

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners                   **DATE:** November 15, 2023

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

**SUBJECT:** Proposed Authorization to Proceed for Work Order Number B&C 24-03 with Brown and Caldwell for professional engineering services related to membrane softening plant membrane replacement at the water treatment plant, in an amount up to \$234,393.36.

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I have reviewed the above referenced matter 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 Number B&C 24-03
- 3) **Method of Procurement (RFP, bid, etc.)** – RFQ - Continuing Consulting Engineering Services Agreement
- 4) **Term of Contract:**
  - a) initial –
  - b) renewals (if any) –
  - c) who exercises option to renew – n/a
- 5) **Contract Amount** – \$234,393.36
- 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** –  
  
Task 1 – Membrane Replacement Design and Bidding Services  
Task 2 – Membrane Replacement Services During Construction
- 9) **Other Significant Provisions:** n/a

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