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January 3, 2019

Mr. Clece Aurelus, P.E.  
Engineering Support Services Manager  
City of Hollywood  
Department of Public  
Utilities  
P.O. Box 229045  
Hollywood, FL 33022-9045

Subject: Professional Engineering & Administrative Services

Dear Mr. Aurelus:

As requested, Brown and Caldwell is pleased to prepare this professional engineering and administrative services work order that provides a mechanism whereby the City of Hollywood Department of Public Utilities (DPU) may engage the services of Brown and Caldwell on an as-needed basis for tasks that cannot be definitively established in advance.

## **BACKGROUND**

Since 2009, Brown and Caldwell has served as one of the City's engineering consultants and is well aware that, as with most utilities of comparable size and complexity, the City faces wide-ranging challenges that need to be addressed appropriately in order to continue to move the City forward. Current Brown and Caldwell staff has a long history (prior to 2009) of successfully supporting the City's needs in a variety of areas across the utility enterprise and we will continue to serve the City via this work order. We are at the forefront of various issues that are facing the City and we stand ready to help the City to navigate through these issues, as well as seek avenues to provide cost-savings where possible. An example of as-needed support consulting services includes assistance provided in advancing the Ocean Outfall Legislation compliance strategy inclusive of compliance strategy development, permitting and stakeholder engagement assistance.

This authorization will facilitate continued as-needed support in this and other issues that may arise.

## **GENERAL CONSULTING SERVICES**

Brown and Caldwell will provide professional engineering and administrative support on an as-needed basis as directed by the City of Hollywood Department of Public Utilities' Director, Deputy Director, or Assistant Director. As stated previously, services to be provided cannot be definitively predicted at this time due to the as-needed nature of this work order, but may include some combination of the following, as well as other, yet to be defined, services:

1. Response to City's requests for information;
2. Meetings with City's personnel to discuss matters of importance to the utility;
3. Meetings with regulatory agencies including Florida Department of Environmental Protection (FDEP), South Florida Water Management District (SFWMD), Broward County Environmental Protection and Growth Management Department (EPGMD), and other agencies, utilities, and organizations, as required;
4. Response to requests for additional information from regulatory agencies, other utilities, and organizations;
5. Conference calls – internal and external;
6. Review of materials;
7. Development of conceptual planning framework/considerations for matters of emerging interest;
8. Technical assessments and development of advisory opinions, including for the Ocean Outfall Legislation;
9. Support of other compliance initiatives and reporting requirements;
10. Preparation of materials including technical memoranda, hydraulic evaluations, reports, PowerPoint presentations for DPU staff, Commission workshops, Regulatory agencies' workshops, outreach efforts, etc.
11. Presentations at meetings/workshops.

## **COMPENSATION**

Brown and Caldwell will perform the aforementioned services for a total fee of \$100,000 to be billed on an hourly rate basis. The specific level of effort for the noted potential services cannot be predicted given the nature of this work order.

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The terms of compensation shall be in conformance with our Professional Services Agreement for General Engineering Consultant Services dated October 25<sup>th</sup>, 2017 between the City of Hollywood and Brown and Caldwell.

#### **SCHEDULE**

Brown and Caldwell's services will commence upon receipt of written authorization and will terminate once the \$100,000 limit is reached.

We appreciate the opportunity to serve the City. Please let us know if you require additional information. We look forward to continuing to work for the City of Hollywood. Please contact us with any questions.

Very truly yours,

**Brown and Caldwell**



Celia D. A. Earle, Ph.D.  
Vice President

cc: Albert Perez, Brown and Caldwell  
Nigel Grace, Brown and Caldwell