



Department of Public Utilities  
Public Utilities Administration  
Inter-Office Memorandum

**DATE:** August 12, 2024 **FILE:** PU-24-106

**TO:** George R. Keller, Jr., CPPT  
City Manager

**VIA:** Adam Reichbach <sup>DS</sup> AR  
Assistant City Manager for Finance and Administration

**VIA:** Gus Zambrano <sup>DS</sup> GZ  
Assistant City Manager for Sustainable Development

**THRU:** Otis Thomas <sup>DS</sup> OT  
Interim Director, Procurement and Contract Compliance <sup>DS</sup> H

**FROM:** Vincent Morello, P.E. <sup>DS</sup> VM  
Director, Department of Public Utilities <sup>DS</sup> FJ

**SUBJECT:** Recommendation to Approve the Issuance of Purchase Orders to: Southeastern Engineering Contractors, Inc. in an amount up to \$250,000.00 for construction services; Gibbs Land Surveyors in an amount up to \$20,000.00 for survey services; Gannett Fleming, Inc., in a lump sum amount up to \$30,000.00 for design, permit and construction certification services, all requested purchase orders are for the Stirling Road to Town Hollywood Water Main Extension Project. The Procurement Method used is Emergency.

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**ISSUE:**

The Department of Public Utilities (DPU) has an emergency need to extend the 12-inch water main along Stirling Road from 2500 Stirling Road to the new Town Hollywood community to ensure proper water distribution and protect the public health and safety.

**EXPLANATION:**

On July 28, 2024, DPU staff determined that one of the new Town Hollywood Development's two water mains was incorrectly connected to Dania Beach's 16-inch Raw Water line along Stirling Road, instead of to the City of Hollywood potable water line. Two buildings in the Town Hollywood Development are currently occupied and the developer is applying for the certificate of occupancy for additional buildings.

The DPU will expedite this emergency project to install approximately 350 linear feet of 12-inch water main in the Florida Department of Transportation's (FDOT) right-of-way along Stirling Road from 2500 Stirling Road to the new Town Hollywood community to ensure a sufficient water supply is provided to this area as was originally intended and designed.

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Southeastern Engineering Contractors, Inc. has an active contract with the City for On-call and Emergency Water and Sewer Utility Repair Services, and assisted the City in the last two weeks with locating the existing 12-inch water main and Dania Beach’s raw water main along Stirling Road. Considering their knowledge of the project site, Southeastern Engineering Contractors, Inc. is recommended to extend the water main.

Survey, design, permit application, and construction certification services are all required for this essential construction project. The DPU recommends that Gibbs Land Surveyors be chosen to provide the survey services based on their past excellent delivery record. Gannett Fleming, Inc., a consultant currently providing infrastructure services under a pre-existing continuing services agreement with the City, is recommended to provide design services for this project based on their work on several similar utility projects in FDOT right-of-way locations.

The construction cost of the project is estimated at \$250,000.00 to cover unforeseen conditions in FDOT right of way and to meet stringent FDOT requirements.

**AUTHORITY:**

**§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED: EXCEPTIONS**

**(C)(1) Emergency purchases:**

*In urgent cases of compelling emergency that require the immediate purchase of goods, supplies, materials, equipment or services, the CPO is authorized to secure, when possible, emergency goods, supplies, materials, equipment, or services by open market procedure. **All such emergency purchases must receive prior administrative approval except for the most urgent situations presenting a clear and present substantial threat to life or property where immediate action is required.***

Funds for these purchase orders will be reallocated and transferred from account number 442.409904.53600.563010.001478.000.000 to account number 442.409904.53600.563010.000744.000.000.

**RECOMMENDATION:**

Authorize the Issuance of Purchase Orders to: Southeastern Engineering Contractors, Inc. in an amount up to \$250,000.00, Gibbs Land Surveyors in an amount up to \$20,000.00, and Gannett Fleming, Inc., in an amount up to \$30,000.00. The DPU will also submit these allocations for ratification by the City Commission at a later commission date.

DocuSigned by:  
*George Keller*

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8/21/2024

APPROVED BY: George R. Keller, Jr., CPPT  
City Manager

Date

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