

November 1, 2023

Mr. Jeff Jiang, P.E.
City of Hollywood
Department of Public Utilities
Engineering Support Services Division
Post Office Box 229045
Hollywood, Florida 33022

Dear Mr. Jiang,

As requested, Craven Thompson & Associates, Inc. (CTA) 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

CTA shall provide in-house engineering support services, based on the consultant's hourly rate schedule established, in accordance with the Professional Services Agreement R-2023-277, dated September 6, 2023. Services may include but are not limited to:

- ✧ 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
- ✧ Preparation of technical letters, reports, and presentation materials
- ✧ Review of existing design projects
- ✧ Review of existing construction schedules
- ✧ Assistance with issue resolution on ongoing contracts.

COMPENSATION

Services shall be on an as-needed basis per the consultant's hourly rate schedule established in the Professional Services Agreement dated September 6, 2023, but shall not exceed \$300,000.

SCHEDULE

These services shall be rendered by CTA over an estimated 52-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.

CRAVEN THOMPSON



& ASSOCIATES INC.

Engineers
Planners
Surveyors
Landscape Architects

3563 NW 53rd Street
Fort Lauderdale, FL 33309-6311
Phone: (954) 739-6400
Fax: (954) 739-6409

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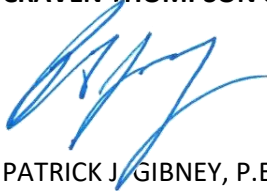
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Engineering services for the project will be performed as part of our Professional Services Agreement for General Engineering Consultant Services (Agreement) dated September 6, 2023. Services provided by CTA shall be limited to those services specifically 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.

Sincerely,

CRAVEN THOMPSON & ASSOCIATES, INC.



PATRICK J. GIBNEY, P.E.

Vice President, Engineering

PJG/tg

**CITY OF HOLLYWOOD
DEPARTMENT OF PUBLIC UTILITIES
CONTINUING CONSULTING ENGINEERING SERVICES INFRASTRUCTURE
R-2023-277**

**CRAVEN THOMPSON & ASSOCIATES, INC.
HOURLY FEE SCHEDULE**

Civil Engineering Services

Principal Engineer	\$280/Hour
Senior Supervising Engineer	\$250/Hour
Senior Engineer	\$185/Hour
Project Engineer	\$155/Hour
Engineering Senior CADD Technician	\$120/Hour

Land Surveying & Mapping Services

Principal Surveyor	\$225/Hour
Professional Land Surveyor	\$180/Hour
Project Surveyor	\$155/Hour
Survey CADD / GIS Tech	\$115/Hour
Survey Field Crew (1-Man Crew)	\$120/Hour
Survey Field Crew (2-Man Crew)	\$170/Hour
Survey Field Crew (3-Man Crew)	\$200/Hour
Survey Crew with Laser Scan (3-Man Crew)	\$330/Hour

Landscape Architecture and Planning Services

Principal Landscape Architect / Principal Planner	\$225/Hour
Senior Supervising Landscape Architect	\$200/Hour
Senior Landscape Architect	\$175/Hour
Senior Planner	\$170/Hour
Landscape Architect	\$160/Hour
Project Landscape Designer	\$150/Hour
Land Planner	\$150/Hour

Construction Administration Services

Director of Construction Management	\$185/Hour
Construction Manager	\$170/Hour
Senior Field Representative	\$135/Hour
Field Representative	\$115/Hour

Miscellaneous

Clerical	\$95/Hour
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