

**PROFESSIONAL ENGINEERING SERVICES RELATED TO
IMPLEMENTATION OF STORMWATER MASTER PLAN
FOR CITY OF HOLLYWOOD DEPARTMENT OF PUBLIC UTILITIES**

Work Order Number: ATP CDM 24-01

CDM SMITH INC.

NOVEMBER 14, 2023

This Scope of Services is undertaken under authorization of City Resolution No. R-2023-277 for Continuing Consulting Services dated September 6, 2023.

BACKGROUND INFORMATION

The CITY desires to continue required related work in conjunction with its comprehensive Citywide Storm Water Master Plan (SWMP) project, initially authorized in February 2020 for Year 1 Services and extended in December 2022 for Year 2 Services. The SWMP effort has completed a detailed stormwater model of the CITY's stormwater system which can be used to predict the extent, depth, and duration of flooding from various rainstorms within the City's neighborhoods, determine the root causes of the flooding, and allow for analysis of future capital improvements to address the flooding to a desired affordable level of service while considering resiliency and future sea-level rise.

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 related to the SWMP as requested by the CITY under continuing services, including but not limited to:

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 24-months.

TASK 2 – Continuation of Field Data Collection and Evaluation

1. Perform field investigations for required data collection for analyses including survey, geotechnical, and other required field data investigations.

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

1. Perform citywide 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.
7. Provide design and permitting services.

TASK 4 – Funding and Financial Planning Assistance

1. Prepare technical and other information for City's grant funding applications.
2. Provide supplemental rate model scenarios and results using the existing rate model developed in Task 8.12 (Year 2 Services) as financial or market conditions change.
3. Update or modification of the Stormwater Utility, Stormwater Ordinance, and ERU impervious area calculations.
4. Provide assistance or other technical services for joint project agreements with other agencies or entities.

TASK 5 - Public Involvement and Community Engagement

CONSULTANT and its subconsultant will prepare for and attend and assist in the creation, coordination, planning, and broadcast of Stormwater-related Public Outreach presentations and materials including:

1. Commission Meetings Workshops and Public meetings.
2. Presentation and promotional materials.
3. City informational outlets such as website, bill-stuffers, posters, door hangers, and other media.

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 24-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 \$350,000 including subconsultants and reimbursables (Attachment 1) for work performed. CONSULTANT will submit monthly invoices for partial payments to be made for actual labor (Prime and Subconsultants) and allowable reimbursables accrued during the reporting period, or as a lump sum percentage of the work completed, if authorized. A project status report detailing the work performed for the period will be included with the invoice. The fee estimate for each individual Task 1-5 is an approximate estimate of services and is not considered an upper limit for that 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.

ATTACHMENT 1 - FEE PROPOSAL

ATTACHMENT 1

FEE PROPOSAL

PROFESSIONAL ENGINEERING SERVICES RELATED TO IMPLEMENTATION OF STORMWATER MASTER PLAN

WORK ORDER NO. ATP CDM 24-01 - SWMP STORMWATER SERVICES		PROFESSIONAL SERVICES					PROFESSIONAL SUPPORT SERVICES					PROJECT SUPPORT SERVICES		PRIME TOTALS		SUBCONSULTANTS
TASK	DESCRIPTION	Senior Officer	Senior Technical Expert / Lead Engineer	Associate / Sr Project Manager	Principal	Professional II / Engineer	Senior Stormwater Modeler	Staff Stormwater Modeler	Senior GIS Specialist	Staff GIS Specialist	Senior Support Services / CADD Designer / Technician	Contract Administrator / Project Administrator	Document Controls Specialist	Hours	Cost	Brizaga
	<i>Bill Rate></i>	\$323.90	\$296.37	\$260.70	\$244.07	\$174.33	\$172.22	\$156.90	\$170.64	\$151.09	\$148.52	\$133.66	\$87.17			
1	Progress Meetings, Inter-Agency and Governmental Meetings, and PM/QM	40	60	40	40	16	16	16	24	0	0	60	40	352	\$ 74,585.28	
2	Continuation of Field Data Collection and Evaluation	8	24	24	0	0	0	0	80	0	8	24	8	176	\$ 34,705.23	
3	Stormwater Model Updates, Analyses, Design Reviews, and CIP Development	32	40	60	40	24	24	8	40	0	16	0	8	292	\$ 67,095.87	
4	CIP and Utility Funding and Financial Planning Assistance	40	40	24	8	24	16	16	24	206	24	0	10	432	\$ 82,125.74	
5	Public Involvement and Community Engagement	24	32	32	24	0	16	0	16	0	0	8	11	163	\$ 38,971.17	\$ 50,000.00
	<i>Total Hrs</i>	144	196	180	112	64	72	40	184	206	48	92	77	1415		
	<i>Total Cost</i>	\$46,641.60	\$58,087.87	\$46,926.00	\$27,335.47	\$11,157.33	\$12,399.84	\$6,276.00	\$31,397.76	\$31,124.31	\$7,128.96	\$12,296.31	\$6,711.83		\$ 297,483.28	

CDM Labor Cost	\$297,483.28
Reimbursibles Allowance (per Contract)	\$2,516.72
<u>Subcontracts (Brizaga)</u>	<u>\$50,000.00</u>
Total NTE	\$350,000.00