

RESOLUTION NO. \_\_\_\_\_

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 26-01 WITH CRAVEN THOMPSON AND ASSOCIATES, INC. FOR IN-HOUSE ENGINEERING SUPPORT SERVICES, ON AN AS-NEEDED BASIS, IN AN AMOUNT UP TO \$400,000.00 OVER A ONE-YEAR PERIOD; AMENDING THE FISCAL YEAR 2026 CAPITAL IMPROVEMENT PLAN.

WHEREAS, the Department of Public Utilities (“Department”) is responsible for the planning, design, construction management, and inspection of utility engineering projects; and

WHEREAS, the Department wishes to hire consultant engineers to provide in-house support necessary to successfully maintain the Department’s operational functions for water and sewer related projects; and

WHEREAS, examples of the infrastructure water and sewer related tasks that consultant engineering support staff will perform include:

- Assisting in the development of capital improvement project budgets, cost estimates, and project schedules
- Designing, reviewing, and managing capital improvement projects
- Overseeing and inspecting projects during construction
- Preparing documents for permit modification and renewals
- Providing financial analysis and support related to grant funding
- Preparing technical letters, reports and presentation materials; and

WHEREAS, 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”); and

WHEREAS, Department staff requested a proposal from CTA for in-house engineering support services, based on the hourly rate schedule established in the Professional Services Agreement; and

WHEREAS, CTA submitted a proposal to provide on-call engineering support services in an amount up to \$400,000.00; and

WHEREAS, the Department Director recommends that the City Commission approve and authorize the appropriate City officials to execute the Authorization to Proceed (“ATP”) for Work Order No. CTA 26-01 with CTA for in-house engineering support services in an amount up to \$400,000.00, based upon the project scope, fees, terms, and conditions of the current Continuing Services Agreement; and

WHEREAS, the FY2026 Capital Improvement Plan was adopted and approved by the City Commission pursuant to Resolution R-2025-336 at the second Public Budget Hearing on September 26, 2025; and

WHEREAS, it is necessary to amend the approved FY 2026 Capital Improvement Plan as set forth in the attached Exhibit “1.”

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

Section 1: That the foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the appropriate City officials to execute an ATP for Work Order No. CTA 26-01 with CTA, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 3: That these Amendments to the FY 2026 Capital Improvement Plan for the Fiscal Year beginning October 1, 2025, and set forth in detail in the attached Exhibit “1,” are adopted and authorized as Amendments and/or Adjustments to the Capital Improvement Plan of the City of Hollywood, Florida, for the Fiscal Year 2026.

Section 4: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

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PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
JOSH LEVY, MAYOR

ATTEST:

\_\_\_\_\_  
PATRICIA A. CERNY, MMC  
CITY CLERK

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY:

\_\_\_\_\_  
DAMARIS HENLON  
CITY ATTORNEY