

January 16, 2026

**Attention: Mr. Ramses Terrero**

City of Hollywood  
2600 Hollywood Blvd  
Hollywood, FL 33020-4807

**Reference: Consulting Services Proposal – Hollywood Marina Fuel Dock Replacement**

Dear Mr. Terrero,

This proposal has been prepared by Stantec Consulting Inc. (Stantec) at the request of the City of Hollywood (CoH) under Consulting Services Agreement No. R-2021-208, executed on November 29, 2021, and extended to November 29, 2026. The purpose of this work is to design a replacement for the existing fixed fuel pier located at the City of Hollywood Municipal Marina. The new structure will be a floating fuel dock capable of accommodating vessel fueling operations on both sides of the dock.

The project will include demolition and removal of the existing fixed fuel dock and the adjacent rubble-mound breakwater, followed by construction of a new floating dock system with integrated wave-attenuation features to help reduce wake energy from recreational vessels operating within the Intracoastal Waterway. The overall length of the new dock will be approximately equivalent to the existing pier, and the existing fuel pump infrastructure will be reused (if possible) within the new design to optimize project cost and maintain operational consistency. The new fuel dock will be equipped with all required utilities, including fuel, water, and electrical service lines, as well as a shade structure over the dispenser area to improve operator safety and comfort.

The City is concurrently implementing a tidal flooding mitigation project that will involve raising the elevation of the seawalls surrounding the North Lake Basin. Construction of that project is anticipated to begin in late 2025. The design of the new floating fuel dock will be coordinated with this effort to ensure continuity between the seawall improvements and the new dock structure.

Stantec's scope of services includes project kickoff and data collection, development of the Basis of Design, preliminary (30 percent) design, regulatory permitting, final (90 and 100 percent) design, construction administration, and project management. All work will be performed in close coordination with the City of Hollywood to ensure that the final design meets the City's operational, safety, and aesthetic objectives while maintaining regulatory compliance and cost efficiency.

## **1 Project Kickoff; Data Collection and Review; Basis of Design**

This task will begin with a project kickoff meeting and site visit to confirm existing conditions and review project objectives with CoH staff. Stantec will review all relevant data provided by the City, including prior surveys, design drawings, and geotechnical information. No new hydrodynamic or wave data collection will be undertaken for this effort and no new geotechnical data will be collected. Based on the information gathered, Stantec will prepare a concise technical memorandum establishing the Basis of Design for the



new floating fuel dock. The memorandum will summarize key design parameters, assumptions, and constraints, and will be submitted to the City for review and approval prior to proceeding with subsequent design tasks.

This task also includes the collection of bathymetric and topographic data of the fuel dock and surrounding areas necessary to support the design work and environmental permitting services. In addition, survey work will include identification of existing right-of-way boundaries and survey activities necessary to verify the location and extent of existing Sovereign Submerged Land (SSL) easements. All survey work will be signed and sealed by a Florida-licensed professional Surveyor and Mapper.

Task 1 Deliverable: Kickoff meeting minutes; Basis of Design; Topographic/Hydrographic Survey

Task 1 Timeline: 4 weeks from NTP

## 2 Preliminary (30%) Design

This task includes development of the preliminary (30%) design for the new floating fuel dock at the City of Hollywood Municipal Marina. Based on the approved Basis of Design and the data collected under Task 1, Stantec will prepare a preliminary-level design that defines the overall layout, configuration, and key structural and utility components of the new facility. The preliminary design will address demolition of the existing fixed fuel dock; removal of the existing rubble mound breakwater; potential seabed dredging and dredged material management (if required); new floating dock modules and support piles; integrated wave attenuation features; ADA-compliant gangway; fuel pump system connections; water and electrical utilities; and a shade structure over the dispenser area.

Evaluation of wave attenuation performance will be limited to empirical, desktop analyses based on published methodologies; no numerical hydrodynamic modeling of wave transmission or marina resonance will be performed. The design will also be coordinated with the City's concurrent tidal flooding and shoreline mitigation project, which includes seawall elevation modifications anticipated to begin construction in late 2025. Deliverables will include 30% design drawings and a preliminary design summary memorandum documenting design assumptions and preliminary quantities. All submittals will undergo Stantec's internal QA/QC review prior to delivery to the City for review and comment.

Task 2 Deliverable: Preliminary (30%) design level drawings and preliminary design memorandum  
Preliminary design level drawings to include site plan and elevations of fuel dock; floating dock/wave attenuator cross sections; dredging and dredged material disposal plan; riprap breakwater removal and disposal plan

Task 2 Timeline: 6 weeks from completion of Task 1



## 3 Regulatory/Environmental Services

This includes the anticipated environmental services in association with the Hollywood Marina Fuel Dock Replacement Project. Stantec will assist the City of Hollywood with environmental services, agency coordination, and other miscellaneous tasks associated with the pursuit and acquisition of the environmental permits/authorizations required for the fuel dock replacement project.

This task will include a biological survey to characterize the benthic habitat in North Lake surrounding the fuel dock and adjacent breakwater (i.e. seagrass, stony corals, soft corals, etc.); assistance with obtaining environmental permits; and coordination with the permitting agencies.

It is anticipated that permits/authorizations will be required from the Broward County Environmental Permitting Division, Florida Department of Environmental Protection (FDEP) and from the U.S. Army Corps of Engineers (USACE). Coordination with the U.S. Coast Guard (USCG) for work adjacent to the Intracoastal Waterway (ICWW) is anticipated; however, no permit requirement is anticipated (and is not included).

This task includes the following subtasks:

### 3.1 Benthic Survey

Scientific divers will conduct a one-day in-water assessment to characterize benthic resources and habitats surrounding the existing dock and breakwater. Stantec divers will collect biological data that will include identification of marine resources and communities (seagrass, hard bottom, and coral resources); classification to the highest taxonomic rank possible; density and overall health of resources; approximate location of identified resources; and a description of the bottom substrate. The survey will extend approximately 100 feet from the east and 50 feet west face of the existing dock/breakwater to include areas associated with future barge use during construction. Stantec will provide a biological report that will present the information collected during the benthic survey and include representative photo documentation of resources and site conditions.

The preferred timeframe to conduct a benthic survey is during Seagrass Growing Season (June 1 to September 30). However, in order to understand where the resources are located, to minimize impacts from the proposed design and expedite permit submittal, we propose to conduct the survey immediately following Notice to Proceed. As the permitting agencies and National Marine Fisheries Service (NMFS) may not accept a survey outside of seagrass growing season, we propose an additional half-day survey/spot check focused on seagrass only to confirm the boundaries of any seagrass beds identified in the original benthic survey. An addendum to the original biological report will be prepared to document the findings of the additional survey.



## 3.2 Environmental Permitting and Agency Coordination

Stantec will provide environmental assistance in agency coordination and permitting associated with the fuel dock replacement. Specifically, Stantec will prepare and submit the documentation required to obtain agency approvals from the USACE for the Section 404 permit; FDEP for the Environmental Resource Permit (ERP) and Sovereign Submerged Lands Authorization; and, and Broward County Environmental Resource License (ERL). Coordination with FDEP is required to confirm/obtain the Sovereign Submerged Lands Easement for any work beyond the original easement area.

Documentation will include pertinent biological reports, figures and supporting documentation required by the agencies including but not limited to resource impact analysis and minimization of impacts analysis. This proposal also includes conducting a pre-application meeting with each agency prior to permit application submittal to introduce the project and gain agency input on resource analysis.

Our history working with the agencies indicates that it is not possible to predict the number and type of questions that the agencies may ask, nor the effort required to provide adequate responses. We are anticipating up to two (2) Requests for Additional Information (RAIs) for each permit application. This proposal includes participating in meetings with agencies as required to respond to questions received from the regulatory agencies.

Based on our experience, other commenting agencies that may ask questions for this type of project include the U.S. Fish & Wildlife Service (USFWS), NMFS, and the Florida Fish & Wildlife Conservation Commission (FWC) in addition to Broward County, FDEP and USACE. This proposal assumes negotiations with the USFWS, NMFS and the FWC for informal Section 7 Consultation for threatened and endangered species.

## 3.3 Preparation of Mitigation Plan Options and Coral Relocation Plan

This task includes development of a functional assessment to analyze impacts to benthic habitats utilizing the Uniform Mitigation Assessment Methodology (UMAM) and the identification of mitigation plan options (i.e. permittee responsible mitigation, purchase of mitigation credits, etc.) relative to the direct impacts to seagrass beds from the proposed design. This also includes preparation of a Coral Relocation Plan for any corals suitable for relocation to minimize impacts to corals that may be impacted by the proposed design and/or construction methodology. This scope also includes negotiations with the agencies regarding seagrass mitigation credits and amounts, if required to achieve an acceptable plan. The scope does not include the development of a detailed mitigation plan at this time as we do not know the full extent of impacts or type of mitigation that will be required. If a permittee responsible mitigation plan is required for agency approval, Stantec can prepare that plan under a separate scope and fee.

*Task 3 Deliverables:* Agency Permit Applications; Pre-Application Meetings; Mitigation Plan Options and Coral Relocation Plan Options

*Task 3 Timeline:* Agency permit applications to be submitted within 6 weeks of completion of Task 2.



## 4 Final (90 and 100%) Design

This task includes completion of the detailed design drawings, technical specifications, and construction documents for the new floating fuel dock. Building upon the preliminary design and incorporating all comments from CoH and applicable regulatory agencies, Stantec will advance the design through the 90% and 100% completion stages. The 90% submittal will include comprehensive plans, specifications, and an updated engineer's opinion of probable construction cost suitable for detailed review by City staff. Following receipt of consolidated comments from CoH, Stantec will incorporate all approved revisions to produce the final (100%) design package.

The final 100% design package will provide complete construction-level documentation suitable for project bidding. This includes demolition and removal of existing dock and breakwater structures, new floating dock and wave attenuation system, pile foundations, gangway and access platform, utilities (fuel, electrical, and water), and the shade structure over the fueling station. Construction details will address ADA accessibility, safety and signage, lighting, and environmental protection measures to comply with permit conditions and applicable codes and standards. Stantec will also assist the City in addressing any final review comments and will prepare the final bid-ready documents for public advertisement and contractor procurement.

*Task 4 Deliverables:* 100% Plans and Specifications

*Task 4 Timeline:* 6 weeks from acceptance of preliminary design

## 5 Construction Administration

Stantec will provide engineering support services during the bidding and construction phases of the project to assist the City of Hollywood in ensuring that the work is completed in accordance with the approved design documents and technical specifications

### 5.1 Bidding Support

During the bidding phase, Stantec will assist the City in responding to contractor questions and requests for information (RFIs), preparing addenda to the bid documents as needed, and participating in the pre-bid meeting to clarify project requirements. Stantec will review contractor-submitted bids for technical completeness and conformance with the design intent, and will provide a written recommendation for award based on the responsiveness and responsibility of the bidders. Stantec will also be available to support the City during bid opening and evaluation discussions as requested.



## **5.2 Construction Support**

Upon award of the construction contract, Stantec will provide limited engineering support services during construction. These services will include review of contractor submittals, shop drawings, and product data for general conformance with the design documents; review and response to RFIs; participation in periodic construction progress meetings; and site visits to observe key construction activities such as pile driving, dock installation, and utility tie-ins. Stantec will prepare brief field observation reports documenting progress and any noted deficiencies or deviations. A final site inspection will be performed at the completion of construction to verify substantial completion and confirm that the work complies with design intent. Stantec will review the contractor's as-built drawings and provide final acceptance recommendations to the City.

## **6 Optional Contingency Allowance**

This task includes a contingency allowance for as needed additional services during the duration of the design, permitting and construction periods. Work under this task will only be conducted under prior approval from the City.

## **Project Management**

Stantec will provide overall project management and coordination throughout the duration of the assignment to ensure that all tasks are completed on schedule, within budget, and in accordance with the City of Hollywood's objectives and quality standards. Project management activities will include internal coordination of design disciplines, communication with City staff, tracking of task progress against the approved work plan, and preparation of monthly progress reports and invoices.

The Project Manager will serve as the primary point of contact for the City and will be responsible for facilitating regular coordination meetings, maintaining clear communication of project decisions, and ensuring timely resolution of technical and administrative issues. Stantec will manage document control and version tracking for all deliverables, maintain records of correspondence and submittals, and oversee implementation of Stantec's Quality Assurance/Quality Control (QA/QC) procedures.

Through proactive schedule management and ongoing coordination with the City and permitting agencies, Stantec will help maintain project momentum and ensure alignment between design milestones, regulatory review, and construction readiness.

## **Assumptions**

The following considerations were assumed in the development of this fee proposal:



- Plans for the upcoming tidal flooding mitigation and shoreline protection project will be provided to Stantec by CoH.
- CoH to provide the geotechnical reports for the relevant borings (B-7 and B-21). It is assumed that this data is sufficient for the design of the new fuel dock structure.
- Topographic survey conducted by Keith and Associates will be provided in Autocad format.
- Fuel dock is considered to start at the shore utility connection vault, located south of the existing seawall.
- Existing data is sufficient to quantify the performance of any wave attenuation devices. No new wave data will be collected for this work
- Specifications to consist of technical specs to support the dock project. Front end documents will be provided by CoH.
- Construction support is assumed to consist of biweekly (2x month) site visits and office support for a construction duration of 16 weeks.
- Permit Fees are not included.
- Assumes informal ESA Section 7 consultation for threatened and endangered species.
- A detailed mitigation plan will be developed under a separate scope and fee following the benthic survey and once impacts to benthic resources have been identified.
- This proposal does not include implementing actual mitigation actions including the construction of any mitigation/restoration sites. Any actual mitigation actions (e.g. creation of wetland/mangrove habitat, mangrove or seagrass restoration activities, planting, acquisition of mitigation credits) are outside the scope of this proposal.
- The scope does not include any cultural resource assessment survey or coordination with the State Historic Preservation Officer (SHPO) under Section 106 of the National Historic Preservation Act.
- Stantec assumes any requests for additional information may be satisfied using information collected as part of the onsite field review/biological assessment developed to collect supporting information and data for the proposed project. Any request for additional information or significant modifications requiring new studies, field surveys, or other efforts not specifically identified in this scope of services will be considered out-of-scope and will be subject to a change order including separate cost estimates.
- This proposal does not include a Phase I Contamination Assessment or the collection and/or analysis of groundwater, soil, or building materials. Verifications and quantification of suspected contamination cannot occur without field testing and analysis included under auspices of a Phase II Environmental Audit.



## Fees

On the basis of the Proposal outlined above, Stantec's estimate of fees and disbursements to complete the Fuel Dock Replacement Project for \$251,920. The following table provides a breakdown of our estimate of fees per task.



Table 1. Stantec Fee

| Task Number             | Task Description   | Fee (\$USD)      |
|-------------------------|--|------------------|
| 1                       | Project Kickoff; Data Collection and Review; Basis of Design | \$21,744         |
| 2                       | Preliminary (30%) Design                                     | \$49,812         |
| 3                       | Regulatory/Environmental Services                            | \$64,478         |
| 4                       | Final (100%) Design  | \$47,048         |
| 5                       | Construction Administration                                  | \$33,838         |
| 6                       | Optional Contingency Allowance                               | \$35,000         |
| <b>Total (Lump Sum)</b> |  | <b>\$251,920</b> |

This offer reflects the services that will be required in accordance with our Proposal. Stantec will complete the work on a lump sum basis in accordance with our Master Services Contract.

We thank you for the opportunity to be of service to the City of Hollywood and look forward to working with you.

Best regards,

**Stantec Consulting Services Inc.**

**Scott Hicks, PE**

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