

October 13, 2025

Mr. Hugo Davalos
City of Hollywood
Department of Public Utilities
Engineering Support Services Division
Post Office Box 229045
Hollywood, Florida 33022

RE: ENGINEERING SUPPORT – FISCAL YEAR 2026

Dear Mr. Davalos,

As requested, Craven Thompson & Associates, Inc. (CTA) is pleased to submit our scope of services for interim administrative engineering assistance to the City of Hollywood Department of Public Utilities (DPU) on an as-needed basis (on demand) for managerial work tasks that cannot be defined specifically in advance, but that are required 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

CTA shall provide in-house engineering support services, based on the consultant's hourly rate schedule established, in accordance with the Professional Services Agreement R-2023-277, dated September 6, 2023. These services will be provided until December 2026. Services may include but are not limited to:

- ✧ 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
- ✧ Preparation of technical letters, reports, and presentation materials
- ✧ Review of existing design projects
- ✧ Review of existing construction schedules
- ✧ Assistance with issue resolution on ongoing contracts.

COMPENSATION

Services shall be on an as-needed basis per the consultant's hourly rate schedule established in the Professional Services Agreement dated September 6, 2023, but shall not exceed \$400,000.

SCHEDULE

These services shall be rendered by CTA over an estimated 52-week interim period, while the DPU conducts a search for DPU engineering staff, initiating from receipt of notice-to-proceed from DPU. These services will be provided on an as-needed basis. We are ready to proceed immediately upon authorization.

CRAVEN THOMPSON



& ASSOCIATES INC.

Engineers
Planners
Surveyors
Landscape Architects

Mr. Hugo Davalos

October 13, 2025

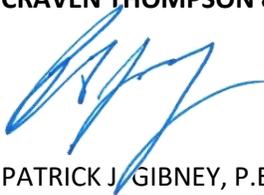
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Engineering services for the project will be performed as part of our Professional Services Agreement for General Engineering Consultant Services (Agreement) dated September 6, 2023. Services provided by CTA shall be limited to those services specifically 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 DPU. Please contact us if you have any questions or comments concerning this proposal.

Sincerely,

CRAVEN THOMPSON & ASSOCIATES, INC.



PATRICK J. GIBNEY, P.E.

Vice President, Engineering

PJG/tg