



## Legislation Details (With Text)

**File #:** R-2023-390    **Version:** 1    **Name:** ATP CTA 24-02 In-House Support Services  
**Type:** Resolution    **Status:** Passed  
**File created:** 11/2/2023    **In control:** Department of Public Utilities  
**On agenda:** 12/6/2023    **Final action:** 12/6/2023

**Title:** A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute An Authorization To Proceed For Work Order Number CTA 24-02 With Craven Thompson and Associates For In-House Engineering Support Services, On An As-Needed Basis, In An Amount Up To \$300,000.00 Over A One-Year Period.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution - CTA 24-02 In-House Support Services.docx jj PFB (DRG).pdf, 2. ATP - CTA 24-02 In-House Support.pdf, 3. Proposal - CTA 24-02 In-House Support Services.pdf, 4. R-2023-277 (Executed) Continuing Engineering Services.pdf

Date	Ver.	Action By	Action	Result
12/6/2023	1	Regular City Commission Meeting		

A Resolution Of The City Commission Of The City Of Hollywood, Florida, Approving And Authorizing The Appropriate City Officials To Execute An Authorization To Proceed For Work Order Number CTA 24-02 With Craven Thompson and Associates For In-House Engineering Support Services, On An As-Needed Basis, In An Amount Up To \$300,000.00 Over A One-Year Period.

*Infrastructure & Facilities*

**Staff Recommends:** Approval of the attached Resolution.

**Explanation:**

The Department of Public Utilities (“Department”) is responsible for the planning, design, construction management, and inspection of utility engineering projects. The Department has recently been unable to recruit sufficient qualified candidates to fill multiple vacant positions including ESSD Manager, Senior Project Manager, and Project Managers. Therefore, the Department wishes to retain in-house consultant engineers who can perform the work that is necessary to successfully maintain the Department’s operational functions.

Examples of the water and infrastructure-related tasks that consultant engineering support staff will perform include:

- Assistance in the development of capital improvement project budgets, cost estimates, and project schedules
- 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

On September 6, 2023, the City Commission passed and adopted Resolution No. R-2023-277, which authorized the execution of continuing professional consulting engineering services contracts with eight firms for water, sewer, reuse, and stormwater infrastructure projects, one of the firms being Craven, Thompson & Associates, Inc. (“CTA”).

Department staff requested a proposal from CTA for in-house engineering support services, based on the consultant’s hourly rate schedule established in the Professional Services Agreement. CTA submitted a proposal to provide the requested on-call engineering support services in an amount up to \$300,000.00.

This agenda item seeks the City Commission’s authorization to execute the attached Authorization to Proceed for Work Order No. CTA 24-02 with Craven Thompson and Associates for in-house engineering support services in an amount up to \$300,000.00, based upon the project scope and fee, and the terms and conditions of the current Continuing Services Agreement.

**Fiscal Impact:**

Funding for this Authorization to Proceed is available in the FY 2024 Operating Budget in account number 442.400401.53600.531170.000000.000.000.

Department of Public Utilities staff will manage this project. No additional staff are needed as a result of this project.

**Recommended for inclusion on the agenda by:**

Feng (“Jeff”) Jiang, Assistant Director, Department of Public Utilities  
Vincent Morello, Director, Department of Public Utilities  
Gus Zambrano, Assistant City Manager/Sustainable Development

**Attachments:**

Resolution - CTA 24-02 In-House Support Services  
ATP - CTA 24-02 In-House Support Services  
Proposal - CTA 24-02 In-House Support Services  
R-2023-277 - CTA 24-02 In-House Support Services