

May 3, 2022

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

Dear Mr. Jiang,

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.

**CRAVEN THOMPSON**



**& ASSOCIATES INC.**

Engineers  
Planners  
Surveyors  
Landscape Architects

**SCOPE OF SERVICES**

CTA shall provide in-house engineering support services, based on the consultant's hourly rate schedule established in the Professional Services Agreement 17-1325 dated October 26, 2017. Services may include assistance from other CTA office staff to assist with design, project management and review of civil engineering projects. Disciplines. Services may include, but not be limited to, review of existing design projects, review of existing construction schedules, and 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 October 26, 2017 but shall not exceed \$300,000.

**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.

Engineering services for the project will be performed as part of our Professional Services Agreement for General Engineering Consultant Services (Agreement) dated October 26, 2017. 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