

January 9, 2024

Jeff Jiang, P.E.
CITY OF HOLLYWOOD
Department of Public Utilities
Engineering Support Services Division
Post Office Box 229045
Hollywood, Florida 33022

Department of Public Utilities
Engineering and Administrative Assistance

Dear Mr. Jiang:

As requested, we are pleased to submit our scope of services for engineering and administrative assistance to the City of Hollywood Department of Public Utilities on an as-needed basis (on demand) for work tasks that cannot be defined specifically in advance, but that are required additional services related to regulatory compliance, coordination with the Large Users, assistance with utilities administrative activities including preparation of letters, reports, summary charts and tables, and presentations.

SCOPE OF SERVICES

Hazen will provide engineering support services on demand to assist the Department of Public Utilities based on the consultant's hourly rate schedule established in the Professional Services Agreement dated November 7, 2023. Services may include ongoing regulatory compliance activities with the Florida Department of Environmental Protection, Broward County, other legislative, regulatory, permitting and general contractual issues, engineering assistance for environmental, civil, structural, electrical and/or instrumentation disciplines as well as to provide administrative or project management assistance to the Department of Public Utilities such as the following:

- Regulatory Compliance:
 - Permit modifications and/or renewals
 - Consent Orders and/or amendments
 - Proactive participation in development of new regulations
 - Technical evaluations and reports to address regulatory issues
- Support for Implementation of Wastewater Master Plan
- Large User Agreement Issues:
 - Assistance with engineering aspects of dispute resolution
 - Presentations, project status reports
- Administrative Assistance:
 - Evaluation of new technologies

- Periodic reassessment of upgrade and uprate programs
- Financial analysis and support for grant funding
- Preparation of technical letters, reports and presentation materials
- Engineering Assistance
 - Development of capital improvement project budgets, cost estimates, and project schedules
 - Design, review, and management of capital improvement projects
- In-House Support Services:
 - Assisting in the development of capital improvement project budgets, cost estimates, and project schedules
 - The 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
 - Prepare technical letters, reports, and presentation materials

COMPENSATION

Services shall be on an as-needed basis per the consultant's hourly rate schedule established in the Professional Services Agreement dated October 2023 but shall not exceed \$300,000.

SCHEDULE

These services will be provided on an as-needed basis. We are ready to proceed immediately upon authorization.

Engineering services for the project will be performed as part of our Professional Services Agreement for General Engineering Consultant Services (Agreement) dated October 2023. Services provided by H&S shall be limited to those services specifically identified in this work order (this work order supersedes the tasks listed in the Agreement).

We appreciate the opportunity to offer these services to the City. Please contact us if you have any questions or comments concerning this proposal.

Very truly yours,

HAZEN AND SAWYER, D.P.C.



J. Philip Cooke, P.E.
Vice President

c: L. Grant
File No. 4321