



Item No. 11e

# AGENDA ITEM MEMORADUM

**Town Manager**

**Connie Hoffmann**

Department

Department Director

<b>COMMISSION MEETING DATE (*) - 7:00 PM</b>	<b>Deadline to Town Clerk</b>
<input checked="" type="checkbox"/> Oct 25, 2011	Oct 14th

\*Subject to Change

- |                                       |   |  |                                       |
|---------------------------------------|---|--|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports        | <input checked="" type="checkbox"/> <b>Consent</b> | <input type="checkbox"/> Ordinance    |
| <input type="checkbox"/> Resolution   | <input type="checkbox"/> Quasi-Judicial | <input type="checkbox"/> Old Business              | <input type="checkbox"/> New Business |

**FY2012 DESIGNATED HIGH PRIORITY ITEM – PRIORITY TOPIC- EAST COMMERCIAL BLVD STREETScape PROJECT**

**SUBJECT TITLE: Traffic Planning & Engineering Work Authorization for the East Commercial Boulevard Streetscape Project**

**EXPLANATION:** Professional traffic planning and design expertise is needed to complete the design for the East Commercial Boulevard Streetscape Project. Hughes & Hughes Inc. has a continuing contract with the Town to provide traffic planning and engineering services. Since Molly Hughes of Hughes & Hughes participated in the University of Miami community design workshop discussions both with the public and with the Florida DOT representatives about design issues, has already studied the Commercial/A1A intersection and represented the Town in discussions with both the FDOT and Broward County's Traffic Engineering Division, it would be most efficient and logical to use her as the Traffic Engineer for the design phase of the East Commercial Boulevard Streetscape project.

Both urban design firms under consideration for doing the streetscape design have expressed confidence in Ms. Hughes' expertise and are comfortable working with her on the project.

Town staff has negotiated a fee of \$23,600 with Ms. Hughes for the work involved. The Work Authorization that details the scope of work is attached (Exhibit 1). Funding for the design of the project is included in this year's budget.

**Recommendation:** We recommend the Commission authorize the Town Manager to execute the attached work order.

**EXHIBIT:** 1. Work Authorization for Traffic Planning & Engineering Services for Streetscape Improvements to East Commercial Boulevard.

**Source of Funding:** CIP Account 300-576.128-500.630 Design \$600,000

Reviewed by Town Attorney  
 Yes  No

Town Manager Initials

The Work Authorization Form is approved by the Town Attorney.

**TOWN OF LAUDERDALE BY-THE-SEA  
WORK AUTHORIZATION FOR PROFESSIONAL SERVICES**

**Consultant:** Hughes Hughes Inc.

**Address:** 728 SW 4<sup>th</sup> Place, Suite 103, Ft. Lauderdale, FL 33312

<b>Contract No.</b> AG-2011-57 <b>Agreement Description:</b> Continuing Professional Services Contract	<b>Work Authorization No.:</b> <b>Effective Date</b> _____
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<b>P.O. # For Work Authorization:</b>	<b>Budget:</b> \$ _____
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**Brief Task Description:** Traffic Planning & Engineering Services for Streetscape Improvements to East Commercial Boulevard in the Town of Lauderdale-by- the-Sea

In accordance with the above referenced agreement, you are authorized to perform the tasks detailed in attached Exhibit A (Scope of Services). All required services will be completed on or before: See Exhibit "C"

The total amount or the limiting amount of the compensation will be: \$ 23,600 unless additional services are authorized by the Town in writing.

**Compensation elements are as follows:**

Method of Compensation (Lump Sum, Hourly NTE)	Amount (\$)	Project Code
TASK 1 CONCEPTUAL DESIGN	17,500	
TASK 2 SCHEMATIC DESIGN	4,300	
TASK 3 AERIAL UTILITY RECONFIGURATION	400	
TASK 4 FINAL DESIGN	1,400	
TASK 5 BID PHASE SERVICES	0	
<b>Total</b>	<b>23,600</b>	

This Work Authorization is subject to the same terms and conditions of the Continuing Professional Services Contract dated August 2, 2011.  
Please acknowledge receipt of, and agreement with, this Work Authorization by signing and dating and returning three (3) original signed copies to the Town Manager. The Town will send you one fully executed copy.

**Town of Lauderdale by-the-Sea Approval:**

Constance Hoffmann, Town Manager \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

June White, Town Clerk \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

If over \$15,000, date this work was approved by the Town Commission: \_\_\_\_\_

**Contractor Acceptance:**

Contractor Name: Molly J. Hughes for the firm \_\_\_\_\_ (Signature) October 17, 2011 (Date)  
Title: President, Hughes Hughes Inc.

## **Exhibit A**

### **Name of Project**

#### **TRAFFIC PLANNING STUDY & TRAFFIC ENGINEERING DESIGNS FOR STREETSCAPE IMPROVEMENTS TO THE DOWNTOWN CORE AND ADJACENT AREAS EAST OF BOUGAINVILLE DRIVE IN THE TOWN OF LAUDERDALE-BY-THE-SEA**

### **Scope of Services**

#### **PROJECT**

The area covered by this scope of services envelops the heart of the historic and entertainment center of the Town of Lauderdale-by-the-Sea. The goals of this project are to create an urban gathering place that provides beautiful vistas of the sea, provides increased shade from the intense sun and heat, enhances the pedestrian environment and safety while maintaining vehicular access to the businesses located on the street and improving vehicular circulation and parking, provides for expansion of outdoor dining areas, and pays tribute to the Town's history. The Town seeks creative aesthetic enhancements and improvements that capture the unique qualities and characteristics of the Town and that create a sense of place distinctive from other beachside communities.

The area is already a lively Town gathering place, the site of many special and musical events, and has heavy pedestrian traffic; but there are constant conflicts between the pedestrians and vehicles. Sidewalk cafes exist on the north side of the street but are quite narrow.

There have been a number of urban design studies and community discussions about this area. The starting point for the streetscape design project shall be the design concept created by the University of Miami School of Architecture in May 2011. The University's design concepts can be accessed at the bottom left-hand corner of the Town's website (lbts-fl.gov); see pages 26-33 of the University's final report. The Town does anticipate that University of Miami plan for the Commercial Boulevard block east of El mar Drive will have to be modified to provide two way street access to the Fishing Pier and Aruba Beach Café parking lots.

The specific boundaries for the project are East Commercial Boulevard from Bougainville Drive to the Town's beach pavilion, El Mar Drive and State Road A1A between the northern boundary of the alleyway that parallels Commercial Boulevard on the north and to the southern boundary of the alleyway that parallels Commercial Boulevard on the south, and the alleyways themselves.

The Traffic Engineer will coordinate closely with the urban design firm retained to design the streetscape and storm water drainage position of this project and will provide their recommendations and designs to the urban design firm to be incorporated into the final design documents.

The scope of services includes:

#### **TASK 1: CONCEPTUAL DESIGN**

- A. Participate in up to two focus group meetings for the purpose of obtaining input on the modified University of Miami design concept from property owners, shop and restaurant operators located along the three block area of Commercial Boulevard covered by this scope of services.
- B. With representatives from the urban design firm, meet with representatives of the Fishing Pier and Aruba Beach café individually for their input (2 meetings in total).

- C. With representatives from the urban design firm, meet with the Town Manager to present preliminary design concepts and discuss resolution of conflicting input.
- D. Prepare refined conceptual design recommendations relating to traffic and parking issues, consisting of the following:
  - a. Alternative public parking solutions.
  - b. Traffic circulation recommendations.
  - c. Provide recommendations on pedestrian improvements within the ROW throughout the entire project area that reduce the feeling that vehicular traffic is dominant over pedestrians.
  - d. A feasible traffic plan that limits vehicular traffic in the easternmost block of Commercial Boulevard to traffic accessing Aruba Beach Café, the Pier, and on-street parking (if maintained); provides for a functional drop off place to unload passengers going to the beach; identifies how a valet operation supporting multiple businesses could be located and function; addresses the need for large supply trucks to deliver provisions to the restaurants in the mornings; and provides for smooth traffic flow through the area. As part of the traffic plan, the Traffic Engineering Consultant shall work with the streetscape designers to identify how the area can be closed to traffic for special events, and build into the design features that facilitate the temporary street closures and the special events themselves.
- E. Attend and participate in one focus meeting with the Commercial Boulevard stakeholders to garner their reaction to the conceptual design.
- F. With representatives from the urban design firm, present the conceptual design at a Town Commission meeting and facilitate obtaining direction from the Commission on traffic and parking alternatives proposed and on addressing any significant stakeholder disagreement with the design concept.

In addition to the meetings detailed above, the consultant shall attend monthly meetings with the Town Manager and other staff members to review progress, design issues, etc.

Deliverables: Provide conceptual designs of traffic and parking alternatives to the urban design firm hired by the Town to prepare the streetscape plan.

## TASK 2: SCHEMATIC DESIGN

Using feedback from the stakeholder meeting and the Town Commission meeting, assist the urban design firm in creating a Schematic Design Package including one recommended alternative related to parking.

- A. Coordinate as appropriate proposed traffic circulation, roadway and parking realignment or reconfigurations with all applicable local, County, State and Federal jurisdictional agencies and Departments including but not limited to Broward County Traffic Engineering Division, Broward County Highways Construction and Engineering Division, Broward County Department of Environmental Protection, Florida Department of Environmental Protection and, the Florida Department of Transportation.
- B. Prepare a list of required or expected permits that relate to traffic and parking.
- C. Participate with the urban design firm in a focus group meeting with the Commercial Boulevard stakeholders to review the schematic design.
- D. With representatives from the urban design firm, meet with the Town Manager and other staff members at least monthly to review progress, design issues, etc.
- E. With representatives from the urban design firm, meet with the Town Manager and the five Town Commissioners individually to review the proposed schematic design (6 meetings).
- F. Assist the urban design firm with presentation of the schematic design at a Town Commission meeting and facilitate obtaining direction from the Commission on the plan elements that relate to parking and traffic.

Deliverables:

- Provide a Schematic Designs to the urban design firm of recommended traffic and parking solutions,

- Provide one hardcopy list of required or expected permits that relate to parking and traffic.

### TASK 3: AERIAL UTILITY RECONFIGURATION

There are existing aerial utilities (Florida Power and Light, AT&T, and Comcast) within the project area that may limit or preclude desired or recommended improvements to the corridor that enhance the pedestrian environment or otherwise limit the area's use for various public or special events. Specifically, the aerial utilities run in a north-south direction along the east side of El Mar Drive. The Town does not anticipate burying aerial utilities in the alleyways due to the cost and lack of space to place transformers, however, is open to ideas on how the visual pollution of the multiple aerial lines that run along and across the alleyways can be reduced by less costly solutions.

The Traffic Engineering Consultant shall provide traffic engineering advice to the urban design firm as they develop alternatives to reconfigure, relocate, place underground, or otherwise minimize the adverse visual impacts or limiting physical attributes to proposed improvements on the Commercial Boulevard and EL Mar sections of this project.

Meetings: Meet with urban design team as needed. No public meetings are expected.

### TASK 4: FINAL DESIGN (60%, 90% [for permit] and Bid Drawings)

- A. Assist the urban design firm in preparing full design/construction drawings details and technical specifications for the traffic and parking elements of the Streetscape Improvements needed to construct the project.

Public Outreach and Meetings: Attend monthly meetings with Town Manager and other staff members to review progress, design issues, etc.

Deliverables: Assist the urban design firm in preparing final design/construction drawings, technical specifications and cost estimate (unbound) for the traffic and parking elements of the project.:

### TASK 5: BID PHASE SERVICES

- A. Attend one pre-bid conference
- B. Prepare responses to questions from possible contractors regarding traffic or parking elements.
- C. Prepare addenda as appropriate.

PLEASE NOTE: The urban design firm cannot direct the Traffic Engineering Consultant to do additional work that extends beyond the confines of the scope of services defined in this work authorization without the Town's express written authorization.

### **COMPENSATION**

Compensation for this project shall be quoted on a total, not-to-exceed sum and shall include the cost of all services, deliverables and meetings listed above.

Total, not to exceed cost of services: \$ 23,600.00

(See page 1 for breakdown of cost by project phase.)

Payment for each phase of work will be made upon completion of each phase after submission of an invoice by the consultant.

**SCHEDULE**

The Traffic Engineering Consultant shall review the project schedule provided by the urban design firm contracted for this project by the Town and advise the Town in writing that they can perform within the timeframes outlined in that schedule.

**Exhibit B**

Hourly Compensation Rates

NOT APPLICABLE TO THIS WORK AUTHORIZATION.

**Exhibit C**  
**Work Authorization Schedule**

**NOTE: ON THIS WORK AUTHORIZATION, THE SCHEDULE OF WORK WILL BE DEFINED BY  
THE SCHEDULE SUBMITTED BY THE URBAN DESIGN FIRM AUTHORIZED TO PREPARE  
THE STREETScape DESIGN For EAST COMMERCIAL BOULEVARD.**

The schedule for the completion of the Work Authorization is as follows:

<u>Task</u>	<u>Task Duration</u>	<u>Completion Date</u>

**Exhibit B-1 Staff Time Estimate      NOT APPLICABLE TO THIS WORK AUTHORIZATION.**

<b>HOURLY RATES</b>	
<u>Classification</u>	<u>Hourly Rate</u>
(P291) Principal In Charge/Project Director	
(P270) Principal Eng. / Principal Landscape Architect / Principal Planner / Sr. Project Manager	
(P315) Sr. Project Eng. / Sr. Landscape Architect / Sr. Planner	
(S555) Project Engineer / Landscape Architect / Planner	
(S630) Sr. C.A.D.D. Technician / Designer	
(C180) C.A.D.D. Technician / Graphics Technician (All Disciplines)	
(F135) R.P.R. / Field Inspector	
(P160) Permits Coordinator	
(A130) Administrative Assistant	
(A170) Delivery / Logistics Personnel	
(P320) Psm / Director Of Surveying	
(S791) Survey / G.I.S. Field Crew	
(S755) Survey C.A.D.D. Technician	
(S890) Plat Processing Coordinator	
<b><u>Administration</u></b>	
(P291) Principal In Charge/Project Director	
(A130) Administrative Assistant	
(P160) Permits Coordinator	
(A170) Delivery / Logistics Personnel	
Sub Total	
<b><u>Engineering / landscaape Architecture</u></b>	
(P270) Principal Eng. / Principal Landscape Architect / Principal Planner / Sr. Project Manager	
(P315) Sr. Project Eng. / Sr. Landscape Architect / Sr. Planner	
(S555) Project Engineer / Landscape Architect / Planner	
(S630) Sr. C.A.D.D. Technician / Designer	
(C180) C.A.D.D. Technician / Graphics Technician (All Disciplines)	

Personnel	Hourly Rate	Hours per Task									Totals	
		Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Task 8	Task 9	Hrs	Cost
<b>Administration</b>											0	\$0
											0	\$0
											0	\$0
Sub Total (hours)		0	0	0	0	0	0	0	0	0	0	\$0
<b>Engineering / Landscape Arch</b>											0	\$0
<b>Specific Discipline</b>											0	\$0
											0	\$0
											0	\$0
											0	\$0
											0	\$0
											0	\$0
Sub Total (hours)		0	0	0	0	0	0	0	0	0	0	\$0
<b>Surveying</b>											0	\$0
											0	\$0
											0	\$0
											0	\$0
Sub Total (hours)		0	0	0	0	0	0	0	0	0	0	\$0
<b>Cost per Task (\$)</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
<b>Budget \$ per Task</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
<b>Subconsultants</b>												
<b>Total Labor and Subconsultants</b>		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
<b>Direct Expenses</b>												\$0
<b>Work Authorization Total</b>												\$0

**Exhibit B-2 Staff Time Estimate NOT APPLICABLE TO THIS WORK AUTHORIZATION.**