

March 9, 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,

**RE:      INFLOW/INFILTRATION (I/I) PROGRAM MANHOLE REPAIRS  
            ESSD PROJECT NO. 7101A  
            CTA PROPOSAL NO. 2023-S04.071**

As requested, Craven Thompson & Associates, Inc. (CTA) is pleased to submit our engineering scope of services for the Inflow/Infiltration (I/I) Program Manhole Repairs ESSD Project No. 7101A the City of Hollywood Department of Public Utilities (DPU).

**SCOPE OF SERVICES**

CTA shall provide in-house engineering support services for the I/I Program, based on the consultant's hourly rate schedule established in the Professional Services Agreement 17-1325 dated October 26, 2017. Services may include but not limited to the following:

**TASK 1: Construction Services**

- Shop drawing review - Log, track, review and process shop drawings, maintenance of traffic plans and other submittals the Contractor is required to submit. It is anticipated there will be thirty (30) submittals for review.
- Construction meeting attendance - Prepare for and attend preconstruction meeting as well as construction progress meetings. CTA will prepare and distribute meeting minutes.
- Construction coordination with Contractor and City.
- Review and respond to RFI's - CTA will review, research, compile and prepare a response to the Contractor's RFI's. A log of the submittals and responses will be available to the City and Contractor.
- Review of schedule - Review and comment on Contractor's schedule. Provide comments to Contractor to revise schedule based on available information. Once the schedule is approved and revisions will be reviewed and processed until all parties can agree on the schedule.
- Review of pre versus post video of the sanitary sewer system - Review of pre-post video for sanitary sewer system to determine the extent of rehabilitation that has taken place as part of the work product. Prepare a memorandum documenting the pre - post conditions and conclusions.
- Process pay requests - Review of documents submitted by Contractor depicting completed portions of the project. Once the documents have been approved for quantities and associated fees, CTA will recommend payment.

**CRAVEN THOMPSON**



**& ASSOCIATES INC.**

Engineers  
Planners  
Surveyors  
Landscape Architects

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

- Construction observation services - Includes serving as construction liaison with Contractor and City, assist in obtaining additional details required, conduct observation services, document progress of work, including locations, equipment, quantities, inform Contractor when the work appears to be not in compliance with the Contract Documents, prepare and submit daily reports, accompany other agencies have jurisdiction (AHJ) during inspections, etc.
- Project closeout services - Attend and document substantial completion walkthrough. Review corrective measures performed by Contractor to prepare a substantial and final completion certification.
- Review of Record Drawings - Review and comment on record drawings prepared and provided by the Contractor for the purpose of project certification to the AHJ.

Contractor shall be responsible for fees and scheduling of inspections through the City and CTA. Coordination with contractor regarding work activities, scheduling, RFI's, pay requests, etc. are included in the overall fee for this Project.

#### **COMPENSATION**

Services shall be on an as-needed basis per the consultant's hourly rate schedule established in the Professional Services Agreement dated October 26, 2017, but shall not exceed \$90,000.

#### **SCHEDULE**

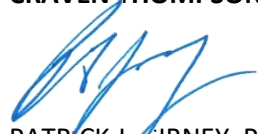
These services shall be rendered by CTA over an estimated 26-week period. These services will be provided on an as-needed basis. We are ready to proceed immediately upon authorization.

Engineering services for the project will be performed as part of our Professional Services Agreement for General Engineering Consultant Services (Agreement) dated October 26, 2017. Services provided by CTA shall be limited to those services specifically identified in this work order.

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