

# CITY OF OAKLAND PARK

## CONTINUING PROFESSIONAL SERVICES WORK AUTHORIZATION

This Work Authorization is solely for the processing of agreements under the Consultants' Competitive Negotiation Act (CCNA) and is issued to authorize the Consultant to perform professional services for the City of Oakland Park in accordance with the terms and conditions of the Continuing Professional Services Agreement, RFQ-100323, and Resolution No. R2024-057. This Work Authorization incorporates all applicable provisions of the Agreement and establishes the specific scope of work, associated compensation, and project-specific requirements.

### PROJECT INFORMATION

PROJECT TITLE: Americans with Disabilities Act (ADA) Transition Plan Phase 3  
PROJECT MANAGER: Claudelle Rose  
CONSULTANT: Kimley-Horn and Associates, Inc.  
CONSULTANT ADDRESS: 8201 Peters Road, Suite 2200, Plantation, Florida 33324

### COMMISSION AUTHORIZATION (Expenditures of \$25,000 or greater require City Commission Approval)

Commission Approval Required?  Yes  No Resolution No. (if approved) \_\_\_\_\_  
Schedule Commission Date (if pending) \_\_\_\_\_

Note: If Commission approval is required and not yet obtained, this Work Authorization shall not be deemed valid until such approval is granted.

### SCOPE OF WORK & COMPENSATION

Consultant shall perform the following professional services as directed by the City in accordance with the Agreement and this Work Authorization. The total amount or the limiting amount of the compensation is outlined below, unless additional services are authorized by the City in writing.

TASK No.	DESCRIPTION	METHOD OF COMPENSATION	AMOUNT (\$)
1	Project management	Lump Sum	7,930.00
2	Building Review	Lump Sum	4,900.00
3	Parks and Trails Review	Lump Sum	45,020.00
4	Public Rights-of-Way Review	Lump Sum	22,000.00
5	Transition Plan Update	Lump Sum	11,550.00
6	Project Meetings	Lump Sum	8,550.00
<b>TOTAL COMPENSATION</b>			<b>\$ 99,950.00</b>

### ACKNOWLEDGEMENT & EXECUTION

The undersigned acknowledges and agrees to comply with all requirements, conditions, and responsibilities associated with this Work Authorization, which is issued pursuant to the Continuing Professional Services Agreement (RFQ-100323) and Resolution No. R2024-057, both of which are incorporated herein by reference as if fully set forth. The Consultant agrees to perform all services in accordance with the standards and requirements established in the Agreement, this Work Authorization, and all applicable laws, codes, and regulations. No modification or amendment to this Work Authorization shall be valid unless made in writing and signed by all parties.

#### CONSULTANT:

John J. McWilliams, P.E. John J McWilliams Digitally signed by John J McWilliams  
Date: 2025.05.20 14:02:33 -0400 5/20/2026  
AUTHORIZED REPRESENTATIVE SIGNATURE DATE

#### CITY OF OAKLAND PARK APPROVAL

Brad Ostroff Brad Ostroff 5/20/2026  
Interim DIRECTOR OF ENGINEERING & COMMUNITY DEVELOPMENT SIGNATURE DATE

David Hebert  
CITY MANAGER SIGNATURE DATE



## SCOPE OF SERVICES

### PROJECT NAME: Oakland Park ADA Self-Evaluation and Transition Plan – Phase 3

#### PROJECT UNDERSTANDING

Kimley-Horn and Associates, Inc. (“Consultant”) will provide professional services based on our project understanding as follows:

- The City of Oakland Park, Florida (“Client”) wants to develop their Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan in multiple phases.
- These services will constitute Phase 3 of the ADA Self-Evaluation and Transition Plan and will consist of an ADA compliance review of select City buildings, parks, and public rights-of-way sidewalk corridors. Possible solutions to bring any non-compliant elements that are not considered to be a de minimis barrier and are not “safe harbored” into compliance will be provided. A public outreach program will be developed and implemented, and staff training will be provided. An ADA Transition Plan will be developed which will formally document tasks and associated observations outlined in this Scope of Services.

#### SCOPE OF PROFESSIONAL SERVICES

##### Task 1 – Project Management

- 1.1 The Consultant will maintain project records, budgets, and communications for the duration of the project. It is understood the project will have an 8-month duration.
- 1.2 The Consultant will prepare monthly progress reports for the duration of the project.

##### **Task 1 Deliverables:**

- Monthly invoices with progress reports.

##### Task 2 – Building Review

- 2.1 The Consultant will establish field teams which will conduct evaluations for compliance with Title II of the ADA. The evaluation forms will be based on the applicable ADA standards in effect at the time of construction or alteration:
  - Properties constructed before September 15, 2010 will be reviewed against the 1991 ADA Standards for Accessible Design (ADA Standards) or Uniform Federal Accessibility Standards (UFAS).
  - Properties constructed between September 15, 2010 and March 15, 2012 will be reviewed against the 1991 ADA Standards, UFAS, or the 2010 ADA Standards.
  - Properties constructed after March 15, 2012 will be reviewed against the 2010 ADA Standards.

- Recreational facilities with no previous standard (i.e., recreational facilities listed in Chapter 10 of the 2010 ADA Standards) will be reviewed against the 2010 ADA Standards.

State and local building codes under which the project was originally constructed are excluded from the evaluations.

The Consultant will evaluate the following building and associated parking lot:

Building Name	Building Address
1. Fire Station 20	4721 NW 9th Avenue

Building evaluations are limited to publicly accessible areas. Employee-only areas and work areas, including common-use spaces located in employee-only areas are excluded from the evaluation.

The Consultant will evaluate on-site sidewalk (excludes perimeter sidewalk within the public right-of-way) and associated curb ramps, ramps, stairs, and other pedestrian paths of travel required to be ADA compliant within the building site. Only non-compliant issues along exterior pedestrian paths of travel will be recorded.

## Task 2 Deliverables:

- Field work data in shapefile and geodatabase formats.
- Individual barrier photos in JPG format.
- Facility reports in PDF format. The Consultant will create a separate report for each building. Any modifications to the report format requested by the Client will be considered Additional Services. Each facility report will identify compliance status of each facility and consist of the following:
  - Listing of facilities that are not in compliance with ADA requirements.
  - Possible solutions to resolve non-compliance issues for each facility.
  - Barrier priority using criteria developed by the Consultant.
  - "Cost report" that assigns conceptual budget estimates to each possible solution.
 

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 the Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. These opinions of costs are for corrective actions and involve a single solution without extensive study, destructive testing, or design. Opinion of costs represent material and labor cost only and do not include other factors such as design, permitting, overhead, and contingencies. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
  - Cost report pay item descriptions, pay item units, and unit prices will be based on construction resources such as RS Means, Consultant's experience with past costs for similar projects, Client cost indexes, and Client-provided information.
  - The compliance status and possible solutions will be based on the applicable ADA standards in effect at the time of construction or alteration. Properties constructed before September

15, 2010 will be reviewed against the 1991 ADA Standards or UFAS. Properties constructed between September 15, 2010 and March 15, 2012 will be reviewed against the 1991 ADA Standards, UFAS, or the 2010 ADA Standards. Properties constructed after March 15, 2012 will be reviewed against the 2010 ADA Standards. Recreational facilities with no previous standard (i.e., recreational facilities listed in Chapter 10 of the 2010 ADA Standards) will be reviewed against the 2010 ADA Standards. State and local building codes under which the project was originally constructed are excluded from the evaluations.

**Client Responsibilities:**

- The Client will provide floor plans to the Consultant for the buildings to be evaluated.
- The Client will provide the Consultant access to the areas within the buildings to be evaluated

Task 3 – Parks and Trails Review

3.1 The Consultant will establish field teams which will conduct evaluations for compliance with Title II of the ADA. The evaluation forms will be based on the applicable ADA standards in effect at the time of construction or alteration:

- Properties constructed before September 15, 2010 will be reviewed against the 1991 ADA Standards for Accessible Design (ADA Standards) or Uniform Federal Accessibility Standards (UFAS).
- Properties constructed between September 15, 2010 and March 15, 2012 will be reviewed against the 1991 ADA Standards, UFAS, or the 2010 ADA Standards.
- Properties constructed after March 15, 2012 will be reviewed against the 2010 ADA Standards.
- Recreational facilities with no previous standard (i.e., recreational facilities listed in Chapter 10 of the 2010 ADA Standards) will be reviewed against the 2010 ADA Standards.

State and local building codes under which the project was originally constructed are excluded from the evaluations.

The Consultant will evaluate the following parks, trails and associated parking lots:

Park Name	Park Address
1. Bark Park	971 NW 38 Street
2. Cherry Creek	1701 East Oakland Park Blvd
3. Dillon Tennis Center	4091 NE 5 Ave
4. Dr. Carter G. Woodson Park	3490 NE 3 Ave
5. Lloyd Estates Park	3420 NW 5 Ave
6. North Andrews Neighborhood Park	500 NW 56 Street
7. Stunson Nature Trail	1701 NW 38th Street

The Consultant will evaluate amenities at the listed parks. The Consultant will evaluate on-site sidewalk (excludes perimeter sidewalk within the public right-of-way) and associated curb ramps,



ramps, stairs, and other pedestrian paths of travel required to be ADA compliant within the park or trail site. Only non-compliant issues along exterior pedestrian paths of travel will be recorded.

**Task 3 Deliverables:**

- Field work data in shapefile and geodatabase formats.
- Individual barrier photos in JPG format.
- Facility reports in PDF format. The Consultant will create a separate report for each park. Any modifications to the report format requested by the Client will be considered Additional Services. Each facility report will identify compliance status of each facility and consist of the following:
  - Listing of facilities that are not in compliance with ADA requirements.
  - Possible solutions to resolve non-compliance issues for each facility.
  - Barrier priority using criteria developed by the Consultant.
  - "Cost report" that assigns conceptual budget estimates to each possible solution.

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 the Consultant at this time and represent only the Consultant's judgment as a design professional familiar with the construction industry. These opinions of costs are for corrective actions and involve a single solution without extensive study, destructive testing, or design. Opinions of costs represent material and labor cost only and do not include other factors such as design, permitting, overhead, and contingencies. The Consultant cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable costs. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
  - Cost report pay item descriptions, pay item units, and unit prices will be based on construction resources such as RS Means, Consultant's experience with past costs for similar projects, Client cost indexes, and Client-provided information.
  - The compliance status and possible solutions will be based on the applicable ADA standards in effect at the time of construction or alteration. Properties constructed before September 15, 2010 will be reviewed against the 1991 ADA Standards or UFAS. Properties constructed between September 15, 2010 and March 15, 2012 will be reviewed against the 1991 ADA Standards, UFAS, or the 2010 ADA Standards. Properties constructed after March 15, 2012 will be reviewed against the 2010 ADA Standards. Recreational facilities with no previous standard (i.e., recreational facilities listed in Chapter 10 of the 2010 ADA Standards) will be reviewed against the 2010 ADA Standards. State and local building codes under which the project was originally constructed are excluded from the evaluations.

**Client Responsibilities:**

- The Client will provide floor plans to the Consultant for the park facilities to be evaluated.
- The Client will provide the Consultant access to the areas within the parks to be evaluated.

Task 4 – Public Rights-of-Way Review

The Consultant will establish field teams which will conduct evaluations for compliance with Title II of the ADA. The evaluation forms will be based on the 2023 Public Rights-of-Way Accessibility Guidelines (PROWAG). State and local building codes under which the project was originally constructed are excluded from the evaluations.

- 4.1 Sidewalk Corridors – The Consultant will evaluate up to 5 linear miles of sidewalk corridors. Sidewalk corridors consist of sidewalk, pedestrian street crossings, pedestrian driveway crossings, and established pedestrian at-grade railroad crossings. The sidewalk corridor length is calculated using the centerline of pedestrian path of travel.
- 4.2 Unsignalized Intersections and Driveways – The Consultant will evaluate unsignalized intersections and driveways along the sidewalk corridors in **Task 4.1**. The Consultant estimates this task will consist of the evaluation of up to 40 intersections and up to 160 curb ramps. Evaluation of additional intersection or curb ramps will be considered Additional Services.

#### **Task 4 Deliverables:**

- Field work data in shapefile and geodatabase formats.
- Individual barrier photos in JPG format.
- Facility reports in PDF format. The Consultant will create a separate report for each facility type. Any modifications to the report format requested by the Client will be considered Additional Services. Each facility report will identify the compliance status of each facility and consist of the following:
  - Listing of facilities that are not in compliance with PROWAG.
  - Listing of facilities that are in compliance with PROWAG.
  - Possible solutions to resolve non-compliance issues for each facility.
  - Barrier priority using criteria developed by the Consultant.
  - “Cost report” that assigns conceptual budget estimates to each possible solution.

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 the 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. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
  - Photolog summary for each facility.
  - The compliance status and possible solutions will be based on PROWAG.

#### **Client Responsibilities:**

- The Client will select the sidewalk corridors to be evaluated in **Task 4.1**.

#### Task 5 – Transition Plan Update

The Consultant will coordinate with Client staff in developing the Transition Plan as follows:

- 5.1 Implementation Schedule and Strategy. The Consultant will work with the Client to determine a schedule to implement the Transition Plan and outline steps that will be taken by the Client each year of the transition period.
- 5.2 Budget. The Consultant will provide the Client with a recommended multi-year budget needed for accessibility improvements identified in **Tasks 2-4**. Possible funding sources to achieve

compliance will be provided. It will be the Client's responsibility to confirm the Client's eligibility for each funding source.

5.3 Draft Transition Plan Update. Based on the facility reviews completed in **Tasks 2 - 4**, the Consultant will prepare a draft Transition Plan Update. The update will consist of:

- Summary of project purpose, process, and most significant observations.
- Detailed observations of the facility reviews completed in **Tasks 2 – 4**.
- A phased schedule with conceptual budget estimates for the removal of facility barriers identified in **Tasks 2 - 4**

5.4 Final Transition Plan Update. The Consultant will address one (1) round of written consolidated comments from Client staff to prepare a Final ADA Self-Evaluation and Transition Plan Update.

#### **Task 5 Deliverables:**

- Electronic copy of the draft ADA Transition Plan Update in Microsoft Word format.
- Electronic copy of the final ADA Transition Plan Update in Microsoft Word and Adobe PDF formats.
- Electronic copies of the final ADA Transition Plan Appendix in PDF format will be provided using the Consultant's electronic file sharing system.

#### **Client Responsibilities:**

- The Client will provide written consolidated comments on the draft ADA Transition Plan Update and Appendix.

#### Task 6 – Project Meetings

6.1 Progress Meetings. The Consultant will conduct up to two (2) meetings with Client staff and the ADA Liaison Committee to provide project updates. The Consultant will produce meeting materials, lead and facilitate the meetings, and prepare a summary of action items resulting from the meetings (2-hour, virtual meetings).

#### **Task 6 Deliverables:**

- Summary of action items from each meeting.
- Electronic copies of meeting presentations.

#### **Client Responsibilities:**

- The Client will conduct internal coordination required to identify City staff to attend the Progress Meetings.
- The Client will provide the names and email addresses of staff identified to attend each Progress Meetings.



**Services Not Included**

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

- Evaluation of employee-only areas and work areas, including common-use spaces located in employee-only areas.
- Providing printed copies of Appendices.
- Providing effective communication services, including but not limited to, sign language interpreting, and captioning services.
- Providing deliverables in languages other than English.

**Additional Services**

Any services not specifically provided for in the above scope will be billed as additional services and performed at the Consultant’s then current hourly rates.

**Information Provided By Client**

The Consultant shall be entitled to rely on the completeness and accuracy of information provided by the Client or the Client’s consultants or representatives.

**Fee and Expenses**

Kimley-Horn will perform the services in **Tasks 1 – 6** for the total lump sum labor fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Task Number & Name		Fee	Type
1	Project Management	\$7,930	Lump Sum
2	Building Review	\$4,900	Lump Sum
3	Parks and Trails Review	\$45,020	Lump Sum
4	Public Rights-of-Way Review	\$22,000	Lump Sum
5	Transition Plan Update	\$11,550	Lump Sum
6	Project Meetings	\$8,550	Lump Sum
Total		\$99,950	

Lump sum fees and expenses will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Staff Time Estimate

**Exhibit B  
Staff Time Estimate**

TASK	Principal Engineer	Senior Project Manager	Project Planner	Engineer Intern (Non-Licensed)	Project Specialist 1	TOTAL
	\$275.00	\$250.00	\$175.00	\$130.00	\$65.00	
1 Project Management		15.0	12.0	11.0	10.0	48.0
2 Building Review		5.0	6.0	20.0		31.0
3 Parks and Trails Review		32.0	60.0	204.0		296.0
4 Public Rights-of-Way Review		15.0	30.0	100.0		145.0
5 Transition Plan Update		10.0	22.0	40.0		72.0
6 Project Meetings		14.0	14.0	20.0		48.0
<b>Total Hours by Category</b>	<b>0.0</b>	<b>91.0</b>	<b>144.0</b>	<b>395.0</b>	<b>10.0</b>	<b>640.00</b>
<b>Total Fee by Category</b>	<b>\$0.00</b>	<b>\$22,750.00</b>	<b>\$25,200.00</b>	<b>\$51,350.00</b>	<b>\$650.00</b>	<b>\$99,950.00</b>

Notes:

Base Cost \$99,950.00  
**TOTAL FEE ESTIMATE \$99,950.00**

# DOC052026

Final Audit Report

2026-05-20

Created:	2026-05-20
By:	Claudelle Rose (claudelle.rose@oaklandparkfl.gov)
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