

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** September 4, 2014  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Authorization to Proceed for Work Order CTA 14-02 with Craven Thompson & Associates, Inc.

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I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Public Utilities
  - 2) Type of Agreement – Professional Services Contract
  - 3) Method of Procurement (RFP, bid, etc.) – City Project No. 12-5117
  - 4) Term of Contract
    - a) initial – Approximately 15 months from the issuance of a Notice to Proceed
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – \$988,727.48
  - 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
  - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
  - 8) Scope of Services – Consultants shall provide professional engineering services for the design, permitting, bidding and construction services for the proposed water main located from Taft Street to Charleston Street between North 66 Avenue to North 72 Avenue.
  - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager