



May 5, 2022

Mr. Jeff Jiang, P.E.  
Assistant Director  
City of Hollywood Department of Public Utilities  
P.O. Box 229045 Hollywood, FL 33022-9045

**Subject: Professional Engineering, Grants, and Administrative Services**

Dear Mr. Jiang:

As requested, Tetra Tech is pleased to prepare this professional engineering and administrative services work order that provides a mechanism whereby the City of Hollywood Department of Public Utilities (DPU) may engage the services of Tetra Tech on an as-needed basis for tasks that cannot be definitively established in advance.

#### **GENERAL CONSULTING SERVICES**

Tetra Tech will provide professional engineering and administrative support on an as-needed basis as directed by the City of Hollywood Department of Public Utilities' Director, Deputy Director, Assistant Director, or the Engineering Support Services Manager. As stated previously, services to be provided cannot be definitively predicted at this time due to the as-needed nature of this work order, but may include, but not be limited to, some combination of the following, as well as other, yet to be defined, services:

1. Engineering and technical assistance to strategically identify and draft prospective grant applications that best suit the Department's needs and goals, including:
  - a. Meetings, review of grant timelines and other requirements, scheduling and attendance at meetings, and general coordination with the City and the agency awarding the grant.
  - b. Assistance to obtain and/or prepare additional information that may be necessary for grant applications, including responses to requests for additional information from agencies.
  - c. Preparation of figures, tables, charts, costs, and other supporting documentation to support the grant applications.
  - d. Assist with workflow and plan execution for the grant application.
  - e. Research and research assistance to support grant application.
  - f. Prepare narratives and other data for grant applications.
  - g. Submittal of grants to appropriate agency with supporting documents.
  - h. Grant evaluation, monitoring, and administration on behalf of the City.
2. Engineering support related to regulatory compliance and permit applications for city-wide water, wastewater, stormwater, and reuse water systems.
  - a. Assistance with review of regulatory compliance requirements for various projects.

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- b. Assistance to prepare and submit permit applications and supporting documentation.
  - c. Responses to request for additional information from regulatory agencies.
  - d. Review of regulatory testing requirements.
- 3. Engineering support for water, wastewater, stormwater, and reuse water projects designed and administered by Department in-house staff
  - a. Perform technical evaluation and develop technical memoranda
  - b. Provide support to track project schedules
  - c. Prepare PowerPoint presentations
  - d. Assist in shop drawing review and proposal negotiation
  - e. Assist in response / clarification to issues during construction
  - f. Develop construction details
  - g. Provide QA/QC for bid documents and other reports
- 4. Conceptual planning for water, wastewater, stormwater, reuse systems and matters of emerging interest including:
  - a. Identifying areas where expedited planning may be necessary due to redevelopment activities.
  - b. Estimating of water flows.
  - c. Preliminary layouts and sizing of infrastructure.
  - d. Preliminary project costs and timing.

#### **COMPENSATION**

Tetra Tech will perform the services for a total fee of \$400,000 to be billed on an hourly rate basis. The specific level of effort for the noted potential services cannot be predicted given the nature of this work order.

The terms of compensation shall be in conformance with our Professional Services Agreement for General Engineering Consultant Services dated October 25th, 2017 between the City of Hollywood and Tetra Tech.

**SCHEDULE**

Tetra Tech's services will commence upon receipt of written authorization and will terminate once the \$400,000 limit is reached.

We appreciate the opportunity to serve the City. Please let us know if you require additional information. We look forward to continuing to work for the City of Hollywood. Please contact us with any questions.

Sincerely,

**Tetra Tech**



Ken Caban, P.E.  
Vice President

cc: Wilhelmina Montero, City of Hollywood