

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** 6/17/24  
**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Continuing Services Contracts with Eleven of the Highest Ranked Architectural Firms, Six of the Highest Ranked Landscape Architecture Firms, and Four of the Highest Ranked Land Surveying Firms, Over a Three-Year Period.

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I have reviewed the above referenced Agreement 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 Design and Construction Management
- 2) Type of Agreement – Continuing Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – RFQ
- 4) Term of Contract:
  - a) initial – three years
  - b) renewals (if any) – two renewals of two-year periods
  - c) who exercises option to renew – City
- 5) Contract Amount – varies depending on projects
- 6) Termination Rights –City standard.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – varies depending on projects
- 9) Other Significant Provisions: n/a

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