

CITY OF HOLLYWOOD, FLORIDA

Agreement / Contract Routing Form

Only Mayor's Signature

Must route the three (3) original agreements, as described, unless more than three (3) are required, for execution. Outside signatures must be obtained first before any City signatures are done in the majority of the situations. Only exceptions are for Federal, State and County governments. This form must be filled out completely or it will be returned to the Department/Office.

Date: 6 / 4 / 2025

Prepared by: Dana Nelson

Extension #: 3992

Originating Dept: DCM

Originating Dept. Contract Manager: William Verandas

Co./Vendor Name: PMA Consultants

Co./Vendor Contact Person: Francisco Cruz

Co./Vendor Contact fcruzmoreno@pmaconsultants.com

Email: Co./Vendor Contact Number: 305-203-2254


Complete Description of Agreement. Provide a summary of what the resolution authorizes, services provided, equipment to be purchased, action to be taken, etc: The Department of Design and Construction Management wishes to enter into this Second Amendment to the original agreement with PMA Consultants for additional services. This amendment results in benefits on every level from risk management and contract compliance, to procurements, budget and schedule controls. PMA Consultants, L.L.C. is currently working with the City and are providing excellent services for our staff in producing these services. Therefore, it is necessary to amend the agreement to retain their services.

Approved by: Resolution/Ordinance/ Memo No: R-2025-135


BRING COMPLETED PACKAGE TO CITY CLERK'S OFFICE

 Outside signatures obtained first: Dana Nelson, date 6/17/2025


 Originating Director, print name: Jose Cortes, date 6/17/2025
(Director must also initial on contract by City Manager's signature)


 Office of Human Resources, Tanya Bouloy, Risk Manager, date 6/24/2025

 Office of Procurement & Contract Compliance, Jean Joinville, Procurement Manager, date 6/24/2025


 Office of Budget & Performance Management, Jonathan Antista, Director, date 6/25/2025

 Department of Financial Services, Stephanie Tinsley, Director, date (if required) 6/25/2025

 Assigned Department/Office Legal Attorney, date 6/25/2025

 Interim City Attorney, Damaris Henlon, date 7/1/2025

 Mayor, Josh Levy, date 7/1/2025

 City Clerk, Patricia A. Cerny, date 7/1/2025

Agreement/Contract Routing Form Continued

Funding in account number: 001.170101.51900.531300.000000.000.000 Initial
TP

Total amount authorized by legislation: _____ /year, _____ /contract term

Length of Term: _____ Start date: _____ End date: _____

Renewals, Y/N: _____ Do renewals need to be authorized annually? _____

Authorization to enter into agreement:

☒ City Commission

☐ Other: _____

☐ City Manager

☐ Procurement Service

Document Type: (check one)

☒ Agreement / Contract

☐ Lease

☐ Grant

☐ Consulting/Professional Services

☐ Authorization to Proceed:

☐ Other: _____

Location of Executed Copies:

☐ City Clerk's Office

☐ Other: _____

☐ Other: _____

Procurement Method: (check one)

☐ Formal Solicitation (RFQ, RFP, IFB, RLI): / # _____

☐ Open Market (3 quotes/proposals)

☐ Co-op Agreement

☐ Piggyback Agreement

☒ Other: PSA Amendment

☒ Insurance reviewed and approved by Risk Management. (Attached)

☐ Bonds reviewed and approved by City Attorney's office. (Attached)

☐ ****Disclaimer: Payment & Performance Bonds not reviewed and approved in advance by City Attorney's Office, the End-User Department will be held responsible to procure the bonds once contract has been executed by the parties.***

Additional Notes: _____

RESOLUTION NO. R-2025-135

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A SECOND AMENDMENT TO THE CONTRACT WITH PMA CONSULTANTS, L.L.C. FOR PROJECT CONTROLS, IN AN AMOUNT UP TO \$295,396.00, AND EXTEND THE CONTRACT TERM TO SEPTEMBER 30, 2025.

WHEREAS, on February 21, 2024, the City adopted Resolution R-2024-047, approving the Professional Services Agreement with PMA Consultants, L.L.C. ("PMA") for schedule update services ("Contract"); and

WHEREAS, on August 28, 2024, the City adopted Resolution R-2024-262, approving the First Amendment to the Contract to increase the contract amount and extend the contract term for additional procurement and purchasing support; and

WHEREAS, the Department of Design and Construction Management ("DCM") desires a Second Amendment to the Contract for project control services support which requires specific expertise and focus for City projects ("Services"), in an amount up to \$295,396.00, and extend the contract term to September 30, 2025; and

WHEREAS, the desired Services will result in benefits on every level from risk management, contract compliance, improved quality, to budget and schedule controls; and

WHEREAS, DCM desires to retain these Services from PMA because they have demonstrated positive past performance in providing these services to the City, and have years of experience with particular skills and expertise in providing these Services; and

WHEREAS, City Manager Memo No. PR-25-068 extended the Contract with PMA for 120-days or until May 1, 2025; and

WHEREAS, the DCM Director recommends that the City Commission approve and authorize a Second Amendment to the Contract for the desired Services in an amount up to \$295,396.00 and extend the contract term to September 30, 2025; and

WHEREAS, funding for the Professional Services Agreement is available in account number 001.170101.51900.531300.000000.000.000.

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 execution, by the appropriate City officials, of a Second Amendment to the Professional Services Agreement with PMA Consultants, L.L.C., together with such non-material changes as may subsequently be agreed to by the City Manager and approved as to form by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 7 day of May, 2025.


JOSH LEVY, MAYOR

ATTEST:


PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM:


DAMARIS HENLON
INTERIM CITY ATTORNEY

SECOND AMENDMENT TO THE CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES BETWEEN THE CITY OF HOLLYWOOD AND PMA CONSULTANTS, LLC.

THIS SECOND AMENDMENT TO THE CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES ("Second Amendment") is made and entered into as of the 1 day of July 2025, by and between the City of Hollywood, a municipal corporation of the State of Florida (hereinafter "CITY"), and PMA Consultants, LLC., a limited liability corporation authorized to do business in the State of Florida (hereinafter referred to as "CONSULTANT").

WITNESSETH:

WHEREAS, the CITY and the CONSULTANT previously entered into a Contract for Consulting/Professional Services ("Original Agreement") to provide project controls services for projects being managed by the Department of Design, Construction and Management ("DCM"); and

WHEREAS, the CITY and the CONSULTANT previously entered into a First Amendment ("First Amendment") to the Original Agreement, dated September 26, 2024, to increase the contract amount and extend the contract term for additional procurement and purchasing support; and

WHEREAS, the CITY and CONSULTANT agree to enter into this Second Amendment to the Original Agreement to extend the termination date to September 30, 2025; and

WHEREAS, the CITY and CONSULTANT agree to amend the scope of work to the Original Agreement to include the additional services as outlined in Exhibit “A” of this Second Amendment (“Additional Services”); and

WHEREAS, the CITY agrees to increase the Original Agreement’s total contract price in an amount up to **two hundred ninety five thousand three hundred ninety six dollars and zero cents (\$295,396.00)** for the Additional Services.


NOW THEREFORE, in consideration of the promises, mutual covenants, provisions and undertakings contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:


1. That the foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct and are incorporated in this Second Amendment.
2. That the CITY and CONSULTANT agree to extend the termination date of the Original Agreement to September 30, 2025.
3. That the CITY and CONSULTANT agree to amend the scope of work to the Original Agreement to include the Additional Services as outlined in Exhibit “A” of this Second Amendment.
4. That the CITY agrees to increase the Original Agreement total contract price in an amount up to two hundred ninety five thousand three hundred ninety six dollars and zero cents (\$295,396.00) for the Additional Services.
5. That except as amended herein, the CITY and CONSULTANT ratify, approve and reaffirm the terms of the Original Agreement and First Amendment, and the Original

Agreement and First Amendment shall remain in full force and effect, except as amended herein. In the event of any conflict or ambiguity by and between the terms and provisions of the Original Agreement or First Amendment and this Second Amendment, the terms and provisions of this Second Amendment shall control to the extent of any such conflict and ambiguity.


IN WITNESS OF THE FOREGOING, the CITY and CONSULTANT have executed this Second Amendment to the Original Agreement on the date first written above.

CITY OF HOLLYWOOD

DocuSigned by:
By: 
E3E5798FD4A34FA...
Josh Levy, Mayor

ATTEST. DocuSigned by: 
784415EE2C0C47E...
Patricia A. Cerny, MMC, City Clerk

APPROVED AS TO FORM.

DocuSigned by:

F07CB57F2519477...
Damaris Henlon
Interim City Attorney

CONSULTANT: PMA CONSULTANTS, LLC.

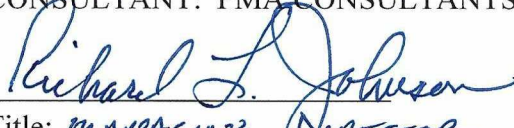

Title: *MANAGING DIRECTOR*
Date: *3/18/2025*

EXHIBIT “A”



April 15, 2025

Jose Cortes

Director of Design and Construction Management
Department of Design & Construction Management (DCM)
City of Hollywood
2207 Raleigh St,
Hollywood, FL 33020

Subject: **Project Controls and Procurement Support Services in Fiscal Year 2025**

Dear Mr. Cortes:

PMA Consultants, LLC (PMA) is pleased to submit its proposal to provide project controls services for the General Obligation (GO) Bond projects and other projects outside the GO Bond program ("the Project"). It also includes professional work related to the procurement activities of the City, including purchasing and contract administration for DCM. This letter outlines our proposal for the work and provides information on the approach to the Project. It also outlines our understanding of the scope as generally discussed with you and based on our previous experience with multiple City projects.

We thank you for considering PMA and look forward to serving the City's needs on this assignment. Should you have any questions or concerns, or simply wish to discuss any aspect of this proposal, please feel free to contact Richard Johnson at (321) 217-5182 or Francisco Cruz at (305) 203-2254 or via email at rjohnson@pmaconsultants.com and fcruz@pmaconsultants.com, respectively.

Sincerely,

Richard Johnson, PE, CVS-Life
Managing Director

RLJ

cc: Eduardo Nazario – PMA Consultants
Francisco Cruz – PMA Consultants
South Florida - Proposals FILE



1.0 Summary

The City of Hollywood (“City”) has requested PMA to provide project controls services for the General Obligation (GO) Bond projects and other projects outside the GO Bond program, and professional work related to the procurement activities of the City, including purchasing and contract administration for DCM. It is our understanding that the project controls services will be contracted on or about January 1, 2025, and will continue until September 30, 2025, and the procurement services will be contracted on or about January 1, 2025, and will continue until April 25, 2025.

2.0 PMA’s Scope of Work

Our understanding is that PMA will function as staff extension to the City and work alongside the Design and Construction Management (DCM) staff. PMA’s general tasks include incorporating the schedule edits that will be provided by DCM project managers (PM), performing quality control based on defined key performance indicators, conducting a meeting with DCM PMs to validate the schedule updates, review contractors’ schedule performance, perform site walkthroughs to confirm schedule progress, and performing a schedule validation within the dashboard. PMA will maintain and update the Primavera P6 database, and the DCM dashboard. PMA will also prepare a report comparing the baseline with the latest schedule update, and will provide change order and notice of delay reviews. The schedule updates will be performed on six (6) schedules where their update frequency in the P6 database is marked as monthly. These schedules are part of the work breakdown structures related to GOB and capital improvement plan projects. PMA will provide the monthly updates by the 10th of each month under the premise that DCM will provide the schedule updates and edits by the 27th of each preceding month.

In terms of procurement support, PMA’s general tasks include participating in and supervising purchasing professionals involved in procuring and coordinating the procurement of architectural and engineering services, construction, technology, supplies, and professional services. PMA will prepare highly technical solicitation and contract documents containing complex specifications, including all related research and value analysis. PMA will prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and requests for qualifications, and other solicitation documents that result in contract types such as, Construction Manager at Risk, Construction Manager, Design Build, Design-Bid-Build, General Contractor, ITB, Lump Sum, and Owners' Representative. PMA will also identify and notify potential bidders and sources, conduct pre-bid and pre-proposal conferences, coordinate and supervise



activities of evaluation committees, and recommend on the most advantageous offer on RFP's and most qualified architects/engineers.

PMA will also engage in procurement planning with City's departments to routinely identify and provide high quality service to meet the City's delivery requirements on a timely basis. PMA will prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up. PMA will work alongside the City's Procurement department to ensure all work is completed and is commensurate with that expected from a competent consulting firm providing similar services, following the City's quality and procurement standards.

3.0 Resources

PMA Consultants proposes Mr. Stephen Daly, Mr. Siavash Almasi, Mr. Ernesto Toxqui, Mr. Alejandro Lanz, Mr. Daniel Posada, and Mr. Francisco Cruz to support the schedule updates, and maintain the Primavera P6 database and the DCM Dashboard. Mrs. Adriana Rodriguez as the resource who will perform support the procurement and purchasing tasks based on previous experience working on DCM projects, availability, and the execution of the professional services agreement. The PMA staff has experience with City projects and processes, industry knowledge, and recent work in the relevant market.

4.0 Professional Services Costs

PMA proposes to perform the above outlined scope of work but will require the City's written authorization for the said services. The procurement support services require full-time engagement for Mrs. Adriana Rodriguez onsite and assume that the services will be performed at the City's DCM office. The project controls support services are not anticipated to require full-time engagement onsite and assume that the services will be performed virtually. PMA staff may visit the DCM offices to perform the updates live with the PMs.

The proposed costs, excluding any travel expenses, are as follows:

Tasks	Description	Est. Hours	Est. Cost
2.1	<i>Procurement and Purchasing Support</i>		
	DCM Procurement	610	\$75,396
2.2	<i>Project Controls Support</i>		
	Project Controls Services	1,065	\$220,000
Total		1,675	\$295,396

CITY OF HOLLYWOOD, FLORIDA

Agreement / Contract Routing Form

Only City Manager's Signature

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Date: 1 / 21 / 2025

Extension #: 3992

Originating Dept: DCM

Originating Dept. Contract Manager:
Dana Nelson

Co./Vendor Name: PMA Consultants

Co./Vendor Contact Person:
Francisco Cruz

Co./Vendor Contact
fcruzmoreno@pmaconsultants.com

Email: Co./Vendor Contact Number: 305-203-2254

Complete Description of Agreement. Provide a summary of what the resolution authorizes, services provided, equipment to be purchased, action to be taken, etc: The Department of Design and Construction Management is requesting a 120-day extension for PMA Consultants, LLC, Professional Services Agreement for schedule update services, cost control services, additional procurement and purchasing support. The reason(s) for the extension is to maintain scheduling, cost and procurement support until PMA's new contract timeline is determined.

Approved by: Resolution/Ordinance/ Memo No: PR-25-068

BRING COMPLETED PACKAGE TO CITY CLERK'S OFFICE

DN Outside signatures obtained first: Dana Nelson, date 1/22/2025

JO Originating Director, print name: Jose Cortes, date 1/23/2025
(Director must also initial on contract by City Manager's signature)

LB Submission to City Clerk Office, date 1/23/2025

TMB Office of Human Resources, Tanya Bouloy, Risk Manager, date 1/30/2025

RS Office of Procurement & Contract Compliance, Randy Stovall, Contract Compliance Admin, date 2/5/2025

OT Office of Procurement & Contract Compliance, Otis Thomas, Director, date 2/5/2025

JA Office of Budget & Performance Management, Jonathan Antista, Director, date 2/5/2025

ST Department of Financial Services, Stephanie Tinsley, Director, date 2/5/2025

DH Interim City Attorney, Damaris Henlon, date 2/13/2025

SD Assistant City Manager for SD, date 2/19/2025

GE City Manager, George R. Keller, Jr., CPPT, date 2/18/2025

PC City Clerk, Patricia A. Cerny, date 2/19/2025

Distribution: Original to City Clerk; Copy to Procurement; Originals Returned to Preparer.

Agreement/Contract Routing Form Continued

Funding in account number: 001-170101.51900.531300.000000.000.000

Total amount authorized by legislation: 252,455 /year, /contract term

Length of Term: _____ Start date: Jan 1, 2025 End date: May 1, 2025

Renewals, Y/N: _____ Do renewals need to be authorized annually? _____

Authorization to enter into agreement:

☐ City Commission

☒ City Manager

☐ Procurement Service

☐ Other: _____

Document Type: (check one)

☒ Agreement / Contract

☐ Lease

☐ Grant

☐ Consulting/Professional Services

☐ Authorization to Proceed:

☐ Other: _____

Location of Executed Copies:

☐ City Clerk's Office

☐ Other: _____

☐ Other: _____

Procurement Method: (check one)

☐ Formal Solicitation (RFQ, RFP, IFB, RLI): / # _____

☐ Open Market (3 quotes/proposals)

☐ Co-op Agreement

☐ Piggyback Agreement

☒ Other: PSA 120 Day Extension

☒ Insurance reviewed and approved by Risk Management. (Attached)

☐ Bonds reviewed and approved by City Attorney's office. (Attached)

☐ ****Disclaimer: Payment & Performance Bonds not reviewed and approved in advance by City Attorney's Office, the End-User Department will be held responsible to procure the bonds once contract has been executed by the parties.***

Additional Notes: _____



OFFICE OF PROCUREMENT CONTRACT COMPLIANCE

DATE: January 21, 2025 **FILE:** PR-25-068

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

VIA: Adam Reichbach
Assistant City Manager

VIA: Gus Zambrano
Assistant City Manager

THRU: Otis Thomas
Director, Procurement and Contract Compliance

FROM: Jose Cortes, Design and Construction Management
Director

SUBJECT: Recommendation to extend PMA Consultants, LLC, Professional Services Agreement for schedule updates services, cost control services, additional procurement and purchasing support up to 120 days. The 120-day extension will cover the period of January 1, 2025 – May 1, 2025.

ISSUE:

The Department of Design and Construction Management is requesting a 120-day extension for PMA Consultants, LLC, Professional Services Agreement for schedule update services, cost control services, additional procurement and purchasing support. The reason(s) for the extension is to maintain scheduling, cost and procurement support until PMA's new contract timeline is determined.

AUTHORITY:

**§ 38.49 TERMINATION, EXTENSION AND RENEWAL OF CONTRACTS.
(B) Extensions.**


The City Manager or designee is authorized to extend for a maximum of 120 days, any contract entered into by the City pursuant to City Commission approval. Any further

extensions of such contract require City Commission approval, subject to all requirements of the Procurement Code.

Funding has been provided in the fiscal year 2025 budget for the Department of Design and Construction Management in Account Number 001.170101.51900.531300.000000.000.000.

RECOMMENDATION:

Approval to extend PMA Consultants, LLC Professional Services Agreement up to 120 days from January 1, 2025 – May 1, 2025 for continued schedule updates services, cost control services, additional procurement and purchasing support.

<small>DocuSigned by:</small>		
		2/18/2025
<small>BB23DD053047405...</small>		
APPROVED BY:	George R. Keller, Jr. CPPT City Manager	Date:

Attachments: Original Executed Amendment / PO

Resolution

Approved Certificate of Insurance

CITY OF HOLLYWOOD, FLORIDA

Agreement / Contract Routing Form

For Both City Manager and Mayor's Signatures

Must route the three (3) original agreements, as described, unless more than three (3) are required, for execution. Outside signatures must be obtained first before any City signatures are done in the majority of the situations. Only exceptions are for Federal, State and County governments. This form must be filled out completely or it will be returned to the Department/Office.

Date: 9 / 17 / 2024Prepared by: Dana NelsonExtension #: 3992Originating Dept: DCMOriginating Dept. Contract Manager:
William VerandasCo./Vendor Name: PMA ConsultantsCo./Vendor Contact Person: Francisco CruzCo./Vendor Contact
fcruzmoreno@pmaconsultants.comEmail: Co./Vendor Contact Number: 305-203-2254

Complete Description of Agreement. Provide a summary of what the resolution authorizes, services provided, equipment to be purchased, action to be taken, etc: The Department of Design and Construction Management wishes to amend the agreement with PMA Consultants for cost control and schedule update services, which are needed in support of the Department's expertise and focus on managing the project schedules in the owner's best interests. This amendment results in benefits on every level from risk management and contract compliance, to budget and schedule controls. PMA Consultants, L.L.C. is currently working with the City and are providing excellent services for our staff in producing project schedules and assisting with project cost controls. Therefore, it is necessary to amend the agreement to retain their services.

Approved by: Resolution/Ordinance/ Memo No: R-2024-262**BRING COMPLETED PACKAGE TO CITY CLERK'S OFFICE**

DS DN Outside signatures obtained first: Dana Nelson, date 9/17/2024
DS JC Originating Director, print name: Jose Cortes, date 9/17/2024
 (Director must also initial on contract by City Manager's signature)
DS LB Submission to City Clerk Office, date 9/17/2024
DS TMB Office of Human Resources, Tanya Bouloy, Risk Management Officer, date 9/17/2024
DS TH Office of Human Resources, Tammie Hechler, Director, date 9/17/2024
DS RS Office of Procurement & Contract Compliance, Randy Stovall, Contract Compliance Admin, date 9/17/2024
Initial AR DS OT Office of Procurement & Contract Compliance, Otis Thomas, Director, date 9/19/2024
DS JL Office of Budget & Performance Management, Jonathan Antista, Director, date 9/24/2024
DS ST Department of Financial Services, Stephanie Tinsley, Director, date 9/24/2024
DS DG City Attorney, Douglas R. Gonzales, date 9/24/2024
DS CE Assistant City Manager for Sustainable Development, date 9/24/2024
DS GKJL City Manager, George R. Keller, Jr., CPPT, date 9/25/2024
DS BL Mayor, Josh Levy, date 9/25/2024
DS PC City Clerk, Patricia A. Cerny, date 9/26/2024

Distribution: Original to City Clerk; Copy to Procurement; Originals Returned to Preparer.

Effective Date: 04/23/2024

Agreement/Contract Routing Form Continued

Funding in account number: 001.170101.51900.531300.000000.000.000

Total amount authorized by legislation: 252,455.00 /year, _____ /contract term

Length of Term: 91 Days Start date: Oct 1, 2024 End date: Dec, 31 2024

Renewals, Y/N: _____ Do renewals need to be authorized annually? _____

Authorization to enter into agreement:

- ☒ City Commission
☐ City Manager

- ☐ Procurement Service
☐ Other: _____

Document Type: (check one)

- ☒ Agreement / Contract
☐ Lease
☐ Grant
☐ Consulting/Professional Services
☐ Authorization to Proceed:
☐ Other: _____

Location of Executed Copies:

- ☐ City Clerk's Office
☐ Other: _____
☐ Other: _____

Procurement Method: (check one)

- ☐ Formal Solicitation (RFQ, RFP, IFB, RLI): / # _____
☐ Open Market (3 quotes/proposals)
☐ Co-op Agreement
☐ Piggyback Agreement
☒ Other: PSA, Amendment

- ☒ Insurance reviewed and approved by Risk Management. (Attached)
☐ Bonds reviewed and approved by City Attorney's office. (Attached)

Additional Notes: _____

RESOLUTION NO. R-2024-262

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A FIRST AMENDMENT TO THE CONTRACT WITH PMA CONSULTANTS, LLC TO INCREASE THE CONTRACT AMOUNT FROM \$98,375.00 TO AN AMOUNT UP TO \$252,455.00, EXTEND THE CONTRACT TERM FROM SEPTEMBER 30, 2024 TO DECEMBER 31, 2024, AND FOR ADDITIONAL PROCUREMENT AND PURCHASING SUPPORT.

WHEREAS, on February 21, 2024, the City Commission passed and adopted Resolution No. R-2024-047, approving the Contract for Consulting/Professional Services with PMA Consultants, LLC ("PMA") in an amount up to \$98,375.00 for schedule update services for the period from February 21, 2024 to September 30, 2024 ("Contract"); and

WHEREAS, the Department of Design and Construction Management ("DCM") desires a First Amendment to the Contract to amend the contract amount from \$98,375.00 to an amount up to \$252,455.00, extend the contract term to December 31, 2024, and for additional services including procurement and purchasing support services that involve procuring and coordinating architectural and construction services for City projects ("Additional Services"); and

WHEREAS, Article 25 of the Procurement Code states that all contract amendments that the City Manager is not authorized to approve must be formally approved by the City Commission, which includes this desired contract amendment; and

WHEREAS, the Director of DCM recommends that the City Commission approve and authorize a First Amendment to the Contract with PMA to amend the contract amount from \$98,375.00 to an amount up to \$252,455.00, extend the contract term to December 31, 2024, and for Additional Services; and

WHEREAS, funding for the amendment to the Contract has been appropriated and exists in account number 001.170101.51900.531300.000000.000.000, and will be budgeted in subsequent fiscal years' operating budgets subject to approval and adoption by the City Commission.

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 execution, by the appropriate City officials, of a First Amendment to the Contract with PMA to amend the contract amount from \$98,375.00 to an amount up to \$252,455.00, extend the contract term to December 31, 2024, and for Additional Services, together with such non-material changes as may subsequently be agreed to by the City Manager and approved as to form by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 28 day of August, 2024.



JOSH LEVY, MAYOR

ATTEST:




PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM:



DOUGLAS R. GONZALES
CITY ATTORNEY



**FIRST AMENDMENT TO THE CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES
BETWEEN THE CITY OF HOLLYWOOD AND PMA CONSULTANTS, LLC.**

THIS FIRST AMENDMENT TO THE CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES (“First Amendment”) is made and entered into as of the ^{26th} day of ^{Sept} 2024, by and between the City of Hollywood, a municipal corporation of the State of Florida (hereinafter “CITY”), and PMA Consultants, LLC., a limited liability corporation authorized to do business in the State of Florida (hereinafter referred to as “CONSULTANT”).

WITNESSETH:

WHEREAS, the CITY and the CONSULTANT previously entered into a Contract for Consulting/Professional Services, dated January 11, 2024 (“Original Agreement”), to provide schedule update services for projects being managed by the Department of Design, Construction and Management (“DCM”); and

WHEREAS, the CITY and CONSULTANT agree to enter into this First Amendment to the Original Agreement to extend the termination date, under Article 2 of the Original Agreement, from September 30, 2024 to December 31, 2024; and

WHEREAS, the CITY and CONSULTANT agree to amend the scope of work to the Original Agreement to include the additional services as outlined in Exhibit “A” of this First Amendment (“Additional Services”); and


WHEREAS, the CITY agrees to increase the Original Agreement’s contract price in an additional amount up to **two hundred fifty-two thousand four hundred fifty-five dollars and zero cents (\$252,455.00)** for the Additional Services.


NOW THEREFORE, in consideration of the promises, mutual covenants, provisions and undertakings contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. That the foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct and are incorporated in this First Amendment.
2. That the CITY and CONSULTANT agree to amend the Original Agreement to extend the termination date, under Article 2 of the Original Agreement, from September 30, 2024 to December 31, 2024.
3. That the CITY and CONSULTANT agree to amend the scope of work to the Original Agreement to include the Additional Services as outlined in Exhibit “A” of this First Amendment.
4. That the CITY agrees to increase the Original Agreement’s contract price by an additional amount up to two hundred fifty-two thousand four hundred fifty-five dollars and zero cents (\$252,455.00) for the Additional Services.
5. That except as amended herein, the CITY and CONSULTANT ratify, approve and reaffirm the terms of the Original Agreement, and the Original Agreement shall remain in full force and effect, except as amended herein. In the event of any conflict or ambiguity by and between the terms and provisions of the Original Agreement and this First Amendment, the terms and provisions of this First Amendment shall control to the extent of any such conflict and ambiguity.

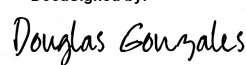
IN WITNESS OF THE FOREGOING, the CITY and CONSULTANT have executed this First Amendment to the Original Agreement on the date first written above.

CITY OF HOLLYWOOD

DocuSigned by:
By: 
E3E5796FD4A34FA...
Josh Levy, Mayor

ATTEST: DS
DocuSigned by:

784415EE2C0C47E...
Patricia A. Cerny, MMC, City Clerk

APPROVED AS TO FORM

DocuSigned by:

31026A9647F142A...
Douglas R. Gonzales
City Attorney

CONSULTANT: PMA CONSULTANTS, LLC.

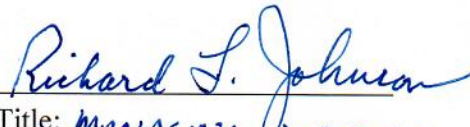

Title: *MANAGING DIRECTOR*
Date: *6/28/2024*

EXHIBIT “A”

1.0 Summary

The City of Hollywood (“City”) has requested PMA to provide professional work related to the procurement activities of the City, including purchasing and contract administration for the DCM. It is our understanding that the requested services will be contracted on or about May 20, 2024, and will continue until December 31, 2024.

2.0 PMA’s Scope of Work

Our understanding is that PMA will function as staff extension to the City and work alongside the Design and Construction Management (DCM) staff. PMA’s general tasks include participating in and supervising purchasing professionals involved in procuring and coordinating the procurement of architectural and engineering services, construction, technology, supplies, and professional services. PMA will prepare highly technical solicitation and contract documents containing complex specifications, including all related research and value analysis. PMA will prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and requests for qualifications, and other solicitation documents that result in contract types such as, Construction Manager at Risk, Construction Manager, Design Build, Design-Bid-Build, General Contractor, ITB, Lump Sum, and Owners' Representative. PMA will also identify and notify potential bidders and sources, conduct pre-bid and pre-proposal conferences, coordinate and supervise activities of evaluation committees, and recommend on the most advantageous offer on RFP's and most qualified architects/engineers.

PMA will also engage in procurement planning with City’s departments to routinely identify and provide high quality service to meet the City’s delivery requirements on a timely basis. PMA will prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up. PMA will work alongside the City’s Procurement department to ensure all work is completed and is commensurate with that expected from a competent consulting firm providing similar services, following the City’s quality and procurement standards.

3.0 Resources

PMA Consultants proposes Mrs. Adriana Rodriguez as the resource who will perform the above scope based on previous experience working on DCM projects, availability, and the execution of the professional services agreement. Mrs. Rodriguez has the experience, industry knowledge, and recent work in the relevant market.

4.0 Professional Services Costs

PMA proposes to perform the above outlined scope of work but will require the City’s written authorization for the said services. These services require full-time engagement onsite and assume that the services will be performed at the City’s DCM office.

The proposed costs, excluding any travel expenses, are as follows:

Tasks	Description	Est. Hours	Est. Costs
2.1	Procurement and Purchasing Support		
	DCM Procurement and Purchasing	1,284	\$ \$154,080
Totals		1,284	\$ \$154,080

RESOLUTION NO. R-2024-047

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH PMA CONSULTANTS, L.L.C. FOR SCHEDULE UPDATE SERVICES IN AN AMOUNT UP TO \$98,375.00 IN ACCORDANCE WITH SECTION 38.41(C)(11)(i) OF THE PROCUREMENT CODE.

WHEREAS, the Department of Design and Construction Management ("DCM") desires to retain a firm to provide schedule update services, which require specific expertise and focus on managing the project schedules for City projects ("Services"); and

WHEREAS, the desired Services will result in benefits on every level from risk management, contract compliance, improved quality, budget and schedule controls; and

WHEREAS, DCM desires to obtain these Services from PMA Consultants, L.L.C., ("PMA") because they are currently working with the City and are providing excellent services for staff in producing project schedules and assisting with project cost controls, and have years of experience with particular skills and expertise in providing the requested Services; and

WHEREAS, 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; and

WHEREAS, the DCM Director recommends that the City Commission approve and authorize the execution of a Professional Services Agreement with PMA for the desired Services in an amount up to \$98,375.00; and

WHEREAS, the City is currently utilizing PMA for these services, and the amount being paid to PMA is expected to exceed \$100,000.00 for Fiscal Year 2024 and, therefore, City Commission approval is required for the payment of fees for the Services pursuant Section 38.38 of the Procurement Code; and

WHEREAS, funding for this service is available in account number 001.170101.51900.531300.000000.000.000.

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


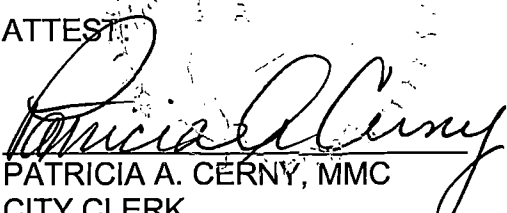
Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the execution, by the appropriate City officials, of a Professional Services Agreement with PMA, together with such non-material changes as may subsequently be agreed to by the City Manager and approved as to form by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 21 day of February, 2024.

ATTEST



PATRICIA A. CERNY, MMC
CITY CLERK



JOSH LEVY, MAYOR

APPROVED AS TO FORM:



DOUGLAS R. GONZALES
CITY ATTORNEY

149

CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

This Contract is made as of the 11 day of January, 2024, by and between the City of Hollywood, a municipal corporation of the State of Florida ("City"), and PMA Consultants, L.L.C., a limited liability corporation authorized to do business in the State of Florida, whose principal office is located at 801 Brickell Avenue, 8th Floor, Miami, FL, 33131, whose Federal I.D. number is 38-3327768 ("Consultant").

RECITALS:

WHEREAS, on ~~February 21~~ ^{Feb 21}, 2024, the City Commission passed and adopted Resolution No. R-2024- ~~047~~ authorizing the appropriate City officials to execute this Contract with Consultant to assist the Department of Design, Construction and Management ("DCM") in providing schedule update services for projects being managed by DCM; and

WHEREAS, the Consultant specializes in such services, has provided similar services to other government entities; and

NOW, THEREFORE, in consideration of the mutual promises set forth in this Contract, the City and the Consultant agree as follows:

ARTICLE 1 - SERVICES/CONSULTANT AND CITY REPRESENTATIVES

The Consultant's responsibility under this Contract is to provide professional/consultation services to review and manage project schedules, as more specifically, set forth in the attached Exhibit "A".

The Consultant's Representative shall be: Richard Johnson, PE, CVS
Telephone No.: (321) 418-8187

The City's Representative shall be: Jose Cortes, Director of Design & Const. Mgmt.
Telephone No.: (954) 921-3462

ARTICLE 2 – SCHEDULE/TERM

The Consultant shall commence services upon receipt of the executed contract and shall complete all services by September 30, 2024.

ARTICLE 3 - PAYMENTS TO CONSULTANT

- A. The total amount to be paid by the City under this Contract for all services, materials, out-of-pocket expenses and also including any approved subcontracts shall not exceed a total contract amount of \$98,375.00, as proposed by the Consultant and accepted by the City. For purposes of this Contract, out-of-pocket expenses are for such items as travel, copying, postage, and express mail. The Consultant will bill the City for services rendered based upon the number of projects and estimated hours as outlined in Exhibit "A". It is acknowledged and agreed to by the Consultant that the dollar limitation set forth in this section is a limitation upon, and describes the maximum extent of, City's obligation to pay Consultant but does not include a

limitation upon Consultant's duty to perform all services set forth in Exhibit "A" for the total compensation in the amount or less than the guaranteed maximum stated above.

- B. Invoices received by the City from the Consultant pursuant to this Contract will be reviewed and approved in writing by the City's Representative, indicating that services have been rendered in conformity with the Contract, and then will be sent to the City's Financial Services Department for payment. All invoices shall contain a detailed breakdown of the services provided for which payment is being requested. Invoices shall be paid within 30 days following the City Representative's approval. In addition to detailed invoices, upon request of the City's Representative, Consultant will provide City with detailed periodic Status Reports on the project.
- C. Final Invoice: In order for both parties herein to close their books and records, the Consultant will clearly state "final invoice" on the Consultant's final/last billing to the City. This final invoice shall also certify that all services provided by Consultant have been properly performed and all charges and costs have been invoiced to the City. Because this account will thereupon be closed, any and other further charges not properly included on this final invoice are waived by the Consultant.

ARTICLE 4 - TRUTH-IN-NEGOTIATION CERTIFICATE

Signature of this Contract by the Consultant shall also act as the execution of a truth in negotiation certificate certifying that the wage rates, overhead charges, and other costs used to determine the compensation provided for this Contract are accurate, complete and current as of the date of the Contract and no higher than those charged the Consultant's most favored customer for the same or substantially similar service based on Consultant's 2024 rate schedule. Should the City determine that said rates and costs were significantly increased due to incomplete, noncurrent or inaccurate representation, then said rates shall be adjusted accordingly.

ARTICLE 5 - TERMINATION

This Contract may be cancelled by the Consultant upon 30 days prior written notice to the City's Representative in the event of substantial failure by the City to perform in accordance with the terms of this Contract through no fault of the Consultant. It may also be terminated, in whole or in part, by the City, with or without cause, immediately upon written notice from the City's Representative to the Consultant. Unless the Consultant is in breach of its Contract, the Consultant shall be paid for services rendered to the City's satisfaction through the date of termination. Ten Dollars paid to the Consultant, the adequacy of which is acknowledged, is given as specific and independent consideration of the City's right to terminate this Contract for convenience. Termination for cause by the City shall include, but not be limited to, failure to suitably perform the work, failure to continuously perform the work in a manner calculated to meet or accomplish the objectives of the City as set forth herein, or multiple breach of the provisions of this Contract notwithstanding whether any such breach was previously waived or cured. After receipt of a Termination Notice and except as otherwise directed by the City the Consultant shall:

- A. Stop work on the date and to the extent specified.

- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work documents in process, completed work, and other materials related to the terminated work to the City.
- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 6 - PERSONNEL

The Consultant is, and shall be, in the performance of all work services and activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the City. All persons engaged in any of the work or services performed pursuant to this Contract shall at all times, and in all places, be subject to the Consultant's sole direction, supervision, and control. The Consultant shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Consultant's relationship and the relationship of its employees to the City shall be that of an Independent Contractor and not as employees or agents of the City. This contract does not create a partnership or joint venture between the parties.

The Consultant represents that it has, or will secure at its own expense, all necessary personnel required to perform the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City, nor shall such personnel be entitled to any benefits of the City including, but not limited to, pension, health and workers' compensation benefits.

All of the services required hereunder shall be performed by the Consultant or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

Any changes or substitutions in the Consultant's key personnel, as may be listed in Article 1, must be made known to the City's Representative and written approval must be granted by the City's Representative before said change or substitution can become effective.

The Consultant warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

ARTICLE 7 - SUBCONTRACTING

Consultant shall not subcontract any services or work to be provided to City without the prior written approval of the City's Representative. The City reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make determination as to the capability of the subcontractor to perform properly under this Contract. The City's acceptance of a subcontractor shall not be unreasonably withheld. The Consultant is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

ARTICLE 8 - FEDERAL AND STATE TAX

The City is exempt from payment of Florida State Sales and Use Taxes. The City will sign an exemption certificate submitted by the Consultant. The Consultant shall **not** be exempted

from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the City, nor is the Consultant authorized to use the City's Tax Exemption Number in securing such materials.

The Consultant shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Contract.

ARTICLE 9 - AVAILABILITY OF FUNDS

The CITY'S performance and obligation to pay under this Contract is contingent upon an annual appropriation for its purpose by the City Commission. The City Commission has appropriated sufficient funds in the FY 24 Operating Budget for this Contract.

ARTICLE 10 - INSURANCE REQUIREMENTS

The Consultant shall not commence work under this Contract until it has obtained all insurance required under this paragraph and such insurance has been approved by the Risk Manager of the City, nor shall the Consultant allow any Subcontractor to commence work on its sub-contract until all similar such insurance required of the Subcontractor has been obtained and approved.

CERTIFICATES OF INSURANCE, reflecting evidence of the required insurance, shall be filed with the Risk Manager prior to the commencement of the work. These Certificates shall contain a provision that coverage afforded under these policies will not be cancelled, will not expire and will not be materially modified until at least 30 days prior written notice has been given to the City. Policies shall be issued by companies authorized to do business under the laws of the State of Florida and shall have adequate Policyholders and Financial ratings with a minimum A.M. Best rating of A-.

Insurance shall be in force until all work required to be performed under the terms of the Contract is satisfactorily completed as evidenced by the formal acceptance by the City. In the event the Insurance Certificate provided indicates that the insurance shall terminate and lapse during the period of this Contract, the Consultant shall furnish, at least 30 days prior to the expiration of the date of such insurance, a renewed Certificate of Insurance as proof that equal and like coverage for the balance of the period of the Contract and extension thereunder is in effect. The Consultant shall not continue to work pursuant to this Contract unless all required insurance remains in full force and effect.

REQUIRED INSURANCE

1. Commercial General Liability

Commercial General Liability Insurance to cover liability for bodily injury and property damage. Exposures to be covered are: premises, operations, products/completed operations, and contractual. Coverage must be written on an occurrence basis, with no less than the following limits of liability:

A. Single Limit Bodily Injury & Property Damage

- | | |
|-------------------------------|-----------------|
| 1. General Aggregate | \$ 2,000,000.00 |
| 2. Products-Comp/Op Aggregate | \$ 1,000,000.00 |

3. Each Occurrence	\$ 1,000,000.00
4. Personal & Adv. Injury	\$ 1,000,000.00
5. Fire Damage	\$ 50,000

The City, its employees and officials shall be named as Additional Insureds on all policies issued to satisfy the above requirements.

2. Professional Liability

Professional Liability with minimum limits of \$1,000,000.00 for each claim/\$2,000,000.00 aggregate. If coverage is provided on a claims made basis then coverage must be continued for the duration of this Contract and for not less than one year thereafter, or in lieu of continuation, provide an "extended reporting clause" for one year.

Consultant shall notify the City Risk Manager in writing within thirty days of any claims filed or made against the Professional Liability Insurance Policy.

.3. Worker's Compensation Insurance

Workers' Compensation Insurance shall be maintained during the life of this Contract to comply with statutory limits for all employees, and in the case any work is sublet, the Consultant shall require any Subcontractors similarly to provide Workers' Compensation Insurance for all the latter's employees unless such employees are covered by the protection afforded by the Consultant. The Consultant and his Subcontractors shall maintain during the life of this Contract Employer's Liability Insurance. The following must be maintained.

A.	Workers' Compensation	\$500,000
B.	Employer's Liability	\$500,000

The CITY reserves the right to require any other insurance coverage it deems necessary depending upon the exposures.

ARTICLE 11 - INDEMNIFICATION

The Consultant shall indemnify, defend and hold harmless the City its officials, appointed officers, agents and employee, from and against any and all liability, suits, actions, damages, costs, losses and expenses, including, but not limited to attorneys' fees, to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of the services under this Contract. These provisions shall survive the expiration or earlier termination of this Contract. Such obligation to indemnify and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the City relating to such loss or damage and shall include all costs, expenses and liabilities incurred by the City in connection with any such claim, suit, action or cause of action, including the investigation thereof and the defense of any action or proceeding brought thereon and any order, judgment or decree which may be entered in any such action or proceeding or as a result thereof. Consultant acknowledges and agrees that City would not enter into this contract

without this indemnification of City by Consultant, and that City's entering into this contract shall constitute good and sufficient consideration for this indemnification. These provisions shall survive the expiration or earlier termination of this Contract. Nothing in this contract shall be construed to affect, in any way, the City's rights, privileges, and immunities under the doctrine of "sovereign immunity" and as set forth in Florida Statutes §768.28.

ARTICLE 12 - SUCCESSORS AND ASSIGNS

The City and the Consultant each binds itself and its partners, successors, executors, administrators and assigns to the other party of this Contract and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Contract. Except as above, neither the City nor the Consultant shall assign, sublet, encumber, convey or transfer its interest in this Contract without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the City which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the City and the Consultant.

ARTICLE 13 - REMEDIES

This Contract shall be governed by the laws of the State of Florida. Any and all legal action between the parties arising out of the Contract will be brought in Broward County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

ARTICLE 14 - CONFLICT OF INTEREST

The Consultant represents that it has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for in the Code of Ethics for Public Officers and Employees (Chapter 112, Part III, Florida Statutes). The Consultant further represents that no person having any interest shall be employed for said performance.

The Consultant shall promptly notify the City's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence the Consultant's judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the Consultant may undertake and request an opinion of the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if entered into by the Consultant. The City agrees to notify the Consultant of its opinion by certified mail within 30 days of receipt of notice by the Consultant. If, in the opinion of the City, the prospective business association, interest or circumstance would not constitute a conflict of interest by the Consultant, the City shall so state in the notice and the Consultant shall, at its option, enter into said association, interest or circumstance and it shall be deemed not in conflict of interest with respect to services provided to the City by the Consultant under the terms of this Contract.

ARTICLE 15 - EXCUSABLE DELAYS

The Consultant shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the control of the Consultant or its subcontractors and without their fault or negligence. Such causes include, but are not limited to: acts of God; natural or public health emergencies; freight embargoes; and abnormally severe and unusual weather conditions.

Upon the Consultant's request, the City shall consider the facts and extent of any failure to perform the work and, if the Consultant's failure to perform was without it or its subcontractors fault or negligence, the Contract Schedule and/or any other affected provision of this Contract shall be revised accordingly; subject to the City's rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 16 - DEBT

The Consultant shall not pledge the City's credit or attempt to make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Contract.

ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The Consultant shall deliver to the City's Representative for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the City under this Contract.

All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the City or at its expense will be kept confidential by the Consultant and will not be disclosed to any other party, directly or indirectly, without the City's prior written consent unless required by a lawful order. All drawings, maps, sketches, programs, data base, reports and other data developed, or purchased, under this Contract for or at the City's expense shall be and remain the City's property and may be reproduced and reused at the discretion of the City.

The City and the Consultant shall comply with the provisions of Chapter 119, Florida Statutes (Public Records Law). Pursuant to Section 119.0701, Florida Statutes, any party contracting with City is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same terms and conditions that the City would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost, to City all public records in that party's possession upon termination of its contract with City and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to City in a format that is compatible with the City's information technology systems. Each party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each party shall be

responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

IF A PARTY TO THIS AGREEMENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE AGREEMENT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS AT (954) 921-3211, PCERNY@HOLLYWOODFL.ORG, 2600 HOLLYWOOD BOULEVARD, HOLLYWOOD, FLORIDA 33020.

ARTICLE 18 - CONTINGENT FEES

The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Contract and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the Consultant, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Contract. Violation of this Article shall constitute a forfeiture of this Contract by Consultant.

ARTICLE 19 - ACCESS AND AUDITS

The Consultant shall maintain adequate records to justify all charges, expenses, and costs incurred in estimating and performing the work for at least three years after completion of this Contract or until completion of any audit, whichever is later. The City shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the Consultant's place of business.

ARTICLE 20 - NONDISCRIMINATION

The Consultant warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, disability, sex, age, national origin, ancestry, marital status, or sexual orientation.

ARTICLE 21 - INTERPRETATION

The language of this Contract has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied to either party hereto. The headings are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular, the plural, and vice versa, unless the context otherwise requires.

ARTICLE 22 - AUTHORITY TO PRACTICE

The Consultant hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner. Proof of such licenses and approvals shall be submitted to the City's representative upon request.

ARTICLE 23 - SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 24 - ENTIRETY OF CONTRACTUAL AGREEMENT

The City and the Consultant agree that this Contract together with the Exhibits hereto, sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. It is further agreed that no modification, amendment or alteration in the terms or conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith. None of the provisions, terms and conditions contained in this Contract may be added to, modified, superseded or otherwise altered, except by written instrument executed by the parties hereto in accordance with Article 25 - Modification of Work. In the event of any conflict or inconsistency between this Contract and the provisions in the incorporated Exhibits, the terms of this Contract shall supersede and prevail over the terms in the Exhibits.

ARTICLE 25 - MODIFICATION OF SCOPE OF WORK

The City reserves the right to make changes in the Scope of Work, including alterations, reductions therein or additions thereto. Upon receipt by the Consultant of the City's notification of a contemplated change, the Consultant shall, in writing: (1) provide a detailed estimate for the increase or decrease in cost due to the contemplated change, (2) notify the City of any estimated change in the completion date, and (3) advise the City if the contemplated change shall effect the Consultant's ability to meet the completion dates or schedules of this Contract.

If the City so instructs in writing, the Consultant shall suspend work on that portion of the Scope of Work affected by a contemplated change, pending the City's decision to proceed with the change.

If the City elects to make the change, the City shall initiate a Contract Amendment and the Consultant shall not commence work on any such change until such written amendment is signed by the Consultant and the City, and if such amendment is in excess of \$50,000 it must also first be approved by the City Commission and signed by the appropriate City Official authorized by the City Commission.

The City shall not be liable for payment of any additional or modified work which is not authorized in the manner provided for by this Article.

ARTICLE 26 - NOTICE

All notices required in this Contract shall be sent by certified mail, return receipt requested, and if sent to the City shall be mailed to:

City of Hollywood, Dept. of Design, Construction and Management
Attn: Jose Cortes
P.O. Box 229045
Hollywood, FL. 33022

With A Copy to: City Attorney
2600 Hollywood Blvd., Rm. 407
Hollywood, Florida 33020

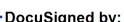

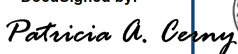
and if sent to the Consultant shall be mailed to:

PMA Consultants
801 Brickell Ave, 8th Floor
Miami, FL 33131

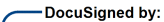
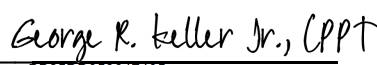
ARTICLE 27 – OWNERSHIP OF DOCUMENTS

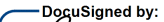
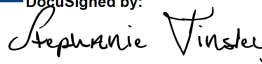
All finished or unfinished documents, data, reports, studies, surveys, drawings, maps, models and photographs prepared or provided by Consultant in connection with this Contract shall become property of the City, whether the project for which they are made is completed or not, and shall be delivered by Consultant to City within ten days of notice of termination. If applicable, City may withhold any payments then due to Consultant until Consultant complies with the provisions of this section.

IN WITNESS WHEREOF, the parties hereto have set their hands and official seals the day and year first above written.


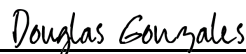
ATTEST: DS



784415EE2C0C47E...
Patricia A. Cerny, MMC, City Clerk

City of Hollywood, a municipal
corporation of the State of Florida

By: 

George R. Keller, Jr., City Manager

Approved by: 

Stephanie Tinsley, Director of
Financial Services

APPROVED AS TO FORM:



Douglas R. Gonzales
City Attorney

CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES

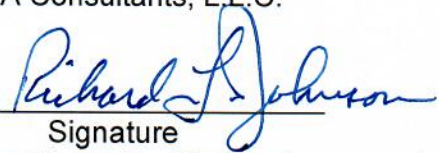
AS TO CONSULTANT

ATTEST:

Corporate Secretary

PMA Consultants, L.L.C.

By:


Signature

Title: Managing Director

EXHIBIT “A” SCOPE OF SERVICES

The Consultant shall provide services related to schedule updates for the City’s General Obligation Bond Projects and other projects outside the GO Bond program.

The Basic Services that are to be performed are as set forth below.

1.0 Summary

The City of Hollywood (“City”) has requested PMA to provide schedule updates for the General Obligation (GO) Bond projects and other projects outside the GO Bond program. It is our understanding that the requested services will be contracted on or about October 1, 2023 and will continue until September 30, 2024.

2.0 PMA’s Scope of Work

Our understanding is that PMA will function as staff extension to the City and work alongside the Design and Construction Management (DCM) staff. PMA’s general tasks include incorporating the schedule edits that will be provided by DCM project managers (PM), performing quality control based on defined key performance indicators, conducting a meeting with DCM PMs to validate the schedule updates, and performing a schedule validation within the dashboard. PMA will also prepare a report comparing the baseline with the latest schedule update. The schedule updates will be performed on 12 schedules where their update frequency in the P6 database is marked as monthly. These schedules are part of the work breakdown structures related to GOB, capital improvement plan, local agency program projects. PMA will provide the monthly updates by the 10th of each month under the premise that DCM will provide the schedule updates and edits by the 27th of each preceding month.

3.0 Resources

PMA Consultants proposes the following resources to perform the above outlined tasks on the Project based on previous experience working on DCM projects, their availability, and the execution of the professional services agreement: Mr. Stephen Daly, Mr. Jose Santiago, Mr. Dwayne Young, Mr. Daniel Posada, and Mr. Francisco Cruz. PMA may use more than one scheduler to expedite the schedule conversion process and provide support with the Project updates. Because of the proposed resources’ experience, industry knowledge and recent work in the relevant market, PMA can ensure the best possible services for the Project as outlined herein.

4.0 Professional Services Costs

PMA proposes to perform the above outlined scope of work but will require the City’s written authorization for the said services. These services are not anticipated to require full-time engagement onsite and assume that the services will be performed virtually. PMA staff schedulers may visit the DCM offices to perform the updates live with the PMs. Note that the schedule update tasks are sequential in nature to ensure the robustness and quality of outcome.

The proposed costs, excluding any travel expenses, are as follows:

2.1 Schedule Updates

Schedule Updates for 12 Projects	560 hours	\$95,240
Allowance for Project Schedule Updates	20 hours	\$3,135
Totals	580 hours	\$98,375



Purchase Order PFY-2501522

Order	PFY-2501522
Order Date	14-JAN-2025
Change Order	0
Change Order Date	14-JAN-2025
Revision	0
Ordered	90,790.50 USD

Sold To **City of Hollywood, Florida**
 2600 Hollywood Blvd
 HOLLYWOOD, FL 33020Broward

Supplier **PMA Consultants, LLC**
 226 W. Liberty St.
 Ann Arbor, MI 48104

VENDORS MUST INCLUDE THE CITY'S PURCHASE ORDER NUMBER ON ALL INVOICES. PLEASE SUBMIT ALL INVOICES TO ACCOUNTSPAYABLE@HOLLYWOODFL.ORG.

OR **City of Hollywood**
Mail To **Accounts Payable, Room 119**
 P.O. Box 229045
 Hollywood, FL 33022-9045

Ship To **2600 Hollywood Blvd**
 Hollywood, FL 33020

Customer Account Number	Supplier Number	Payment Terms	Freight Terms	FOB
	102679	Net 30	None	Destination
Deliver To Contact	Shipping Method			

Tiffany Phillip
E-mail **tphillip@hollywoodfl.org**

File PMA_Consultants_Amendment_Executed.pdf PMA_Consultants_Amendment_Exec

Line	Item	Price	Quantity	UOM	Ordered	Taxable
1	To provide Additional Procurement and Purchasing support for periods Oct. 1st 2024-December 31st 2024 for DCM office.	90,790.50				
Attachments						
Type	File Name or URL	Title	Description			
File	PMA_Consultants_Amendment_Executed.pdf	PMA_Consultants_Amendment_Exec				
		Promised			90,790.50	
		1/12/25				
		Requested				
		1/12/25				
Requested and Promised Dates correspond to the date of arrival at the Ship-to Location.						
Line Total					90,790.50	

Line	Item	Price	Quantity	UOM	Ordered	Taxable
				Total	90,790.50	

TERMS AND CONDITIONS

The following Terms and Conditions are applicable to this order entered into by and between the City of Hollywood (referred to as Buyer) and Vendor (referred to as Seller).

MODIFICATIONS

This purchase order form and any other document pertaining to this transaction which has been acknowledged in writing by the Director is a complete and exclusive statement of this order. Accordingly no modification or amendment shall be binding upon the Buyer unless signed by the Director. The City Attorney has approved these standard terms and conditions as to form and legality. Accordingly no modification of these terms and conditions shall be binding upon buyer unless they are endorsed and approved by the City Attorney. In the event of a conflict between these terms and conditions and any other document pertaining to the transaction covered by this order, these terms and conditions shall prevail.

ASSIGNMENT

Any assignment of this order or the performance of work hereunder, in whole or in part, is prohibited.

EXCUSABLE DELAYS

The Buyer may grant additional time for any delay or failure to perform hereunder if the delay will not adversely impact the best interests of the Buyer and is due to causes beyond the control of the Seller. Such grant must be in writing and made part of the order.

DEFAULT

In the event of default by the Seller, Buyer may procure the articles or services covered by this order from other sources and hold the Seller responsible for any excess costs occasioned thereby, in addition to all other available remedies at law or equity.

TERMINATION

Buyer, acting through its City Manager or his/her designee, reserves the right to terminate this order in whole or in part for default (a) if Seller fails to perform in accordance with any of the requirements of this order or (b) If Seller becomes insolvent or suspends any of its operations or if any petition is filed or proceeding commenced by or against Seller under any State or Federal Law relating to bankruptcy, reorganization, receivership or assignment for the benefit of creditors. Any such termination will be without liability to Buyer except for completed items delivered and accepted by the Buyer. Seller, will be liable for excess costs of reprocurement.

F.O.B.

In those cases where F.O.B. point is not Destination, Seller is required to prepay freight charges and list separately on invoice. Collect shipments will not be accepted.

TERMS

By accepting this order, the Seller agrees that payment terms shall be Net 30 unless otherwise stated.

INVOICING

Seller must render original invoice to the City of Hollywood, Department of Financial Services, P.O. Box 229045, Hollywood, Florida 33022-9045.

TAX

The City of Hollywood is exempt from Federal and State taxes for tangible personal property. Sellers doing business with the City, which are not otherwise exempt, shall not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City, nor shall any Seller be authorized to use the City Tax Exemption Number in securing such materials.

RESPONSIBILITY

Responsibility will not be accepted for any goods delivered or services performed unless covered by a duly signed and authorized City of Hollywood order, issued by the Procurement Services Division.

ACCEPTANCE

Seller's acceptance of this order will be presumed unless Seller acknowledges exception, in writing, to Buyer within ten (10) calendar days after date of order.

DELIVERIES

Deliveries are to be made during the hours of 7:30 a.m. to 4:00 p.m. Monday through Friday, excluding holidays, unless otherwise stipulated. Seller shall notify the Buyer of deliveries that require special handling and/or assistance for off-loading. Failure to notify the Buyer concerning this type of delivery will result in the billing to Seller of any add-on redelivery, storage or handling charges.

INSPECTION

All Commodities delivered on this order are subject to inspection upon receipt by a representative of the Buyer. All rejected commodities shall remain the property of the Seller and will be returned at the Seller's expense.

QUANTITIES

Quantities specified in the order cannot be changed without Buyer approval. Goods shipped in excess of quantity designated may be returned at the Seller's expense.

PAYMENT CHANGES

Payments will be made only to the company and address as set forth on order unless the Seller has requested a change thereto on

official company letterhead, signed by an authorized officer of the company.

ANTI-DISCRIMINATION

Sellers doing business with the Buyer are prohibited from discriminating against any employee, applicant or client because of race, creed, color, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensations, methods and training selection.

UNIFORM COMMERCIAL CODE

Florida law, including without limitation the Uniform Commercial Code (Chapter 670 – 680, Florida Statutes), shall apply to and supplement the terms and conditions of this order. Venue shall lie in a court of competent jurisdiction in Broward County, Florida.

LEGAL RESPONSIBILITY

By accepting this order, Seller understands and agrees that the items covered herein, or services to be rendered, shall be manufactured, sold or performed in compliance with applicable Federal, State, County and Local laws, ordinances, rules and regulations. Lack of knowledge by the Seller shall in no way be a cause for relief from responsibility.

LIABILITY - COPYRIGHT/PATENT/TRADEMARK

Seller shall save and hold harmless Buyer, its officers, employees and agents from liability for infringement of any United States patent, trademark or copyright for or on account of the use of any product sold to Buyer or used in the performance of this order.

INDEMNIFICATION

Seller shall indemnify, hold harmless and defend Buyer, its officers, employees and agents from and against any and all claims, damages, liability, judgments or causes of action, including costs, expenses and attorney fees, incurred as a result of any error, omission or negligent act by the Seller, its officers, employees, agents, subcontractors or assignees arising out of this order.

OCCUPATIONAL SAFETY AND HEALTH

Seller must comply with requirements under Chapter 442, Florida Statutes, that any toxic substance delivered as a part of this order must be accompanied by a Materials Safety Data Sheet (M.S.D.S.).

REPRESENTATIVE

All parties to this order agree that the representatives named herein are, in fact, bonafide and possess full and complete authority to bind said parties.

PUBLICITY

No endorsement by the City of the product and/or service will be used by Seller in any way, manner or form in product literature or advertising.

INSURANCE

The Seller of services must have secured and maintained the required amount of \$1,000,000 in general liability and automobile liability limits of \$500,000 and must list the City as an additional insured of both the general and auto liability coverage. The Seller must have worker's compensation coverage as required by law. If the Seller is providing professional services (examples are not limited to consulting, accounting, planning and design), the Seller must have secured and maintained the required amount of \$1,000,000 in general liability and professional liability limits of \$1,000,000 per occurrence/\$2,000,000 aggregate and must list the City as an additional insured of the general liability coverage. The Seller providing professional services must have worker's compensation coverage as required by law. Any exception to the above stated limits or other requirements must be endorsed and approved by the City of Hollywood Risk Manager.

WARRANTY

For purposes of this order, Seller warrants: (a) the goods shall strictly conform to all specifications, drawings, instructions, advertisements, statements on containers or labels, descriptions and samples; (b) the goods shall be free from defects in workmanship and material and shall be new and of the highest quality; (c) Buyer shall receive title to the goods that is free and clear of any liens, encumbrances and any actual or claimed patent, copyright or trademark infringement; (d) the goods shall be merchantable, safe and fit for the Buyer's intended purposes, which purposes have been communicated to Seller; (e) the goods shall be adequately contained, packaged, marked and labeled; and (f) the goods shall be manufactured in compliance with all applicable federal, state and local laws, regulations or orders, and agency or association standards or other standards applicable to the manufacture, labeling, transporting, licensing, approval or certification, including by way of illustration and not by way of limitation, the Occupational Health and Safety Act, the Fair Labor Standards Act, and any law or order pertaining to discrimination.

In the event that services are provided in connection with the supply of goods, Seller expressly warrants that the services will be performed: (a) with due professional care; (b) in a workmanlike, professional, timely and diligent manner; (c) in accordance with all applicable industry standards and industry best practices; (d) by qualified workers experienced in performing the work specified; (e) in strict conformance with applicable specifications and industry accepted performance criteria; and (f) in strict conformance with this order, including but limited to any statement(s) of work issued, or quote(s) received, by Buyer.

The warranty period shall be 12 months from the date of first use of the goods by Buyer or 12 months from the date of acceptance by Buyer, whichever occurs later, unless otherwise mutually agreed to by the Buyer and Seller.

Notwithstanding the foregoing, Seller agrees to waive the expiration of the warranty period in the event there are failures or defects discovered after the warranty period of a material nature or in a significant portion of the goods, or a defect is discovered which, in Buyer's opinion, constitutes a threat of damage to property or to the health and safety of any person.

CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES

By acceptance of this Purchase Order, the Vendor is hereby certifying and attesting under penalty of perjury to not being a "foreign country of concern" as defined under Section 287.138, Florida Statutes, and compliance with all regulations within the statute.

Signature: Otis Thomas
Director, Procurement and Contract Compliance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/11/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Ann Arbor 201 Depot Street Ann Arbor MI 48104	CONTACT NAME: Anna Olinger PHONE (A/C, No, Ext): 614-932-1225 E-MAIL ADDRESS: Anna.Olinger@Hylant.com FAX (A/C, No):														
INSURED PMA Consultants, LLC 226 W. Liberty Street Ann Arbor MI 48104	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER B: Travelers Prop Cas Co of Amer</td> <td>25674</td> </tr> <tr> <td>INSURER C: Chubb Indemnity Insurance Co.</td> <td>12777</td> </tr> <tr> <td>INSURER D: Great Northern Insurance Co</td> <td>20303</td> </tr> <tr> <td>INSURER E: Vantage Risk Specialty Insurance Company</td> <td>16275</td> </tr> <tr> <td>INSURER F: ACE American Insurance Co</td> <td>22667</td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Federal Insurance Company	20281	INSURER B: Travelers Prop Cas Co of Amer	25674	INSURER C: Chubb Indemnity Insurance Co.	12777	INSURER D: Great Northern Insurance Co	20303	INSURER E: Vantage Risk Specialty Insurance Company	16275	INSURER F: ACE American Insurance Co	22667
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COVERAGES**CERTIFICATE NUMBER:** 439817742**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: </div> <div> <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY </div> </div>			35841291	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Deductible/SIR \$ 0
D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY </div> <div> <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY </div> </div>			73589225	7/1/2024	7/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUP-2S314154-24-NF	7/1/2024	7/1/2025	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	71722522	7/1/2024	7/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E F	Professional/Pollution Liability Cyber Liability			P03CP0000060490 D94860994	7/1/2024 8/30/2024	7/1/2025 7/1/2025	Each Claim/Aggregate \$ 5,000,000 Each Claim/Aggregate \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Named Insured: Leon Technologies, Inc.

EPLI: Policy #652443267 Continental Casualty Company
 Limit of Liability \$1,000,000
 Effective 07/01/2024 - 07/01/2025

Workers' Compensation - Longshore and Harbor Workers' Compensation Act Coverage

See Attached...

CERTIFICATE HOLDER**CANCELLATION**

City of Hollywood
 c/o Office of Procurement Services
 2600 Hollywood Blvd, Room 303
 Hollywood FL 33020

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy K. Wilson

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ADDITIONAL REMARKS SCHEDULE

AGENCY Hylant - Ann Arbor		NAMED INSURED PMA Consultants, LLC 226 W. Liberty Street Ann Arbor MI 48104	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Valuable Papers Coverage, Limit: \$500,000 Effective 7/1/2024 Expiration 7/1/2025 Insurer A Policy #35841291

Professional/Pollution Liability SIR: \$100,000
Cyber Retention: \$50,000
Employment Practices Liability: Retention \$75,000
Additional Insured for General Liability, as required by written contract subject to the terms, conditions, and exclusions of the policy subject to the terms, conditions, and exclusions of the policy- City of Hollywood. Waiver of subrogation on General Liability and Automobile Liability, as required by written contract in favor of the Additional Insured. With regard to General Liability and Automobile Liability, a 30-day notice of cancellation will be provided to the Certificate Holder for any insurer initiated cancellation, 10 days will be provided in the event of non-payment of premium. .

From: [Certificate of Insurance](#)
To: [Dana Nelson - Certificate of Insurance](#)
Subject: FW: Active Contract with Expired COIs - Updates
Date: Wednesday, August 28, 2024 11:36:39 AM
Attachments: [City-of-Hollywood_PMA-Consultants_24-25-All_8-27-2024_2004793336.pdf](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)

Acceptable

From: Dana Nelson <DNELSON@hollywoodfl.org>
Sent: Tuesday, August 27, 2024 11:03 AM
To: Certificate of Insurance <COI@hollywoodfl.org>
Subject: RE: Active Contract with Expired COIs - Updates

Attached please find the revised PMA COI

Dana Nelson, LEED AP BD+C
Construction Management Support Services Manager
City of Hollywood
Department of Design & Construction Management
Office: 954-921-3992
Cell: 754-295-6950
E-mail: Dnelson@hollywoodfl.org



From: Certificate of Insurance <COI@hollywoodfl.org>
Sent: Friday, August 23, 2024 11:08 AM
To: Dana Nelson <DNELSON@hollywoodfl.org>; Certificate of Insurance <COI@hollywoodfl.org>
Subject: FW: Active Contract with Expired COIs - Updates

PMA – Not acceptable, Leon Technologies is listed as the additional insured (descriptions of operations box)
MBR – Acceptable

From: Dana Nelson <DNELSON@hollywoodfl.org>
Sent: Wednesday, August 21, 2024 3:49 PM
To: Certificate of Insurance <COI@hollywoodfl.org>
Subject: FW: Active Contract with Expired COIs - Updates

Attached are renewals for PMA and MBR, please review for approval.

Thanks,

Dana Nelson, LEED AP BD+C
Construction Management Support Services Manager
City of Hollywood
Department of Design & Construction Management
Office: 954-921-3992
Cell: 754-295-6950
E-mail: Dnelson@hollywoodfl.org



From: Dana Nelson
Sent: Wednesday, August 21, 2024 1:42 PM
To: Randy Stovall <RSTOVALL@HollywoodFL.org>; Kendra Parker <KPARKER@HollywoodFL.org>; Heather Guenot <HGUENOT@hollywoodfl.org>; Rudy Damas <RDAMAS@HollywoodFL.org>; Luis Lopez <LLOPEZ@hollywoodfl.org>
Cc: Jose Cortes <JCORTES@hollywoodfl.org>; Nicole Heran <NHERAN@hollywoodfl.org>
Subject: RE: Active Contract with Expired COIs - Updates

Randy,

Attached please find the updated COI's for PMA and MBR.

Thank you,

Dana Nelson, LEED AP BD+C
Construction Management Support Services Manager
City of Hollywood
Department of Design & Construction Management
Office: 954-921-3992
Cell: 754-295-6950
E-mail: Dnelson@hollywoodfl.org

