

**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 ARC 24-01 with Arcadis for On-Call Professional Engineering Support Services related to water projects on an as-needed basis, in an amount up to \$100,000.00.

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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 ARC 24-01
- 3) **Method of Procurement (RFP, bid, etc.)** – RFQ - Continuing Consulting Engineering Service Contract
- 4) **Term of Contract:**
  - a) initial –
  - b) renewals (if any) –
  - c) who exercises option to renew – n/a
- 5) **Contract Amount** – \$100,000.00
- 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** –

Engineering services for the following and other similar water project tasks are necessary on an as-needed basis:

- Modeling analysis of the water distribution system
- Regulatory Compliance:
  - Permit modifications or renewals
  - Proactive participation in the development of new regulations
  - Technical evaluations and reports to address regulatory issues

- Presentations and project status reports
- Engineering Services:
  - Evaluation of new technologies
  - Periodic reassessment of upgrade and re-rate programs
  - Financial analysis and support for grant funding
  - Preparation of technical letters, reports, and presentation materials

9) **Other Significant Provisions:** n/a

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