

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** December 18, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Ranking the three (3) short-listed firms to provide environmental engineering services for the Park Road Redevelopment and Authorizing the negotiation and of an agreement with the highest ranked firm.

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 Works
- 2) Type of Agreement – Contract (Continuing agreement).
- 3) Method of Procurement (RFP, bid, etc.) – RFQ No. 4427-14-IS, CCNA Section 287.055, Florida Statutes.
- 4) Term of Contract
 - a) initial – two (2) years
 - b) renewals (if any) – one (1) additional (1) year period.
 - c) who exercises option to renew – mutual.
- 5) Contract Amount – to be negotiated.
- 6) Termination rights – City has right to terminate with or without cause.
- 7) Indemnity/Insurance Requirements – Vendor shall comply with applicable City requirements.
- 8) Scope of Services – Firm will provide environmental engineering services for the Park Road Redevelopment.
- 9) City's prior experience with Vendor (if any) – n/a.
- 10) Other significant provisions – (a)The Staff will negotiate an agreement based upon the RFQ terms which will include not to exceed contract amount. The agreement will be brought back to the City Commission for approval at a later date; (b) As part of the RFQ, it states that the City may also require additional environmental engineering services on an as needed basis for work assignments based on established hourly rates and fee schedule during the term of the negotiated agreement.

cc: Wazir A. Ishmael, Ph.D., City Manager