

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners                      **DATE:** November 25, 2019

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Authorization to Proceed with Atkins North America, Inc.  
for professional engineering services for street restoration and  
reconstruction of Surf Road at Balboa Street

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

- 1) Department/Division involved– Dept. of Design and Construction Management Services.
  - 2) Type of Agreement – Authorization to Proceed based upon Professional Services Agreement (Resolution No. R-2018-400).
  - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
  - 4) Term of Contract:
    - a) initial – three years
    - b) renewals (if any) – yes, two additional one year terms.
    - c) who exercises option to renew – mutual renewal by the parties.
  - 5) Contract Amount – In an amount not to exceed \$157,140.00.
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Atkins North America, Inc. will provide professional engineering services for design and permitting documents and construction services for the restoration and reconstruction of Surf Road at Balboa Street.
  - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager