

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** December 6, 2023

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Authorization to Proceed for Work Order No. BCC 24-01 with BCC Engineering, LLC to provide professional design and bidding services related to the Stormwater Pump Station serving A1A between Iris and Daffodil Terraces ("Project") in an amount up to \$421,195.78.

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

- 1) **Department/Division involved** – Department of Public Utilities
- 2) **Type of Agreement** –Authorization to Proceed for Work Order No. BCC 24-01
- 3) **Method of Procurement (RFP, bid, etc.)** – Continuing Service Agreement
- 4) **Term of Contract** -
 - a) initial – 15 months
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) **Contract Amount** – \$421,195.78
- 6) **Termination Rights** –

Termination for Convenience – The City has the right to terminate for any reason or no reason, upon seven days' written notice.
- 7) **Indemnity/Insurance Requirements** – Contractor shall comply with applicable City requirements.
- 8) **Scope of Services** –

The Scope of Work is comprised of the following essential tasks:

Task 1 – Project Coordination and Data Collection

Task 1.1 - Surveying and Utility Located

Task 1.2 - Geotechnical Investigation

Task 1.3 - Environmental assessment

Task 2 – Basis of Design Report (BODR)

Task 3 – 60% Design Documents

Task 4 – 90% Design Documents
Task 5 – Permitting
Task 6 – Final Design and Bid Documents
Task 7 – Bid and Award Services

9) **Other Significant Provisions:** n/a

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