



September 12, 2023

**Nicole Heran**

Deputy Director of Design and Construction Management  
Department of Design & Construction Management  
City of Hollywood  
2207 Raleigh St,  
Hollywood, FL 33020

**Subject: Schedule Update Services for 12 Projects in Fiscal Year 2024**

Dear Mrs. Heran:

PMA Consultants, LLC ("PMA") is pleased to submit its services proposal to provide schedule updates for the General Obligation (GO) Bond projects and other projects outside the GO Bond program ("the Project"). This letter outlines our proposal for the work and provides information on the approach to the Project. It also outlines our understanding of the scope as generally discussed with you and based on our previous experience at similar sites.

We thank you for considering PMA and look forward to serving the City's needs on this assignment. Should you have any questions or concerns, or simply wish to discuss any aspect of this proposal, please feel free to contact Richard Johnson at (321) 217-5182 or Francisco Cruz at (305) 203-2254 or via email at [rjohnson@pmaconsultants.com](mailto:rjohnson@pmaconsultants.com) and [fcruz@pmaconsultants.com](mailto:fcruz@pmaconsultants.com), respectively.

Sincerely,

Richard Johnson, PE, CVS-Life  
Managing Director

RLJ

cc: Francisco Cruz - PMA Consultants  
South Florida - Proposals FILE



## 1.0 Summary

The City of Hollywood (“City”) has requested PMA to provide schedule updates for the General Obligation (GO) Bond projects and other projects outside the GO Bond program. It is our understanding that the requested services will be contracted on or about October 1, 2023 and will continue until September 30, 2024.

## 2.0 PMA’s Scope of Work

Our understanding is that PMA will function as staff extension to the City and work alongside the Design and Construction Management (DCM) staff. PMA’s general tasks include incorporating the schedule edits that will be provided by DCM project managers (PM), performing quality control based on defined key performance indicators, conducting a meeting with DCM PMs to validate the schedule updates, and performing a schedule validation within the dashboard. PMA will also prepare a report comparing the baseline with the latest schedule update. The schedule updates will be performed on 12 schedules where their update frequency in the P6 database is marked as monthly. These schedules are part of the work breakdown structures related to GOB, capital improvement plan, local agency program projects. PMA will provide the monthly updates by the 10<sup>th</sup> of each month under the premise that DCM will provide the schedule updates and edits by the 27<sup>th</sup> of each preceding month.

## 3.0 Resources

PMA Consultants proposes the following resources to perform the above outlined tasks on the Project based on previous experience working on DCM projects, their availability, and the execution of the professional services agreement: Mr. Stephen Daly, Mr. Jose Santiago, Mr. Dwayne Young, Mr. Daniel Posada, and Mr. Francisco Cruz. PMA may use more than one scheduler to expedite the schedule conversion process and provide support with the Project updates.

Because of the proposed resources’ experience, industry knowledge and recent work in the relevant market, PMA can ensure the best possible services for the Project as outlined herein.

## 4.0 Professional Services Costs

PMA proposes to perform the above outlined scope of work but will require the City’s written authorization for the said services. These services are not anticipated to require full-time engagement onsite and assume that the services will be performed virtually. PMA staff schedulers may visit the DCM offices to perform the updates live with the PMs.

Note that the schedule update tasks are sequential in nature to ensure the robustness and quality of outcome.



The proposed costs, excluding any travel expenses, are as follows:

Tasks	Description	Est. Hours	Est. Costs
<b>2.1</b>	<i>Schedule Updates</i>		
	Schedule Updates for 12 Projects	560	\$95,240
	Allowance for Project Schedule Updates	20	\$3,135
<b>Totals</b>		<b>580</b>	<b>\$98,375</b>



### **PMA Invoicing Policy**

Invoices shall be due upon receipt and shall be payable to PMA within twenty (30) calendar days after receipt of invoice. Invoices will be sent electronically to the client's designated party. Hard copies of invoices will be mailed to the client upon request.

Payment to PMA is in no way conditioned upon client's receipt of payment from any third party or source. Please remit payment via express mail to the following address:

PMA Consultants LLC  
226 W. Liberty Street  
Ann Arbor, MI 48104  
Attn: Accounting

PMA reserves the right to suspend services for invoices greater than 30 days outstanding without payment. Interest charges (accrued at a compounded rate of 1% per month) shall apply to invoices greater than 45 days outstanding without payment. Please refer questions or clarifications concerning any invoice or contract issues to Ms. Samantha Zeisler by phone at 734.418.7897.

PMA will proceed with this effort after receipt of written Authorization to Proceed.

Furthermore, it is agreed that the City of Hollywood will not solicit or hire, or employ on any basis, any PMA Consultants LLC staff until a minimum of ninety (90) days after this engagement has been satisfactorily completed or has been terminated. In the event City of Hollywood breaches this provision, City of Hollywood will reimburse PMA Consultants LLC for costs and damages actually incurred resulting from such breach.

We greatly appreciate the opportunity to develop a relationship with City of Hollywood and look forward to hearing from you shortly. If you are in agreement with the above terms, please so indicate by having an authorized individual sign below and returning a fully executed original to me. If you have any comments or questions, please feel free to contact Francisco Cruz at 305-203-2254.

I hereby agree to the terms stated herein  
And authorize PMA to proceed immediately.

Sincerely,

---

Authorized Representative

---

Richard Johnson, PE, CVS-Life  
Managing Director