



Hazen and Sawyer  
4000 Hollywood Boulevard, 750N  
Hollywood, FL 33021 • 954.987.0066

February 19, 2026

Giselle Hipolito  
Engineering Support Services Manager  
City of Hollywood  
Department of Public Utilities  
Engineering Support Services Division  
Post Office Box 229045  
Hollywood, FL 33022

**Re: Southern Regional Wastewater Treatment Plant  
Influent Pump Station Improvements – Phase 1  
Scope of Services**

Dear Ms. Hipolito:

As requested, Hazen is pleased to submit a scope of services for planning, engineering, and construction management services for Influent Pump Station Improvements – Phase 1 at the Southern Regional Wastewater Treatment Plant (SRWWTP). This project is anticipated to be the first of three phases for the IPS and is intended to add bypass pumping capacity to the IPS to increase reliability and redundancy until such time that the station can be taken offline and rehabilitation can occur. Future phases include the complete rehabilitation of the IPS.

## **BACKGROUND**

The IPS is one of the most critical unit processes at the SRWWTP. All influent flow to the SRWWTP is directed through this pump station. A failure could require an extended period to resolve and may result in a significant spill event. Installed in 1968, this pump station is in need of complete rehabilitation and upgrade. Previously addressed under the 1999 Upgrade project, much of the equipment is approaching the end of its useful life and the structure requires significant rehabilitation. The City continues to experience operational issues with the pumps, resulting in a lack of pumping redundancy and significant repair costs. The purpose of this project is to provide planning, engineering, permitting, and construction management services to add temporary bypass pumping and increase reliability and redundancy of the IPS.

## **SCOPE OF SERVICES**

Phase 1 proposes to identify immediate improvements required at the Influent Pump Station to provide the City with full pumping capacity and redundancy during hurricane seasons. In addition, this package will include immediate repairs to the Grit System to restore functionality and reduce grit carry-through to the remainder of the SRWWTP. This phase is intended to be executed quickly in order to minimize risk to the City.

## **Task 1 – IPS Planning Activities**

Hazen shall attend a kick-off meeting with City staff via Microsoft Teams within ten days after receiving Notice to Proceed. The purpose of this meeting is to identify project protocols, summarize the intended course of action for the project, and establish coordination procedures between Hazen and City staff. Hazen shall prepare an agenda prior to the meeting and electronically distribute minutes following the meeting.

Hazen shall prepare a Technical Memorandum (TM) outlining the recommended path forward for improving the IPS. This TM will include the following components:

- Description of current conditions, including a summary of the working status for each pump
- Short term plan for installing temporary pumps, including conceptual drawings, pump curves, and anticipated costs
- Review of options for renting bypass pumps versus purchasing bypass pumps that can be used long term in other areas of the system
- Long term plan for rehabilitating the IPS, including a summary of required improvements
- Overall schedule and sequency for rehabilitation of the IPS

The TM shall be provided to the City in electronic format for review. City will provide written comments to Hazen for incorporation into an updated, final version of the TM.

## **Task 2 – IPS Bypass Pumping Design and Bidding**

The purpose of this task is to provide design documents to address bypass pumping at the IPS. It is anticipated that these improvements will include the installation and startup of temporary pumps at the IPS until such time that permanent improvements can be made. At the City's discretion, replacement of the mechanism in Grit Chamber No. 2 can be included in this fast-track effort.

### **Subtask 2.1 – Prepare Draft Bid Documents**

Hazen shall prepare draft Contract Documents (full plans and specifications) for bypass pumping at the IPS and immediate improvements to the Grit System as described in the TM. An opinion of probable construction cost (OPCC) shall be provided. Hazen shall meet with the City staff following submittal of the draft Contract Documents to receive and discuss City's review comments. Meeting minutes shall be prepared by Hazen and distributed electronically to attendees.

### **Subtask 2.2 – Bidding and Award Services**

Hazen shall provide assistance to the City during the bidding phase of the project as described below.

Preparation of Final Bid Documents: Hazen shall make final revisions to the documents based on review comments received by the City. Hazen shall provide one (1) electronic PDF copy of the drawings and

specifications to the City. It is anticipated that the City will prepare documentation required to support the Front End for the Contract Documents.

Pre-Bid Conference and Job Walk-Through: Hazen shall attend one pre-bid conference and job walk-through prior to the advertised date.

Respond to Bidder Questions and Issue Addenda: Hazen shall provide responses to bidder questions to the City's Purchasing Department for uploading to the City's bidding platform. Where required, Hazen shall provide written addenda to the Contract Documents for distribution through the bidding platform. Responses to bidder questions and preparation of written addenda are to address technical requirements only. Non-technical requirements are to be addressed by City.

Bid Evaluation: Hazen will prepare a bid tabulation, check contractor references for the lowest responsive bidder, and issue a recommendation of award.

Conformed Documents: Hazen shall prepare conformed documents. The conformed documents will incorporate all addenda issued as well as the executed contract into a final set of construction documents. Hazen shall provide City with one (1) electronic PDF copy of the conformed documents.

### **Task 3 – Construction Management Services**

#### **Subtask 3.1 – Construction Administration**

The purpose of this task is to provide construction administration services to address Phase 1 as described in the Contract Documents. Construction administration services are based on a construction period of nine (9) months.

- General Management – Hazen shall be responsible for coordination and managing general correspondence with the Contractor, subcontractors, City, as well as handling and processing of submittals. This subtask includes requests for contract interpretations and clarifications required by the Contractor or City which do not result in the submittal of formal Requests for Information.
- Contract Interpretations and Clarifications – Hazen shall log requests for information and issue necessary technical interpretations and clarifications of the Construction Contract Documents in a timely manner. Non-technical administrative interpretations shall be provided by City.
- Orders for Change – Hazen shall develop/issue requests for routine project cost and/or schedule changes from the Contractor. Changes may be the result of unforeseen conditions or interferences arising during routine progress of work or additional improvements requested by City after the project bid date and processed as Change Orders or Field Orders. Hazen shall evaluate the impact of the change request in terms of project cost and schedule. Hazen shall prepare a recommendation of the change request and if accepted, a statement noting that the requested cost/schedule impacts are fair and reasonable. Hazen's analysis of the change request shall be forwarded to City for processing. It is noted that Hazen's Scope of Services does not include claims analysis or litigation support.

Submittal Review: Hazen shall perform the following submittal review tasks detailed below.

- Shop Drawings – Hazen shall log, track, review and process shop drawings, manufacturer operation and maintenance manuals, and any other submittals which the Construction Contractor is required to submit. The review shall be for conformance with the design intent and compliance with the information presented in the Construction Contract Documents. Hazen shall determine the acceptability of materials and equipment proposed by the Construction Contractor.
- Pay Requests – Hazen shall review applications for payment and accompanying data, determine the amounts owed, and recommend approval of payments due the Contractor. It is understood that Hazen’s recommendation of any payment requested in an application for payment constitutes a representation by Hazen to the City, based on Hazen’s on-site observations of construction in progress as an experienced and qualified professional and on Hazen’s review of the application for payment and the accompanying data and schedules, that construction has progressed to the point indicated. In addition, it is understood that to the best of the Hazen’s knowledge, information and belief, the quality of construction is in substantial accordance with the Contract Documents; subject to an evaluation of construction upon substantial completion, to the results of any subsequent tests called for in the Contract Documents, and any qualifications stated in the recommendation; and that the Contractor is due the amount recommended. This activity includes review and recommendation of one payment application per month of construction and one final payment application.

Construction Meetings: Hazen shall attend meetings as follows.

- Preconstruction Conference – Hazen shall conduct a preconstruction conference attended by representatives of City and the Construction Contractor. Hazen shall provide the attendees with a written summary of the meeting which will be distributed electronically.
- Construction Progress Meetings – Hazen shall conduct progress meetings with the Construction Contractor and the City to review project status and identify issues that may affect the project schedule. Hazen shall provide City with a written summary of each progress meeting which will be distributed electronically to the attendees, including updated versions of submittal and RFI logs. It is anticipated that the schedule for progress meetings will be monthly for nine (9) months.

Field Observation Services: Hazen shall conduct periodic on-site observations of construction to assist in determining if construction is proceeding in substantial accordance with the Contract Documents. Periodic observation for this effort is based on 300 hours of observation over the construction period and shall include the following activities:

- Assist in obtaining additional details or information when required at the job site
- Conduct periodic observations of construction in progress (including specialized field tests) to assist in determining if construction is proceeding in substantial accordance with the Contract Documents

- Inform the Contractor whenever Hazen believes that construction is unsatisfactory, faulty, or defective, does not conform to the Contract Documents, does not meet the requirements of any inspections, tests or approval required to be made, or has been damaged before final payment
- Inform the Contractor upon the commencement of any construction requiring a submittal, if the submittal has not been accepted
- Verify that operating and maintenance procedures are available to the City
- Before issuance of a determination of substantial completion, assist with preparing a list of items requiring completion or correction, in concert with the City. Participate in the final inspection

It is assumed that the City will provide an inspector to provide full-time observation services of the proposed work. The inspector shall perform the following duties and responsibilities:

- Attend pre-construction conference, progress meetings, and other job conferences
- Serve as the construction liaison, working primarily with the Contractor and plant staff
- Coordinate with plant staff and Contractor for necessary shutdowns and interruptions of City facilities
- Visually review suitability and method of storage of materials, equipment and supplies delivered to the construction site
- Prepare daily reports, recording hours on the job site, weather conditions, data pertaining to questions of extras or deductions, list of visiting officials and representatives of manufacturers, fabricators, suppliers and distributors, daily activities, decisions, observations in general and specific observations in more detail as in observing test procedures. Record names of Contractor, subcontractor, and major supplier personnel.
- Review applications for payment with the Contractor for accuracy, back-up detail and completeness
- During the course of construction, verify that certificates, maintenance and operation manuals and other data required to be assembled and furnished by the Contractor are applicable to the items actually installed.
- Before issuance of a determination of substantial completion, prepare a list of items requiring completion or correction, in concert with Hazen. Participate in the final inspection.

It is important to note that in performance of the duties noted herein, Hazen shall not:

- Undertake any of the responsibilities of Contractor or its subcontractors, nor direct any of their work

- Advise on or issue directions pertaining to any aspect of the means, method, techniques, sequences, or procedures of construction unless such is specifically called for in the Contract Documents
- Advise on, or issue directions about, safety precautions and programs related to the Contractor's Work
- Approve any interruptions or modification of City's facilities without the approval of City

Specialty Inspections: Hazen shall undertake periodic specialty site inspections sufficient for all Engineers of Record to certify completion of the job for each discipline and to address issues that occur in the normal course of construction.

On Site Startup Services: Hazen shall monitor startup activities and shall participate during the station startup phase of the project. This shall include activities such as signal loop testing including electrical and instrumentation terminations, instrument calibrations, coordination of new signals with existing SCADA system, and process tuning during startup.

### **Subtask 3.2 – Project Closeout Activities**

Punchlist: Upon receiving notice from the Contractor that the project is substantially complete, Hazen, in conjunction with appropriate City staff, shall develop a "punch list" of the project. The "punch list" shall include items needing completion or correction prior to consideration of final acceptance. Hazen shall develop the list with assistance from City. Upon notification from the Contractor that all remaining "punch list" items have been resolved, Hazen, in conjunction with appropriate City staff, shall perform a final review of the finished project.

Record Drawings: Hazen shall prepare and distribute to the City within thirty (30) days of the date of receipt of final, marked-up red-lined field drawings from the Contractor, an electronic PDF version of the record drawings. Hazen shall also deliver the AutoCAD electronic version of the record drawings. The record drawings shall incorporate those changes made during the construction process, based on marked-up prints, drawings, and other data furnished by the Contractor and City to Hazen.

### **Task 4 – IPS/EPS Rehabilitation Basis of Design Report**

Hazen shall prepare a Basis of Design Report (BODR) summarizing the 30% design for the long term improvements to the IPS as well as the addition of an effluent pump at the EPS. The purpose of this document is to memorialize design decisions made for this second phase of IPS improvements. In addition, this document will be submitted as part of the required documentation for permit applications. The BODR will address the following elements:

- Pump replacement at the IPS
- Pump addition at the EPS
- Mechanical rehabilitation of above-grade piping and valves at the IPS

- Inspection/Lining of 72-inch gravity pipe between the Bar Screen Building and the Flow Diversion Box
- Inspection/Lining of 72-inch gravity pipe between the IPS and the Flow Diversion Box
- Flow Diversion Box rehabilitation
- Options for rehabilitating or expanding the existing electrical building at the IPS
- Ventilation system upgrades
- Structural rehabilitation requirements
- Maintenance of plant operations
- Permitting requirements
- OPCC and proposed construction schedule

The draft BODR will be provided to the City in electronic format. Hazen will attend a review meeting with the City to receive comments from the City. Hazen shall prepare an agenda prior to the meeting and electronically distribute minutes following the meeting. Responses to review comments will be incorporated into the final BODR. Two weeks for City review are assumed in Hazen's time of performance.

#### **Task 5 – Additional Services**

Hazen may provide additional services, as requested by the City or for extended construction duration, beyond the level of effort outlined in previous tasks. Engineering services performed under Task 5 must be initiated by a separate authorization by the City's Project Manager.

## KEY ASSUMPTIONS

Key assumptions for this Scope of Services and associated fee are:

- City will provide access to all necessary facilities for execution of work.
- Value engineering and other outside reviews (other than City staff) are not anticipated.
- All proposed building elements will meet current code requirements; however, updating the existing structures to meet Florida Building Code or ADA requirements is not anticipated.
- The existing Florida Power and Light service is adequate for the proposed modifications to each unit process.
- Because the work associated with the immediate improvements to the IPS and Grit System are temporary or repairs only, it is assumed that permits are not required.
- All public information activities, including presentations to Neighborhood Associations or Commissioners, will be prepared and performed by the City.
- The portions of the underground discharge force mains at the IPS are assumed to be in good condition and are not included as part of this project.
- It is anticipated that approval and/or review by the Engineering Department is not required.
- The City will perform all updates to Cityworks as required to incorporate new assets and appropriate attributes.
- Hazen shall not be responsible for payment of any testing fees required by the Contract Documents.
- Hazen's Scope of Services does not include claims analysis or litigation support.
- Working days are Monday through Friday, between the hours of 8AM and 5PM.

## COMPENSATION

Hazen will complete Tasks 1 through 5 for the amount of \$839,676. A fee breakdown is attached. Hazen will invoice by task per the following **Table 1**:

**Table 1 - Compensation**

<b>Description</b>	<b>Cost</b>
Task 1 - IPS Planning Activities	\$65,855
Task 2 – IPS Bypass Pumping Design and Bidding	\$276,968
Task 3 - Construction Management Services	\$403,897
Task 4 – IPS/EPS Rehabilitation Basis of Design Report	\$72,456
Task 5 – Additional Services	\$20,000
<b>Sub Total Labor (LUMP SUM)</b>	<b>\$839,176</b>
<b>Direct Expenses (NOT TO EXCEED)</b>	<b>\$500</b>
<b>TOTAL</b>	<b>\$839,676</b>

**SCHEDULE**

Hazen will complete Tasks 1 through 4 within 600 days of the Notice to Proceed. Anticipated durations are summarized in **Table 2**. A number of factors affecting the project schedule are beyond control of Hazen, including work by others. Consequently, the schedule presented herein is dynamic and is presented as a best-case scenario. The schedule will be updated when appropriate.

**Table 2 - Schedule**

<b>Description</b>	<b>Task Duration (Days)</b>	<b>Days from NTP</b>
Task 1 - IPS Planning Activities	30	30
Task 2 – IPS Bypass Pumping Design and Bidding	270	300
Task 3 - Construction Management Services	300	600
Task 4 – IPS/EPS Rehabilitation Basis of Design Report	120	240
Task 5 – Additional Services	TBD	TBD
<b>Total</b>		<b>600</b>

PURSUANT TO SECTION 558.0035, FLORIDA STATUTES, A DESIGN PROFESSIONAL WHO IS AN INDIVIDUAL EMPLOYEE OR AGENT OF CONSULTANT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS CONSULTANT PROFESSIONAL ENGINEERING SERVICES CONTRACT.

We look forward to working with the City on this important project. Please feel free to contact us if you have any questions or require further information.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'J. Philip Cooke', with a stylized flourish at the end.

J. Philip Cooke, PE  
Vice President

Attachment

c: R. Loffing  
J. McMahon  
File No. 4321

CITY OF HOLLYWOOD  
SOUTHERN REGIONAL WASTEWATER TREATMENT PLANT  
INFLUENT PUMP STATION IMPROVEMENTS - PHASE 1  
Fee Breakdown

<u>Tasks</u>	Labor Hours										<u>Subtotal</u>	<u>Fee</u>	
	<u>Vice President</u>	<u>Associate Vice President</u>	<u>Senior Associate</u>	<u>Associate</u>	<u>Senior Principal Engineer</u>	<u>Principal Engineer</u>	<u>Engineer</u>	<u>Senior Principal Designer</u>	<u>Senior Designer</u>	<u>Senior Drafter</u>			<u>Admin Assistant</u>
LABOR													
Task 1 - IPS Planning Activities	0	4	20	48	48	72	80	48	0	0	8	328	\$ 65,855
Task 2 - IPS Bypass Pumping Design and Bidding	0	4	102	140	144	164	332	104	344	200	8	1542	\$ 276,968
Task 3 - Construction Management Services	0	4	196	356	340	480	436	24	40	0	12	1888	\$ 403,897
Task 4 - IPS/EPS Rehabilitation Basis of Design Report	0	4	36	40	40	80	120	0	40	0	16	376	\$ 72,456
Task 5 - Additional Services													\$ 20,000
Subtotal	0	16	354	584	572	796	968	176	424	200	44	4,134	\$ 839,176
DIRECT EXPENSES													
Out-of-pocket (Reproduction, etc.)													\$ 500
Subtotal													\$ 500
<b>Total</b>													<b>\$ 839,676</b>
Maximum Hourly Labor Rate	367.20	335.27	332.07	293.76	207.55	194.77	130.91	179.13	159.65	105.37	89.40		