



February 15, 2024

Mr. Jeff Jiang, P.E.  
Assistant Director  
City of Hollywood Department of Public Utilities  
P.O. Box 229045 Hollywood, FL 33022-9045

**Subject: Professional Engineering Services During an Emergency**

Dear Mr. Jiang:

As requested, Tetra Tech is pleased to prepare this professional engineering services during an emergency work order that provides a mechanism whereby the City of Hollywood Department of Public Utilities (DPU) may engage the services of Tetra Tech on an as-needed basis for tasks that cannot be definitively established in advance of an emergency.

#### **GENERAL CONSULTING SERVICES**

Tetra Tech will provide professional engineering and administrative support on an as-needed basis as directed by the City of Hollywood Department of Public Utilities' Director, Deputy Director, Assistant Director, Engineering Support Services Manager, or Senior Project Manager. As stated previously, services to be provided cannot be definitively predicted at this time due to the as-needed nature of this work order, but may include, but not be limited to, some combination of the following, as well as other, yet to be defined, services:

1. Engineering and technical assistance,
2. Scheduling and attendance at meetings, and general coordination with the City and other agencies,
3. Preparation of figures, tables, charts, costs, and other supporting documentation.
4. Assist with workflow and plan execution.
5. Engineering support related to regulatory compliance and permit applications for city-wide water, wastewater, stormwater, and reuse water systems.
  - a. Assistance with review of regulatory compliance requirements for various projects.
  - b. Assistance to prepare and submit permit applications and supporting documentation.
  - c. Responses to request for additional information from regulatory agencies.
  - d. Review of regulatory testing requirements.
6. Engineering support for water, wastewater, stormwater, and reuse water projects designed and administered by Department in-house staff
  - a. Perform technical evaluation and develop technical memoranda
  - b. Provide support to track project schedules
  - c. Prepare PowerPoint presentations
  - d. Assist in shop drawing review and proposal negotiation
  - e. Assist in response / clarification to issues during construction

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- f. Develop construction details
  - g. Provide QA/QC for bid documents and other reports
7. Conceptual planning, design, permitting, and assistance during construction for water, wastewater, stormwater, reuse systems and other emergencies.

#### **COMPENSATION**

Tetra Tech will perform the services for a total fee of \$15,000 to be billed on an hourly rate basis. The specific level of effort for the noted potential services cannot be predicted given the nature of this work order.

The terms of compensation shall be in conformance with our Professional Services Agreement for General Engineering Consultant Services dated November 203 between the City of Hollywood and Tetra Tech.

#### **SCHEDULE**

Tetra Tech's services will commence upon receipt of written authorization and will terminate once the \$15,000 limit is reached.

We appreciate the opportunity to serve the City. Please let us know if you require additional information. We look forward to continuing to work for the City of Hollywood. Please contact us with any questions.

Sincerely,

**Tetra Tech**



Ken Caban, P.E.  
Vice President

cc: Marta Alonso, City of Hollywood