



# City of Hollywood

Hollywood City Hall  
2600 Hollywood Blvd  
Hollywood, FL 33020  
<http://www.hollywoodfl.org>

## Legislation Text

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**File #:** R-2023-115, **Version:** 1

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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 H&S 23-04 With Hazen And Sawyer, P.C. For In-House Support Services, On An As-Needed Basis, In An Amount Not To Exceed \$250,000.00.

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 engineering projects within the Department. The Department has been unable to recruit qualified candidates to fill vacant positions including ECSD Manager, Senior Project Manager, and multiple 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 as needed.

Examples of the water and wastewater related tasks for which consultant engineering support staff are needed include:

- Assistance with 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
- Perform financial analysis and support for grant funding
- Prepare technical letters, reports, and presentation materials

On September 20, 2017, the City Commission passed and adopted Resolution No. R-2017-283 which authorized the execution of continuing consulting engineering services contracts with four firms for water and wastewater projects, one of the firms being Hazen and Sawyer, P.C. On August 9, 2021, the continuing services contract with Hazen and Sawyer, P.C. was renewed for an additional two-year period.

Department staff requested a proposal from Hazen and Sawyer, P.C. for in-house engineering support services, based on the consultant's hourly rate schedule established in the Professional Services Agreement with Hazen and Sawyer, P.C., dated November 7, 2017.

This agenda item seeks the City Commission's authorization to execute the attached Authorization to Proceed for Work Order No. H&S 23-04 with Hazen and Sawyer, P.C. for in-house engineering support services in an amount not to exceed \$250,000.00, based upon the project scope and fee and the terms and conditions of the current Continuing Services Agreement for the project.

**Fiscal Impact:**

Funding for the attached Authorization to Proceed is available in FY 2023 Operating Budget in account numbers 441.400401.53600.531170.000000.000.000 and 442.400401.53600.531170.000000.000.000.

The Department of Public Utilities staff will manage this project. No additional staff is 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 - H&S 23-04 In-House Support Services

ATP - H&S 23-04 In-House Support Services

Proposal - H&S 23-04 In-House Support Services

Agreement Renewal - H&S 23-04 In-House Support Services

Agreement Resolution - H&S 23-04 In-House Support Services