

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 5, 2024

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Professional Services Agreement with PMA Consultants, L.L.C., for Schedule Update Services in an Amount Up to \$98,375.00 Over a One-Year Period in Accordance with Section 38.41(C)(11)(i) of the Procurement Code.

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Department of Design and Construction Management
- 2) Type of Agreement – Professional Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Section 38.41(C)(11)(i) of the Procurement Code states that contracts for professional services involving peculiar skill, ability, experience or expertise are not subject to competitive procurement requirements.
- 4) Term of Contract:
 - a) initial – The Consultant shall commence services upon receipt of the executed contract and shall complete all services by September 30, 2024.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – \$98,375.00
- 6) Termination Rights – It may be terminated with or without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor shall provide professional/consultant services to review and manage project schedules.
- 9) Other Significant Provisions: n/a

cc: George R. Keller, Jr. CPPT, City Manager