

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 25-01 WITH CRAVEN, THOMPSON AND ASSOCIATES, INC. FOR IN-HOUSE ENGINEERING SUPPORT SERVICES, ON AN AS-NEEDED BASIS, IN AN AMOUNT UP TO \$300,000.00.

WHEREAS, the Department of Public Utilities (“Department”) is responsible for the planning, design, construction management, and inspection of utility engineering projects; and

WHEREAS, the Department wishes to hire in-house consultant engineers who can perform the work necessary to successfully maintain the Department’s operational functions; and

WHEREAS, examples of the infrastructure related tasks that consultant engineering support staff will perform include:

- Assisting in the development of capital improvement project budgets, cost estimates, and project schedules;
- 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; and

WHEREAS, on September 6, 2023, the City Commission passed and adopted Resolution No. R-2023-277, which authorized the execution of continuing professional consulting engineering services contracts with eight firms for water, sewer, reuse, and stormwater infrastructure projects, one of the firms being Craven, Thompson & Associates, Inc. (“CTA”); and

WHEREAS, Department staff requested a proposal from CTA for in-house engineering support services based on the hourly rate schedule established in the Continuing Services Agreement; and

WHEREAS, CTA submitted a proposal to provide on-call engineering support services in an amount up to \$300,000.00; and

WHEREAS, the Department Director recommends that the City Commission approve and authorize appropriate City officials to execute the Authorization to Proceed (“ATP”) for Work Order No. CTA 25-01 with CTA for in-house engineering support services in an amount up to \$300,000.00, based upon the project scope, fees, terms, and conditions of the current Continuing Services Agreement; and

WHEREAS, funding for this project was included in the amended FY 2025 Capital Improvement Plan and is available in account numbers 442.409903.53600.531300.001790.000.000 and 442.409904.53600.531300.001790.000.000.

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 ATP for Work Order No. CTA 25-01 with CTA, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form by the City Attorney.

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

PASSED AND ADOPTED this _____ day of _____, 2024.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM:

DOUGLAS R. GONZALES
CITY ATTORNEY