

November 19, 2025

Giselle Hipolito
CITY OF HOLLYWOOD
Department of Public Utilities
Engineering and Construction Services Division
Post Office Box 229045
Hollywood, Florida 33022

LS E-03
Interim Capacity Upgrade Design

Dear Ms. Hipolito:

Hazen and Sawyer, D.P.C. (Hazen) is pleased to offer architectural and engineering consulting services to provide detailed design services for an interim capacity increase to Lift Station E-03.

BACKGROUND

LS E-03 is a triplex master lift station which is responsible for transmitting wastewater from the southern portion of the beaches to the mainland for treatment and disposal. This lift station was built in 1957, was last upgraded in 1982, and is currently unable to transmit peak flows during storm events without use of the standby pumping unit (i.e. all 3 pumps). It is scheduled for complete rehabilitation in the next 5-10 years. In addition, proposed development within the service area would increase the volume of influent flow within the next couple of years. To accommodate the proposed beach development in the interim period prior to the rehabilitation, the City would like to provide an increase in the pumping capacity up to that permissible by the existing electric service (23kVA/208V) currently, estimated to be 60hp per pump.

SCOPE OF SERVICES

Task 1.1 – Detailed Design

Hazen shall prepare contract documents (plans and specifications) for bidding/construction of the Lift Station E-03 interim capacity improvements based on the Preliminary Design performed under the Interim Capacity Upgrade Evaluation. It is anticipated that the detailed design drawings will address the following items:

- Replacement of three vertical pumps and drives
- Replacement of pump station check valves
- Addition of a flow meter, pressure transmitter, and bypass in a concrete vault on the discharge force main
- Replacement of emergency generator and day tank if required
- Replacement of bulk storage fuel tank, structure, and fuel piping to meet current regulatory requirements
- Replacement of interior lighting, ventilation, and louvers if required
- Bypass pumping system during construction, if required

Hazen shall provide City with electronic PDF copies and three (3) hard copies of the plans and specifications at the 90% design stage. The 90% design submittal shall consist of the entire contract set, including the City's front end documents, technical specifications, and construction drawings for all work proposed. The OPCC will be updated for the 90% design submittal stages. Hazen shall meet with City staff to receive and discuss City's review comments. Meeting minutes shall be prepared by Hazen and distributed electronically to attendees. Meeting minutes shall include a comment and response log and responses shall be incorporated into future design submittals.

It is anticipated that the City will schedule the review meeting within two (2) weeks from submittal of the 90% design documents. Hazen shall provide minutes and the comment and response log within two (2) weeks from the date of the review meeting. Two (2) additional weeks of time has been estimated for issuance of the ATP by the City.

100% check construction documents shall be provided to the City, addressing all comments received during the 90% design review meeting. This submittal shall include one electronic PDF copy and three (3) hard copies of the plans and specifications. An updated OPCC shall also be provided.

Task 1.2 – Permitting

Hazen shall submit detailed design documents to the permitting agencies listed below for review or procurement of permit as noted:

- Florida Department of Environmental Protection (FDEP)
 - Notification/Application for Constructing a Domestic Wastewater Collection/Transmission System
 - Storage Tank Registration Form
- Broward County Public Works and Environmental Services (BCPWES)
 - Application to Construct a Wastewater Collection/Transmission System
 - Hazardous Material Management Facility License (Fuel Storage Tank)

It is anticipated that City of Hollywood Building Department permitting will be addressed by City staff. Hazen will respond to related requests for information prior to bidding.

Task 1.3 - Bidding Services

Final bid documents shall be provided to the City. The bid documents shall incorporate all changes required by regulatory agencies with jurisdiction over the project as well as comments from the City on the 100% check construction documents. Hazen shall provide one PDF copy of the bid documents as well as one reproducible set of documents.

Hazen shall assist the City during the bidding phase for the project. Activities to be performed are as follows: attend a pre-bid conference, reply to bidders' questions, draft up to two addenda to the technical specifications and drawings for City distribution, review the Bid Proposal form, prepare a Bid Tabulation, check contractor references of the lowest responsive bidder, and issue a recommendation of award. Contract document packages will be produced and distributed by the City.

Task 1.4 - Contingency

Hazen may provide additional services, as requested by the City, beyond the level of effort of the scope outlined in Tasks 1.1 through 1.3. Engineering Services performed under Task 1.4 must be initiated by a separate written Notice to Proceed issued by the City's Project Manager.

KEY ASSUMPTIONS

Key assumptions concerning this scope are:

- City will provide access to all necessary facilities for execution of the work.
- City shall provide access to plans and data (electronic format), both public and private, that City has record of and provide copies of requested information/documents at no charge.
- No owner-furnished / pre-purchasing of equipment is anticipated.
- Value engineering and other outside reviews (other than City staff review) are not anticipated.
- No local minority business enterprise or local small business enterprise participation is envisioned.
- An application or approval from the Development Review Committee is not required.
- Approval and/or review by the Engineering Department is not required.
- All proposed building elements will meet current code requirements; however, updating the existing pump station structure to meet Florida Building Code or ADA requirements is not anticipated.
- Setback requirements for fuel storage can be met within the existing site.
- No odor control system, landscaping or irrigation system design is included.
- Acquisition of easements is not included.
- Public information activities, including attendance of local homeowner association meetings, preparation of meeting materials, or coordination with area residents, is not included.
- The City will competitively bid the project and enter into an agreement with an outside Contractor to complete the work. No prequalification of Contractors or contract negotiations will be performed.
- The City will provide front end documents applicable to the project.
- The development of conformed contract documents will be performed by others.
- Services during construction will be included under a separate work order.
- Pumping unit sizing will be limited to that which can be accommodated by the existing electric service (23kVA/208V), currently estimated to be 60 hp per pump.
- Existing valves, level sensors and controls are assumed to be operational. Replacement is not included.
- All work is anticipated to be performed in the dry well of the lift station.
- Replacement of the lift station roof and monorail is not included.
- Replacement of the lift station exterior doors and windows for storm hardening is not included.

- Interior and exterior painting of the lift station and repairs and/or specialty coating of the wet well is not included.
- No perimeter fence is anticipated.
- No stormwater improvements are anticipated.
- SRF funding assistance and/or development of a facility plan is not included.
- Preparation of maintenance of traffic plan drawings are not included in this scope of services. Requirements for traffic control, if needed, will be described in a technical specification to be addressed by the Contractor.

COMPENSATION

The engineering services for this project will be performed on a Not-to-Exceed basis in the amount of \$465,815 including an allowance for permitting fees. A detailed fee breakdown is attached.

SCHEDULE

Engineering services will be completed within 7 months from acceptance of Preliminary Design.

Engineering services for the project will be performed as part of the Professional Services Agreement for General Engineering Hazen Services (Agreement) dated October 2023 under Service Area 3 – Infrastructure Projects. Services provided by Hazen and Sawyer, D.P.C. shall be limited to those services specifically identified in this work order.

We look forward to your reply. In the meantime, should you have any questions, please contact us.

Very truly yours,

HAZEN AND SAWYER, D.P.C.



J. Philip Cooke, P.E.
Vice President

c: *File No. 4321-016/1.0*

Attachment

CITY OF HOLLYWOOD
SOUTHERN REGIONAL WASTEWATER TRANSMISSION SYSTEM
LIFT STATION E-03 INTERIM CAPACITY UPGRADE DESIGN
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>Principal Designer</u>	<u>Senior Drafter</u>	<u>Admin Assistant</u>		
LABOR													
Task 1.1 - Design	0	56	118	184	224	292	320	100	280	480	28	2082	\$ 380,113
Task 1.2 - Permitting	0	4	8	12	20	24	48	4	24	48	8	200	\$ 33,566
Task 1.3 - Bidding Services	0	6	12	12	24	24	72	0	64	0	16	230	\$ 41,886
Task 1.4 - Contingency	0	0	0	0	0	0	0	0	0	0	0	0	\$ 10,000
Subtotal	0	66	138	208	268	340	440	104	368	528	52	2,512	\$ 455,565
DIRECT EXPENSES													
Permit Fee Allowance													\$ 10,000
Out-of-pocket													\$ 250
Subtotal													\$ 10,250
Total													\$ 465,815
Maximum Hourly Labor Rate	367.20	335.27	332.07	293.76	207.55	194.77	130.91	179.13	185.19	105.37	89.40		