel. Total of 87 signs			58	29				4	
	Updating Master List and Memorandum	Assumes 1 hour per sign to update condition/recommended action/prioritization.		9	58	29				2	
	QC of Updated Table / Memorandum by Principal Engineer		8								
	Incorporate QC Comments into submittal				9					2	
	Meeting with Client		2	2	2						
	Commission Meeting			4							
	Project Coordination and Close out		2		2						
	Subtotal (Hours)		12	15	129	58	0	0	0	8	
	Task Total (Dollars)		\$3,420	\$3,525	\$20,640	\$6,960	\$0	\$0	\$0	\$720	\$35,265