

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 24-02 WITH CRAVEN THOMPSON AND ASSOCIATES FOR IN-HOUSE ENGINEERING SUPPORT SERVICES, ON AN AS-NEEDED BASIS, IN AN AMOUNT UP TO \$300,000.00 OVER A ONE-YEAR PERIOD.

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 has recently been unable to recruit sufficient qualified candidates to fill multiple vacant positions, including ESSD Manager, Senior Project Manager, and Project Managers; 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:

- Assistance 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 Professional 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 Director of the Department recommends that the City Commission approve and authorize the appropriate City officials to execute the Authorization to Proceed for Work Order CTA 24-02 with CTA for in-house engineering support services in an amount up to \$300,000.00, based upon the project scope and fees and the terms and conditions of the current Continuing Services Agreement; and

WHEREAS, funding for the attached Authorization to Proceed is available in account number 442.400401.53600.531170.000000.000.000.

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 Authorization to Proceed for Work Order No. CTA 24-02 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 _____, 2023.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM:

DOUGLAS R. GONZALES
CITY ATTORNEY