

August 24, 2023

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
In-House Support Services

Dear Mr. Jiang:

As requested, Hazen and Sawyer, D.P.C. (Hazen) is pleased to submit our scope of services for interim administrative engineering assistance to the City of Hollywood Department of Public Utilities (DPU) on an as-needed basis (on demand) for managerial 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.

SCOPE OF SERVICES

Hazen shall provide in-house engineering support services, based on the consultant's hourly rate schedule established in the Professional Services Agreement dated November 7, 2017. Services may include assistance from other Hazen office staff to assist with project management and review of other disciplines such as structural, electrical and/or instrumentation disciplines. Services may include, but not be limited to the following water and wastewater-related tasks:

- Assisting in the development of capital improvement project budgets, cost estimates, and project schedules
- The design, review, and management of capital improvement projects
- Oversight and inspection of projects during construction
- Preparation of permit modification and renewal documents
- Financial analysis and support for grant funding
- Prepare technical letters, reports, and presentation materials

COMPENSATION

Services shall be on an as-needed basis per the consultant's hourly rate schedule established in the Professional Services Agreement dated November 7, 2017 but shall not exceed \$300,000.

SCHEDULE

These services shall be rendered by Hazen over an estimated 26-week interim period, while the DPU conducts a search for DPU engineering staff, initiating from receipt of notice-to-proceed from

DPU. 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 Hazen 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 DPU. 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