

**STORMWATER PROGRAM MANAGEMENT**

**TASK ORDER NO. 1**

**CONTINUING ON-CALL STORMWATER SERVICES**

**CITY OF HOLLYWOOD DEPARTMENT OF PUBLIC UTILITIES PROJECT NO. \_\_\_\_\_**

**CDM SMITH INC.**

**OCTOBER 8, 2025**

This Scope of Services is undertaken under the Professional Services Agreement PN \_\_\_\_\_ (Agreement) between City of Hollywood (CITY) and CDM Smith Inc. (CONSULTANT) dated \_\_\_\_\_, \_\_\_\_\_ 2025 for providing professional consulting and engineering services to the CITY's for program management of the stormwater master plan, CIP, and other related services.

**BACKGROUND INFORMATION**

The CITY desires to continue required related work in conjunction with its comprehensive Citywide Stormwater Master Plan (SWMP) project. This continuing services authorization will build upon the work completed in the SWMP and provide the CITY a mechanism for necessary engineering analyses related to the implementation of the SWMP and its recommendations.

**SCOPE OF SERVICES**

CONSULTANT will undertake the following general activities as requested by the CITY services:

**TASK 1 – Progress Meetings, Inter-Agency and Governmental Meetings, and Project and Quality Management**

1. Prepare and attend periodic project progress meetings with the CITY and provide meeting minutes and presentation materials in email format.
2. Prepare and attend coordination meetings with other internal departments and outside agencies to discuss and coordinate the SWMP activities, needs, progress, and other requirements.
3. Perform the activities required to maintain the work on schedule, within budget, maintain the quality of the work products consistent with Engineer's quality standards, manage subconsultants, direct field work, internal coordination meetings and management activities, and prepare and submit monthly Project Status Reports with the monthly invoices for an anticipated project duration of 12 months.

**TASK 2 – Field Data Collection and Evaluation**

1. Perform field investigations for required data collection or site inspection.

### **TASK 3 - Stormwater Model Updates, Analyses, Design Reviews, and CIP Development**

1. Perform citywide SWMP model updates as CIP is installed in the CITY's system to keep the model current and relevant to existing conditions and provide a metric for LOS improvement over time.
2. Perform model analyses for partial or phased proposed stormwater projects.
3. Perform technical reviews of proposed consultant projects for conformance with the SWMP.
4. Provide stormwater model results, coordination, and guidance to other CITY departments and outside consultants for use in their designs or studies.
5. Provide technical assistance and coordination for Joint Participation Agreements with other entities for shared costs and implementation of CIP.
6. Provide technical presentations on the SWMP or related stormwater projects and issues at CITY meetings and other public meetings.

### **TASK 4 – Funding and Financial Planning Assistance**

1. Prepare technical and other information for City's grant funding applications.
2. Provide assistance with or other technical services for joint project agreements with other agencies or entities.

### **DELIVERABLES**

The deliverables for each assigned task will be determined at the time of the task request in writing by the CITY and confirmed by the CONSULTANT.

### **TIME OF COMPLETION / SCHEDULE**

CONSULTANT shall commence work within 14 calendar days after issuance of a written notice-to-proceed (NTP) and purchase order (PO) from the CITY. The schedule for each task will be determined at the time of the task request and confirmed by the CONSULTANT. It is anticipated the services will continue for a period of approximately 12-months from NTP or as funding allows.

### **CITY'S RESPONSIBILITIES**

- Provide available data as requested.
- Attend and participate in periodic project progress meetings as requested at project milestones and assist in coordination of meetings with CITY staff and stakeholders.
- Assist CONSULTANT to the extent possible with obtaining information from sources or agencies unresponsive to CONSULTANT.
- Perform timely reviews of deliverables.

- Assign a direct single point of contact at the CITY assigned to the CONSULTANT for this project.
- Provide input for joint prioritizations of proposed CIP projects.
- BRIC Grant Assistance/Application or related work is excluded from this scope of services due to a conflict with on-going FEMA Contract.

## **COMPENSATION AND PAYMENT**

In accordance with the Agreement, CONSULTANT will be compensated for services performed under this Work Order as follows:

CITY agrees to pay a Not to Exceed upper limit fee of \$225,000 and reimbursables (Attachment 1) for work performed. CONSULTANT will submit monthly invoices for partial payments to be made for actual labor incurred at contract billing rates and allowable reimbursables accrued during the reporting period. A project status report detailing the work performed for the period will be included with the invoice. The fee estimate for each individual Task 1-4 is approximate and is not considered an upper limit for that individual task, as funding by task may change as the work is better defined during the course of the project, remaining within the total upper limit budget of the project.