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June 12, 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.

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, but not be limited to, some combination of the following, as well as other, yet to be defined, services:

1. Regulatory Compliance and Response (for the overall utility):
 - Permitting support (renewals/modifications)
 - New regulations assistance
 - Meetings with regulatory agencies for permitting and related issues. These include Florida Department of Environmental Protection (FDEP), South Florida Water Management District (SFWMD), Broward County Environmental Protection and Growth Management Department (EPGMD)
 - Respond to regulatory requests for information
 - Prepare materials for Regulatory agencies' workshops
 - Technical support inclusive of engineering evaluations, cost estimates, feasibility reports, and conceptual designs
 - Technical memoranda, reports, letters, etc. to address regulatory issues
2. Administrative Assistance:
 - Response to City's requests for information on issues;
 - Meetings/conference calls with City's personnel to discuss matters of importance to the utility;
 - Review of materials;
 - Development of conceptual planning framework/considerations for matters of emerging interest;
 - Preparation of materials including technical memoranda, hydraulic evaluations, reports, PowerPoint presentations for DPU Staff, Commission workshops, outreach efforts, etc.

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 25th, 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