

May 3, 2022

Jeff Jiang, P.E.  
**CITY OF HOLLYWOOD**  
Department of Public Utilities  
Engineering Support Services Division  
Post Office Box 229045  
Hollywood, Florida 33022

Department of Public Utilities  
Engineering and Administrative Assistance

Dear Mr. Jiang:

As requested, we are pleased to submit our scope of services for engineering and administrative assistance to the City of Hollywood Department of Public Utilities on an as-needed basis (on demand) for 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.

**BACKGROUND**

Engineering services are required on demand to assist the Department of Public Utilities with ongoing regulatory compliance activities with the Florida Department of Environmental Protection (FDEP), Broward County and, in general, with legislative, regulatory, permitting and contractual issues, as well as to provide administrative assistance to the Department of Public Utilities. While some of the tasks can be defined, the majority of the specific tasks (and related level of effort) cannot be clearly defined in advance; however, the following are ongoing issues and tasks for which engineering services are required, are likely to be required, and are similar to other issues which may be incurred and for which engineering services may be required:

- Regulatory Compliance:
  - Permit modifications and/or renewals
  - Consent Orders and/or amendments
  - Proactive participation in development of new regulations
  - Technical evaluations and reports to address regulatory issues
- Large User Agreement Issues:
  - Assistance with engineering aspects of dispute resolution
  - Presentations, project status reports

- Administrative Assistance:
  - Evaluation of new technologies
  - Periodic reassessment of upgrade and uprate programs
  - Preparation of technical letters, reports and presentation materials

## **SCOPE OF SERVICES**

### **TASK 1 – OTHER ENGINEERING SERVICES**

This work order provides an allowance for Hazen and Sawyer, P.C. engineering services to assist the Department of Public Utilities with addressing tasks as listed above and similar tasks as required and directed by the Director, Deputy Director or the Assistant Director of Public Utilities.

The following provides a description of the services that shall be provided as well as a general description of services on demand and as authorized by the Director, Deputy Director or the Assistant Director of Public Utilities.

*Task 1.1 Assist with compliance with Florida Statutes 403.9302 as follows:*

Part No.	Contents
<b>Part 1.0</b>	<b>Detailed description of the facilities used to provide wastewater services</b>
<b>Part 2.0</b>	<b>Number of current and projected residents served (in 5-Year increments)</b>
<b>Part 3.0</b>	<b>The current and projected service area for wastewater services</b>
<b>Part 4.0</b>	<b>Current and projected cost of providing wastewater services (in 5-Year increments)</b>
Part 4.1	<i>Routine Operation and Maintenance (include projects costs in 5-year increments)</i>
<b>Part 5.0</b>	<b>Current and projected cost of providing expanded wastewater services (in 5-Year increments)</b>
Part 5.1	<i>Effluent Management and Water Quality Projects</i>
Part 5.2	<i>Reuse Development Projects</i>
Part 5.3	<i>Wastewater Projects that are Part of Resiliency Initiatives Related to Climate Change (with/without committed funding sources and indicating O&amp;M components)</i>
Part 5.4	<i>Estimated Remaining Useful Life of Each Major Facility and Identified Replacement Projects with Committed Funding Source(s)</i>
Part 5.5	<i>Septic to Sewer Conversion Initiatives</i>
<b>Part 6.0</b>	<b>The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components.</b>
<b>Part 7.0</b>	<b>The local government's plan to fund the maintenance or expansion of any facility or its major components.</b>

- City will provide all necessary information including historical and estimated future expenditures, costs, and funding sources
- Estimate remaining useful life of pertinent infrastructure based on the best available information
- Public information activities, including preparation of meeting materials and meeting attendance is not envisioned

*Task 1.2 Develop Contract Documents for repair of the reuse force main in the vicinity of 1156 Hollywood Boulevard*

- Based on preliminary information, it appears that since the force main was recently lined,

one or more of the end seals is likely leaking

- Contract documents are needed to procure point excavations, end seal testing, end seal replacement, backfilling and patching

***Task 1.3 Develop Contract Documents for the installation of odor control equipment for the Taft Street and McKinley Street Interceptors***

- Increasing customer complaints regarding sewer odors along Taft and McKinley Streets necessitates a resolution
- The procurement and testing of effective odor control equipment is needed
- Two manufactured products amenable to manhole insertion are envisioned for review and pilot testing

***Task 1.4 Miscellaneous Engineering and Administrative Assistance***

- ***Broward County Environmental Protection and Growth Management Department Permit Renewal:***
  - Assist the City with obtaining their WWTP Operating Permit renewal from the Broward County Department of Planning and Environmental Protection.
  - Assist with addressing WWTP fuel oil contamination issues and coordination of these issues with WWTP construction project permitting and activities.
- ***Large User Agreement Issues:*** Periodically, Public Utilities staff need assistance with addressing technical issues raised by Large Users and with periodic status reporting including:
  - Presentations of the status of WWTP upgrade or uprate projects and related issues
  - Impacts of potential changes of flow / loading on the Hollywood Southern Regional WWTP due to new development
  - Assistance to resolve Large User disputes
- ***Regulatory Responses:***
  - Review proposed and new regulatory requirements to assist the City with assessing the impact of these requirements; participate in proactive efforts related to the development of new regulations
  - Meet with regulatory agencies to assist permitting and related issues as they develop
  - Participate in meetings with City staff and others
  - Assist with preparation of permit applications
  - Respond to regulatory requests for additional information
  - Provide technical support for negotiations with regulatory agencies
  - Prepare technical memoranda, letters, reports, and other documents
  - Perform engineering evaluations, preliminary conceptual designs, and cost estimates
- ***Administrative Assistance:*** Engineering services are provided on an “as required” basis to assist with administration of the Department of Public Utilities, including, but not limited to:
  - Preparation of presentation materials

- Presentations at Commission Workshops
- Utilities and Engineering Staff Workshops and Planning Meetings
- Assistance with capital improvement plan and budget updates
- Participate in meetings
- Engineering evaluations and preparation of technical memoranda, letters, reports and other documents

## **COMPENSATION**

The total cost for amended services will not exceed \$253,555 without formally amending the scope of work.

## **SCHEDULE**

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 2017. Services provided by H&S 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 City. Please contact us if you have any questions or comments concerning this proposal.

Very truly yours,

**HAZEN AND SAWYER, D.P.C.**



J. Philip Cooke, P.E.  
Senior Associate

c: L. Grant  
File No. 4321/1.0

CITY OF HOLLYWOOD  
SOUTHERN REGIONAL WASTEWATER TREATMENT PLANT  
Engineering & Administrative Assistance  
Cost Breakdown

<u>Tasks</u>	<u>Senior Associate</u>	<u>Associate</u>	<u>Senior Principal Engineer</u>	<u>Engineer</u>	<u>Designer</u>	<u>Draftsman</u>	<u>Secretarial</u>	<u>Subtotal</u>	<u>Cost</u>
LABOR									
Task 1.1 - FS 403.9302 Compliance	8	16	0	130	0	0	22	176	\$ 23,137
Task 1.2 - Reuse Force Main Repairs	8	16	0	144	0	0	24	192	\$ 25,010
Task 1.3 - Interceptor Odor Control	2	16	0	80	0	16	0	114	\$ 15,308
Task 1.4 - Miscellaneous As-needed Services	-	-	-	-	-	-	-	-	\$ 190,000
Subtotal	18	48	0	354	0	16	46	482	<b>\$ 253,455</b>
DIRECT EXPENSES									
Out-of-pocket									\$ 100
Subtotal									<b>\$ 100</b>
<b>Total (Not-to-Exceed)</b>									<b>\$ 253,555</b>
Maximum Hourly Raw Labor Rate*	\$81.81	\$66.41	\$56.79	\$38.50	\$46.20	\$29.84	\$23.10		
* Overall multiplier = 3.2									