



August 20, 2024

Mr. Feng Jiang, PE  
Assistant Director, Public Utilities/Engineering  
City of Hollywood – Department of Public Utilities  
1621 North 14<sup>th</sup> Avenue  
Hollywood, FL 33022

Subject: Work Order Proposal for On-Call Professional Support Services – WO No. CDM 24-03

Dear Mr. Jiang:

CDM Smith, Inc. (CDM Smith) is pleased to present the City of Hollywood (City) with this work order proposal to provide as-needed professional support services. This work order shall be executed per the terms and conditions of the Professional Services Agreement for Continuing Consulting Engineering Services Infrastructure (Water, Sewer, Reuse, and Stormwater) Projects No. R-2023-277. This agreement was executed on March 4, 2024.

### **Background Information**

In the process of supporting the City's general consulting needs, on occasion, it is necessary to respond promptly when engineering and consulting support is required. While some of the City's needs can be anticipated the detailed scopes, level of effort and schedules cannot be determined until the scope request information is known. The general type of services may include but are not limited to:

Technical assistance for related to the grant process

Regulatory compliance for City-wide water, wastewater, stormwater, and reuse systems

General engineering support for water, wastewater, stormwater, and reuse water projects

Conceptual planning for water, wastewater, stormwater, reuse systems and matters of emerging interest

### **Scope of Work**

CDM Smith shall furnish the following general activities related to emerging requests by the City under continuing services, including but not limited to:

#### **Task 1: Grant monitoring, compliance, and reporting support, including:**

1. Monitoring contractor's certified payrolls for compliance with Davis-Bacon wage rate requirements, if applicable.
2. Monitoring contractor's compliance with program requirements and participation.
3. Assisting with the preparation of documents for requests for funding disbursements for contractor's progress payments.



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**Task 2: Technical assistance to strategically identify and draft prospective grant applications that best suit the City's needs and goals, including:**

1. 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.
2. Assistance to obtain and/or prepare additional information that may be necessary for grant applications, including responses to requests for additional information from agencies.
3. Preparation of figures, tables, charts, costs, and other supporting documentation to support the grant applications.

**Task 3: Regulatory compliance and permit applications for City-wide water, wastewater, stormwater, and reuse systems, including:**

1. Assistance with review of regulatory compliance requirements for various projects.
2. Assistance in preparing and submitting permit applications and supporting documentation.
3. Responses to requests for additional information from regulatory agencies.

**Task 4: Support for water, wastewater, stormwater, and reuse water projects designed and administered by City staff, including:**

1. Perform technical evaluation and develop technical memoranda.
2. Provide support to track project schedules.
3. Prepare PowerPoint presentations.

**Task 5: Conceptual planning for water, wastewater, stormwater, reuse systems, and matters of emerging interest including:**

1. Identifying areas where expedited planning may be necessary due to redevelopment activities.
2. Estimating of flows and capacity.
3. Preliminary layouts and sizing of infrastructure.

Services shall be provided on an as-needed basis and as requested by the City. CDM Smith shall work with the City to provide detailed scope, deliverables, budget, and schedule as each assignment is requested. Appropriate team members shall be identified based upon the expertise required for each assignment.

**Schedule**

Services shall begin upon written authorization from the City, which shall constitute Authorization to Proceed (ATP) and will expire once the not to exceed limit is reached.



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## Compensation and Payment

In accordance with the Agreement, CDM Smith will be compensated for services performed under this Work Order as follows:

City agrees to pay a Not to Exceed upper limit fee of \$200,000 including subconsultants and reimbursables (Attachment 1) for work performed based on the approved hourly rate schedule and final negotiated proposals. CDM Smith will submit monthly invoices for partial payments to be made for actual labor (Prime and Subconsultants) and allowable reimbursables accrued during the reporting period, or as a lump sum percentage of the work completed if authorized. A project status report detailing the work performed for the period will be included with the invoice. The fee estimate for each individual task is an approximate estimate of services and is not considered an upper limit for that task, as funding by task may change as the work is better defined, remaining within the total upper limit budget of the project.

CDM Smith is excited about this opportunity to assist the City with these as-needed tasks. Should you have any questions regarding this work order proposal, do not hesitate to contact the signatory contacts below.

Sincerely,  
CDM Smith, Inc.

A handwritten signature in blue ink, appearing to read "Suzanne Mechler", written over the typed name and title.

Suzanne Mechler, PE  
Vice-President  
Email: [mechlerse@cdmsmith.com](mailto:mechlerse@cdmsmith.com)  
Mobile: 561-339-3933

ATTACHMENT 1  
FEE PROPOSAL  
PROFESSIONAL ENGINEERING SERVICES

TASK	DESCRIPTION	PROFESSIONAL SERVICES					PROFESSIONAL SUPPORT SERVICES					PROJECT SUPPORT SERVICES		CDM Smith TOTALS		SUBCONSULTANT
		Senior Officer	Senior Technical Expert / Lead Engineer	Associate / Sr Project Manager	Principal	Professional II / Engineer	Senior Modeler	Staff Modeler	Senior Specialist	Staff Specialist	Senior Support Services / CADD Designer / Technician	Contract Administrator / Project Administrator	Document Controls Specialist	CDM Smith Hours	CDM Smith Cost	
	<i>Bill Rate</i>	\$331.23	\$301.23	\$271.96	\$254.38	\$213.30	\$213.30	\$243.32	\$220.82	\$208.56	\$168.52	\$140.62	\$113.76	<i>Hours</i>	<i>Cost</i>	
1	Grant monitoring, compliance, and reporting support	8	0	18	16	20	0	0	0	0	0	18	10	90	\$ 19,549.96	\$ 37,500.00
2	Technical assistance to strategically identify and draft prospective grant applications that best suit the City's needs and goals	8	0	20	0	0	0	0	0	0	0	18	10	56	\$ 11,757.80	\$ 37,500.00
3	Regulatory compliance and permit applications for City-wide water, wastewater, stormwater, and reuse systems	8	12	18	12	16	0	0	20	10	10	8	10	124	\$ 28,075.00	
4	Support for water, wastewater, stormwater, and reuse water projects designed and administered by City staff	4	12	18	12	16	0	0	20	20	10	10	10	132	\$ 29,116.92	
5	Conceptual planning for water, wastewater, stormwater, reuse systems, and matters of emerging interest	8	12	18	12	14	16	20	10	10	10	10	10	150	\$ 34,000.64	
	<i>Total Hrs</i>	36	36	92	52	66	16	20	50	40	30	64	50	552		
	<i>Total Cost</i>	\$11,924.28	\$10,844.28	\$25,020.32	\$13,227.76	\$14,077.80	\$3,412.80	\$4,866.40	\$11,041.00	\$8,342.40	\$5,055.60	\$8,999.68	\$5,688.00		\$ 122,500.32	

CDM Smith Labor Cost      \$122,500.32  
Reimbursables Allowance      \$2,499.68  
Subconsultants (Brizaga)      \$75,000.00  
**Total NTE      \$200,000.00**