

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AN AUTHORIZATION TO PROCEED FOR WORK ORDER NUMBER CTA 22-01 WITH CRAVEN, THOMPSON & ASSOCIATES, INC. FOR IN-HOUSE SUPPORT SERVICES, ON AN AS-NEEDED BASIS, IN AN AMOUNT NOT TO EXCEED \$300,000.00.

WHEREAS, the Department of Public Utilities ("Department") is responsible for planning, engineering design, construction management and construction inspection of engineering projects, and maintains a staff of in-house Engineers and other supporting staff for its capital improvements program; and

WHEREAS, due to increased workload, difficulty in filling current vacancies, and non-competitive salaries, the Department has not been able to fill about 60% of the engineering positions, which include the positions for ECSD Manager, Senior Project Managers and Project Managers; and

WHEREAS, the Department wishes to hire in-house engineers who can perform the work that is necessary to continue the Department's operational functions successfully; and

WHEREAS, in-house engineering support services are required for the following and other similar tasks related to water, wastewater and stormwater projects:

- Review, perform and manage in-house design of capital improvement projects
- Oversee construction projects
- Support inspection of utilities projects
- Assist development of capital improvement project budgets, cost estimates and project schedule
- Support operation and maintenance needs from the Department
- Prepare permit modifications and/or renewal documents
- Perform financial analysis and support for grant funding
- Prepare technical letters, reports, and presentation material; and

WHEREAS, on September 20, 2017, the City Commission passed and adopted Resolution No. R-2017-284, which authorized the execution of continuing professional consulting engineering services contracts with five firms for the water, sewer, reuse and stormwater infrastructure projects, one of the firms being Craven, Thompson & Associates, Inc. ("C&T"); and

WHEREAS, on August 9, 2021, the continuing services contract with C&T was renewed for another two-year period; and

WHEREAS, Department staff requested a proposal from C&T for in-house engineering support services, based on the consultant's hourly rate schedule established in the Professional Services Agreement dated October 26, 2017; and

WHEREAS, the Director of Public Utilities recommends that the City Commission approve and authorize appropriate City officials to execute the attached Authorization to Proceed for Work Order Number CTA 22-01 with C&T for in-house engineering support services in an amount not to exceed \$300,000.00, based upon the proposal that includes the project scope and fee and the terms and conditions of the current Continuing Services Agreement for the project; and

WHEREAS, funding for this service is available in account number 442.400401.53600.531170.000000.000.000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the execution, by the appropriate City officials, of the attached Authorization to Proceed for Work Order No. CTA 22-01 with Craven, Thompson & Associates, Inc., together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AN AUTHORIZATION TO PROCEED FOR WORK ORDER NUMBER CTA 22-01 WITH CRAVEN, THOMPSON & ASSOCIATES, INC. FOR IN-HOUSE SUPPORT SERVICES, ON AN AS-NEEDED BASIS, IN AN AMOUNT NOT TO EXCEED \$300,000.00.

PASSED AND ADOPTED this _____ day of _____, 2022.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY for the use and reliance
of the City of Hollywood, Florida, only.

DOUGLAS R. GONZALES
CITY ATTORNEY