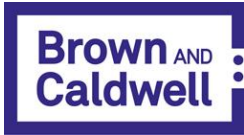


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August 22, 2024

Mr. Feng Jiang, P.E.
Assistant Director – Engineering Support Services
City of Hollywood
Department of Public Utilities
P.O. Box 229045
Hollywood, FL 33022-9045

Subject: Supplemental Membrane Replacement Support Services

Dear Mr. Jiang,

As requested, Brown and Caldwell is pleased to prepare this work order that provides supplemental services during construction replacement of existing nanofiltration membranes.

Background

The existing nanofiltration (NF) and reverse osmosis (RO) membranes in service at the WTP are approaching the end of their functional useful life which is typically 7 to 10 years for NF membranes and typically longer for RO membranes. The City plans to replace membranes and pressure vessels in seven nanofiltration skids and competitively procure the services of a Contractor who will oversee delivery efforts.

Consistent with this objective, the primary objective of this task authorization is to provide supplemental services during construction including:

- Reviewing and responding to Request for Information (RFIs)
- Performing Construction Administration Services
- Holding and leading monthly construction progress meetings and requisite site visits

Scope of Services

Brown and Caldwell will provide professional engineering and administrative support in support of the project objectives. Anticipated tasks are summarized below.

Task 1 – Supplemental Membrane Replacement Services During Construction

Objective: Provide engineering support services during the replacement, commissioning and closeout of membrane replacement construction activities. Support includes the City's preparation for decommissioning, temporary piping modifications, recommissioning and testing of replacement nanofiltration membranes and pressure vessels.

Activities:

1. Review and respond to requests for information (RFIs) related to technical interpretation of the specifications.
2. Provide contract administration support services including the review of payment applications, substitution requests, rendering interpretations of the contract and technical specifications, negotiating proposed contract changes, and shop drawing submittals.
3. Lead monthly progress meetings and site visits. A summary of each progress meeting will be prepared and distributed to meeting attendees and the City's representative. Progress meetings will be coordinated with site visits where feasible or conducted via teleconference.

Compensation

Brown and Caldwell will perform the noted services for a total fee of \$99,998 to be billed on an hourly rate basis.

Table-1. Compensation		
Task	Description	Estimated Allowance
1	Supplemental Services During Construction	\$99,998
	TOTAL	\$99,998

The terms of compensation shall be in conformance with our Professional Services Agreement for General Engineering Consultant Services dated October 19th, 2023, between the City of Hollywood and Brown and Caldwell.

Assumptions

1. One overall substantial completion milestone is assumed for the overall project.
2. Construction observation is limited.

Brown and Caldwell appreciates that City of Hollywood has requested our services in assisting with this project. Should you have any questions, please do not hesitate to call me at (954) 600-6918.

Very truly yours,

Brown and Caldwell



Celia Earle, PhD, BCEEM
Vice President

cc: Diego Herrera, Project Manager, Brown and Caldwell