



Hazen and Sawyer  
4000 Hollywood Blvd., Suite 750N, North Tower • Hollywood, FL 33021

February 21, 2019

Clece Aurelus, P.E.  
**CITY OF HOLLYWOOD**  
Department of Public Utilities  
Engineering Support Services Division  
Post Office Box 229045  
Hollywood, Florida 33022

Hollywood Southern Regional WWTP  
Engineering and Administrative Assistance  
City Project Number 19-1331

Dear Mr. Aurelus:

As requested, we are pleased to submit our scope of services for engineering and administrative assistance to the City of Hollywood Department of Public Utilities on an as-needed basis (on demand) for 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.

### **BACKGROUND**

Engineering services are required on demand to assist the Department of Public Utilities with ongoing regulatory compliance activities with the Florida Department of Environmental Protection (FDEP), Broward County and, in general, with legislative, regulatory, permitting and contractual issues, as well as to provide administrative assistance to the Department of Public Utilities. While some of the tasks can be defined, the majority of the specific tasks (and related level of effort) cannot be clearly defined in advance; however, the following are ongoing issues and tasks for which engineering services are required, are likely to be required, and are similar to other issues which may be incurred and for which engineering services may be required:

- Regulatory Compliance:
  - Permit modifications and/or renewals
  - Consent Orders and/or amendments
  - Proactive participation in development of new regulations
  - Technical evaluations and reports to address regulatory issues
- Large User Agreement Issues:
  - Assistance with engineering aspects of dispute resolution
  - Presentations, project status reports

- Administrative Assistance:
  - Evaluation of new technologies
  - Periodic reassessment of upgrade and uprate programs
  - Preparation of technical letters, reports and presentation materials

## **SCOPE OF SERVICES**

### **TASK A.6 - OTHER ENGINEERING SERVICES**

This work order provides an allowance for Hazen and Sawyer, P.C. engineering services to assist the Department of Public Utilities with addressing tasks as listed above and similar tasks as required and directed by the Director, Deputy Director or the Assistant Director of Public Utilities.

The following provides a description of the services that shall be provided as well as a general description of services on demand and as authorized by the Director, Deputy Director or the Assistant Director of Public Utilities.

- *Broward County Environmental Protection and Growth Management Department Permit Renewal:*
  - Assist the City with obtaining their WWTP Operating Permit renewal from the Broward County Department of Planning and Environmental Protection.
  - Assist with addressing WWTP fuel oil contamination issues and coordination of these issues with WWTP construction project permitting and activities.
- *Large User Agreement Issues:* Periodically, Public Utilities staff need assistance with addressing technical issues raised by Large Users and with periodic status reporting including:
  - Presentations of the status of WWTP upgrade or uprate projects and related issues
  - Impacts of potential changes of flow / loading on the Hollywood Southern Regional WWTP due to new development
  - Assistance to Resolve Large User Disputes
- *Regulatory Response:*
  - Review proposed and new regulatory requirements to assist the City with assessing the impact of these requirements; participate in proactive efforts related to the development of new regulations
  - Meet with regulatory agencies to assist permitting and related issues as they develop
  - Participate in meetings with City staff and others
  - Assist with preparation of permit applications
  - Respond to regulatory requests for additional information
  - Provide technical support for negotiations with regulatory agencies
  - Prepare technical memoranda, letters, reports, and other documents
  - Perform engineering evaluations, preliminary conceptual designs, and cost estimates

- *Administrative Assistance:* Engineering services are provided on an “as required” basis to assist with administration of the Department of Public Utilities, including, but not limited to:
  - Preparation of presentation materials
  - Presentations at Commission Workshops
  - Utilities and Engineering Staff Workshops and Planning Meetings
  - Assistance with capital improvement plan and budget updates
  - Participate in meetings
  - Engineering evaluations and preparation of technical memoranda, letters, reports and other documents

## **COMPENSATION**

The total cost for amended services will not exceed \$100,000 without formally amending the scope of work.

## **SCHEDULE**

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 H&S 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 City. 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