

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** 4/6/26

FROM: Damaris Henlon, City Attorney

SUBJECT: Proposed Agreement with the Highest Ranked Firm, Craig A. Smith & Associates, LLC, for Utility Location Services in an Annual Amount Up to \$300,000.00, From May 12, 2026 through May 11, 2028.

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 – Service Contract
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract:
 - a) initial – May 12, 2026- May 11, 2028
 - b) renewals (if any) – two additional one year terms
 - c) who exercises option to renew – City
- 5) Contract Amount – up to \$300,000.00 annually
- 6) Termination Rights – City’s standard provision.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contract consists of furnishing all labor, materials, equipment, and incidentals required to mark and locate underground utilities throughout the City of Hollywood in a competent and professional manner and in compliance with all applicable safety and technical related codes and laws.
- 9) Other Significant Provisions: n/a

cc: Raelin Storey, City Manager