

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 22, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Authorization to Proceed for Work Order No. H&S 17-03 with Hazen and Sawyer, P.C.

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 – Continuing Consultant Services Contract
 - 3) Method of Procurement (RFP, bid, etc.) – Consultants Competitive Negotiation Act
 - 4) Term of Contract
 - a) initial – As needed
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$29,873.00 (The City previously processed 2 ATPs for Hazen & Sawyer in the following amounts: H&S 17-01 for \$39,730.00 and H&S 17-02 for \$100,000.00 for a total of \$139,730.00)
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide Professional Engineering Services related to assisting the City with renewal of the FDEP Domestic Wastewater Facility Operating Permit for the SRWWTP.
 - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager