

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** January 16, 2015

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Authorization to Proceed for Work Order No. H&S 15-01 with Hazen and Sawyer, P.C.

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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 – Existing Professional Services Contract
  - 3) Method of Procurement (RFP, bid, etc.) – n/a
  - 4) Term of Contract
    - a) initial –
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – \$100,000.00
  - 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Engineering services are required on demand to assist the Department of Public Utilities with ongoing regulatory compliance activities with the Florida Department of Environmental Protection (FDEP), Broward County, and in general, with legislative, regulatory, permitting, and contractual issues, as well as to provide administrative assistance to the Department of Public Utilities. While some of the tasks can be defined, the majority of the specific tasks (and related level of effort) cannot be clearly defined in advance. The following are ongoing issues and tasks for which engineering services are required, are likely to be required, and are similar to other issues which may be incurred and for which engineering services may be required:
    - Regulatory Compliance:
      - o Permit modifications and/or renewals
      - o Consent Orders and/or amendments
      - o Proactive participation in development of new regulations
      - o Technical evaluations and reports to address regulatory issues
    - Large User Agreement Issues:
      - o Assistance with engineering aspects of dispute resolution
      - o Presentations and project status reports
    - Administrative Assistance:
      - o Evaluation of new technologies
      - o Periodic reassessment of upgrade and uprate programs
      - o Preparation of technical letters, reports, and presentation material
  - 9) Other significant provisions – n/a
- cc: Wazir Ishmael, City Manager