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September 20, 2023

Mr. Feng Jiang, P.E.
Assistant Director - Engineering
Support Services
City of Hollywood
Department of Public
Utilities
P.O. Box 229045
Hollywood, FL 33022-9045

Subject: In-House Engineering Support Services (B&C 24-02)

Dear Mr. Jiang:

As requested, Brown and Caldwell is pleased to prepare this In-house Engineering Support Services work order that provides a mechanism whereby the City of Hollywood Department of Public Utilities (DPU) may utilize Brown and Caldwell staff to augment .

BACKGROUND

Since 2009, Brown and Caldwell has served as one of the City's engineering consultants and was recently re-selected. In addition to supporting the City's needs in a variety of areas across the utility enterprise, Brown and Caldwell has also helped to augment City staff over the past couple of years as it has been challenging for the City to recruit qualified candidates to fill senior project manager and project manager positions.

This authorization is to provide the requisite In-house engineering support services to addressing the City's needs.

IN-HOUSE ENGINEERING SUPPORT SERVICES

Brown and Caldwell will provide In-house engineering support services as directed by the City of Hollywood Department of Public Utilities' Director, Deputy Director, or Assistant Director. The anticipated scope of support is identified below in Task 1. Since the full scope of services to be provided cannot be definitively predicted at this time due to the as-needed nature of this work order, allocated resources may be redistributed among the indicated tasks where required to respond to changing needs. Anticipated subtasks are summarized below.

Task 1 – Staff Augmentation and Project Administration

Objective: The purpose of this task is to provide supplemental support in augmenting Hollywood DPU project management.

Activities:

- 1.1 Augmentation of project management staff at Hollywood.
- Assisting in the development of capital improvement project budgets, cost estimates, and project schedules
 - The design, review, and management of capital improvement projects
 - Oversight and inspection of projects during construction
 - Preparation of permit modification and renewal documents
 - Financial analysis and support for grant funding
 - Preparation of technical letters, reports, and presentation materials

COMPENSATION

Brown and Caldwell will perform the In-house engineering support services for a total fee of \$300,000 to be billed on an hourly rate basis.

Task	Description	Estimated Allowance
1	Staff Augmentation and Project Administration	\$300,000
	TOTAL	\$300,000