



Atkins North America, Inc.
3250 Commercial Blvd
Fort Lauderdale, FL 33309
Phone: (954) 903-3615

July 13, 2021

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 – Phase 2*
Proposal for Professional Engineering Consulting Services

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 – Phase 2. The Phase 1 element investigated traffic calming improvements across 59 identified street segments. The Phase 2 work will involve studying additional segments of the City’s local street corridors and to identify and recommend potential traffic calming measures to be implemented at key points within the City. For Phase 2, the City has identified 68 specific street segments with an allowance for another 22 locations, for a total of up to 90 potential segments.

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. Monthly coordination meetings will be conducted with City staff through videoconferencing.

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 Reference Data

2.1 Conduct Phase 2 Traffic Volume/Speed Counts

For the proposed 90 candidate traffic calming sites, the Consultant will perform these steps:

- Review the 90 segments for existing intersection controls and existing traffic calming devices, if any, to identify suitable locations for new traffic counts. This count location analysis will provide specific locations using GoogleEarth pins (.kmz files) to the traffic count subconsultant.
- The new counts will gather traffic count/speed information over a 3-day midweek period covering Tuesday/Wednesday/Thursday windows, in both directions of travel, over 15-minute data increments. This data will be used for assessment of excessive speed and/or relatively high traffic volumes. Results of this field data gathering will be summarized in standardized output reports.
- Based on Phase 1 results, there were 107 counts taken over 59 segments, or 1.82 counts on average per segment. For 90 segments, this yields 164 counts needed. It is also recommended to recount the six (6) monitoring count locations to assess traffic rebound from the effects of COVID-19 on trip making, for a total of 170 counts. It is further recommended that an allowance for another 30 counts be made for unforeseen conditions, yielding a total allowance of up to 200 traffic count locations for Phase 2.

2.2 Traffic Calming Reference Data Development Update

The Consultant will prepare selective updates to the integrated set of Geographic Information System (GIS) mapping layers on a City-provided reference base map that were developed in the Phase 1 work element. This data will be used to provide analytical context for additional traffic calming devices. The updates will include these mapping and/or tabular elements.

- **Candidate Phase 2 Traffic Calming Segments:** This GIS layer will depict the location of the candidate segments for traffic calming devices. A location identification numbering system will be used as for Phase 1.
- **Candidate Phase 2 Traffic Calming Traffic Count Locations:** This mapping layer will capture the location of the planned traffic count locations for each candidate segment. A location identification numbering system will be used as for Phase 1.
- **Crash History Update:** The 2016-2020 local street crash history database that was compiled for Phase 1 will be accessed via GIS to map crash type and severity for each of the 90 candidate segments as was done for Phase 1 segments. This work will also

include a crash summary list by segment (year, type, severity) and a subset table of crashes pertaining only to the 90 target segments.

- **Citizen Comment Matrix:** As for Phase 1, using City-provided email files, citizen comments regarding the 90 segments will be saved in folders and tabulated in a summary matrix for reference when performing the individual segment analyses.
- **Traffic Trend Monitoring Sites:** The Consultant will review the six traffic counts from the six traffic volume monitoring sites to evaluate travel levels as a result of post-COVID-19 trip making recovery. The results of the review will be used for traffic volume adjustments, if needed.

Task 3 Traffic Calming Master Plan Formulation

3.1 Evaluate Traffic Calming Thresholds

The Consultant will prepare a spreadsheet tabulating for each of the 90 traffic calming segments the traffic calming evaluation criteria established in Phase 1 (traffic volume, 85th percentile speed, sidewalk availability, crash history) to include the results of actual field data for proposed traffic calming sites. This table will provide an assessment of the need and priority for each of the segments and sites. A prioritized, shortlisted set of segments for detailed analysis will be prepared and reviewed with City staff.

3.2 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 90 candidate sites proposed by the City in the Phase 2 effort. These would be in addition to the 252 existing traffic calming device installations already put in place by the City, and the additional traffic calming actions proposed in the Phase 1 work. The analysis will consider the assembled data including functional classification, posted speed limit, citizen input, existing traffic calming devices, existing right-of-way, crash history, sidewalk availability, intersection controls, school speed zones, the one or more traffic volume/speed counts taken for each segment. and other pertinent street features. Proposed actions will be based on the information contained in the evaluation table, field observations and other factors. The analysis of each segment will be captured in the form of a worksheet as utilized in the Phase 1 work. The worksheets will be reviewed with City staff for contents and findings and finalized based on review comments.

The unit cost estimates from Phase 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 prepared to include a layer for Phase 2 proposed traffic calming actions for the shortlisted traffic calming segments.

Task 4 Documentation and Presentation

4.1 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 – Phase 2. 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.

4.2 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.

4.3 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 make a presentation to the City Commission at a regularly scheduled meeting as arranged by City staff.

Task 5 Reimbursable Expenses

- 5.1** 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- 4 for a lump sum labor amount of **\$99,868** as outlined below. Expenses and subconsulting fees for the project are noted in Task 5. Reimbursables in the amount of **\$66,500** for traffic counts and other minor expenses are shown in the table and are in addition to the labor amount. Total fee is **\$166,368**.

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.

TASKS	Salary Cost by Task	Subconsultant: Traffic Counts	ATKINS Expense Allowance	TOTAL FEE
1 Project Management / QA-QC	\$7,790.00	\$0.00	\$100.00	\$7,890.00
1.1 Project Management Activities	\$4,192.00		\$100.00	\$4,292.00
1.2 Quality Assurance/Quality Control	\$3,598.00			\$3,598.00
2 Traffic Calming Reference Data	\$19,872.00	\$66,000.00	\$100.00	\$85,972.00
2.1 Conduct Phase 2 Traffic Volume/Speed Counts (190)	\$4,366.00	\$66,000.00	\$100.00	\$70,466.00
2.2 Traffic Calming Reference Data Update	\$15,506.00			\$15,506.00
3 Traffic Calming Master Plan Formulation	\$61,652.00	\$0.00	\$100.00	\$61,752.00
3.1 Evaluate Traffic Calming Thresholds	\$9,210.00		\$100.00	\$9,310.00
3.2 Identify Traffic Calming Sites and Actions	\$52,442.00			\$52,442.00
4 Documentation	\$10,554.00	\$0.00	\$200.00	\$10,754.00
4.1 Prepare Draft Report	\$6,958.00		\$100.00	\$7,058.00
4.2 Prepare Final Report	\$3,596.00		\$100.00	\$3,696.00
4.3 Summary Presentation	\$4,474.00			\$4,474.00
Total Cost	\$99,868.00	\$66,000.00	\$500.00	\$166,368.00

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 me at (305) 514-3369 or jack.schnettler@atkinsglobal.com if you have any questions.

Sincerely,
Atkins NA, Inc.

A handwritten signature in black ink, appearing to read "Jack S. Schnettler", written in a cursive style.

Jack S. Schnettler, P.E.
Project Manager

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CITY OF HOLLYWOOD - A Municipality

Agreed to this _____ day of _____, 2021

By: _____

(Print or Type Name)

Title: _____
(As Authorized by Law)

(Email Address)

_____, Witness

(Print or Type Name)

Official Seal:

Copy To: File