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February 5, 2024

Sent Via Email (RBEZERRA@hollywoodfl.org)

Roger Bezerra
Project Manager (Public Utilities)
Department of Public Utilities - ESSD
City of Hollywood
P.O. Box 229045
Hollywood, FL 33022-9045

Subject: Large Size Meter Replacement and Water Sampling Stations
CMA Proposal No. P21.136.003

Dear Mr. Bezerra:

Chen Moore and Associates (CMA) is pleased to submit the attached Scope of Services to assist your team with the preparation of design plans, sketches, details and permitting for large flow meter replacement and water sampling stations throughout the City of Hollywood. Professional services shall be provided in accordance with the **Continuing Consulting Engineering Services Infrastructure (water, sewer, reuse, and stormwater) projects – R-2023-277**.

PROJECT INTRODUCTION

On January 24, 2024 a meeting was held between the City of Hollywood (Client) and Chen Moore and Associates (Consultant). At this meeting two (2) projects were discussed. Project No. 1 requires the preparation of bidding documents for the replacement of large diameter flow meters throughout the City of Hollywood's wastewater service area. These meters range in size from 8 inch to 20 inch. Project No. 2 requires the preparation of bidding documents for the installation of water sampling stations throughout the City of Hollywood's water service area. It is anticipated that approximately sixty (60) sampling stations are required to be installed in areas where low chlorine levels have been detected.

SCOPE OF SERVICES

The following scope of services shall be provided per our recent discussion:

Task 1 – Project No. 1, Large Diameter Meter Replacement

- Consultant shall review existing documentation for the project site to include existing surveys, as-builts and record drawings, existing environmental reports, research existing utilities, research and review existing permits and research and documents existing right-of-way.
- If necessary, Consultant shall perform site visits to examine the condition of the site including existing roadway configuration, vegetation, natural features, and water bodies.
- Consultant shall prepare base plans and/or exhibits specific to each meter replacement location.
- Consultant shall prepare standard and special details as required to document the requirements for each meter replacement.
- Consultant shall prepare an overall map of the City's wastewater service area including the locations of meter replacements.
- Consultant shall identify locations requiring permits from regulatory agencies. Consultants shall assist City in obtaining required permits.
- Consultant shall assist the City of Hollywood with the preparation of required bidding documents.

Task 2 – Project No. 2, Water Sampling Stations

- Consultant shall review existing documentation for the project site to include existing surveys, as-builts and record drawings, existing environmental reports, research existing utilities, research and review existing permits and research and documents existing right-of-way.
- If necessary, Consultant shall perform site visits to examine the condition of the site including existing roadway configuration, vegetation, natural features, and water bodies.
- Consultant shall prepare standard details showing typical water sampling stations.
- Consultant shall prepare base plans and/or exhibits specific to each water sampling location.
- Consultant shall prepare special details as required to document the requirements to connect and install each water sampling station.
- Consultant shall prepare an overall map of the City's potable water service area including the locations of water sampling stations.
- Consultant shall identify locations requiring permits from regulatory agencies. Consultants shall assist City in obtaining required permits.
- Consultant shall assist the City of Hollywood with the preparation of required bidding documents.

Task 3 – Project Meetings

- Consultant shall conduct progress meetings as required to coordinate with City of Hollywood staff.
- Consultant shall prepare an agenda, distribute meeting materials and prepare meeting minutes for all meetings.

The basis for the above scope of services and associated fee(s) is as follows:

- The Client shall assist with obtaining existing documentation.
- The Client shall assist the Consultant in facilitating meetings with City Staff.

Information to be provided by the Client:

- A letter from the property owner granting access to the site and giving approval for Consultant to perform the services listed above.
- Copies of all relevant data, including correspondence, traffic reports, plans or information in Client's possession which may be beneficial to the work effort performed by Consultant.

SCHEDULE AND FEES

Consultant shall schedule work upon receipt of the signed approval for this project as required. Project is anticipated to have 3 to 6 month project schedule.

The total Hourly Not-to-Exceed (NTE) fees are as follows:

<u>Task(s)</u>	<u>Task Description</u>	<u>Total Fees</u>
Task 1	Project No. 1, Large Diameter Meter Replacement	\$47,500.00
Task 2	Project No. 2, Water Sampling Stations	\$47,500.00
Task 3	Project Meetings	\$5,000.00
	PROJECT TOTAL	\$100,000.00

Reimbursable expenses for the tasks above are included in the above allowance.

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Please do not hesitate to contact me with questions via my cell phone at (772) 361-9759 or via email at ddavila@chenmoore.com.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read 'Daniel Davila', is positioned above the printed name and title.

CHEN MOORE AND ASSOCIATES
Daniel Davila, PE
Principal Engineer

DLB/dd