



# City of Hollywood

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

## Legislation Text

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**File #:** R-2023-388, **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 B&C 24-02 With Brown and Caldwell For In-House Engineering Support Services, On An As-Needed Basis, In An Amount Up To \$300,000.00 For 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 qualified candidates to fill multiple vacant positions including: ECSD Manager, Senior Project Manager, and Project Managers. Therefore, the Department wishes to hire in-house consultant engineers who can assist in performing the work that is necessary to successfully maintain the Department’s operational functions.

Examples of the desired water and wastewater-related tasks these consultants are needed to perform include:

- Assisting in the development of capital improvement project budgets, cost estimates, and project schedules
- The 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 August 30, 2023, the City Commission passed and adopted Resolution No. R-2023-251, which authorized the execution of continuing consulting engineering services contracts with five firms for a period of five years for the Water Treatment Plant one of the firms being Brown and Caldwell (“B&C”).

Department staff requested a proposal from B&C for in-house engineering support services, based on the consultant’s hourly rate schedule established in the Professional Services Agreement with B&C dated October 19, 2023. B&C submitted a proposal to provide said

engineering services in an amount up to \$300,000.00.

This agenda item seeks the City Commission's approval and authorization to execute the attached Authorization to Proceed for Work Order No. B&C 24-02 with Brown and Caldwell for in-house engineering support services in an amount up to \$300,000.00, based upon the project scope and fees, and the terms and conditions of the current Continuing Services Agreement.

**Fiscal Impact:**

Funding for this work order 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 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 - B&C 24-02 In-House Support Services  
ATP - B&C 24-02 In-House Support Services  
Proposal - B&C 24-02 In-House Support Services  
Resolution No. 2023-251 - B&C 24-02 In-House Support Services