

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 15, 2023

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Authorization to Proceed for Work Order Number B&C 24-01 with Brown and Caldwell for on-call professional engineering support services related to water and wastewater projects, in an amount up to \$200,000.00.

I have reviewed the above referenced matter with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) **Department/Division involved** – Department of Public Utilities
- 2) **Type of Agreement** – Authorization to Proceed for Work Order Number B&C 24-01
- 3) **Method of Procurement (RFP, bid, etc.)** – RFQ - Continuing Consulting Engineering Services Agreement
- 4) **Term of Contract:**
 - a) initial –
 - b) renewals (if any) –
 - c) who exercises option to renew – n/a
- 5) **Contract Amount** – \$200,000.00
- 6) **Termination Rights** – Termination for Convenience – The City has the right to terminate for any reason or no reason, upon seven days’ written notice.
- 7) **Indemnity/Insurance Requirements** – Contractor shall comply with applicable City requirements.
- 8) **Scope of Services** –

Engineering services for the following and other similar water and wastewater project tasks are necessary on an as-needed basis:

- Design of membrane replacement for Water Treatment Plant (“WTP”) membrane softening process
- Support of per- and poly-fluoroalkyl substances (“PFAS”) regulatory compliance
- Support of Lead and Copper Rule compliance

- Evaluation of nitrification in the water distribution system
- Design and construction administration for reclaim system upgrade at WTP
- Evaluation of reclaim water operation at Southern Regional Wastewater Treatment Plant (“SRWWTP”)
- Expedited response to emerging needs
- Ocean Outfall Legislation compliance support
- Florida Department of Environmental Protection Administrative Order compliance support
- Large User Agreement Issues:
 - Assistance with engineering aspects of dispute resolution
 - Presentations and project status reports
- Engineering Services:
 - Evaluation of new technologies
 - Periodic reassessment of upgrade and re-rate programs
 - Financial analysis and support for grant funding
 - Preparation of technical letters, reports, and presentation materials

9) **Other Significant Provisions:** n/a

cc: George R. Keller, Jr. CPPT, City Manager