

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** May 23, 2022

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Execution of an Authorization to Proceed with Craven Thompson & Associates, Inc. to provide professional engineering in-house support services on an as-needed basis.

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 Public Utilities
 - 2) Type of Agreement – Authorization to Proceed based upon Professional Services Agreement (Resolution No. R-2017-284) and proposal dated 5/3/22.
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
 - 4) Term of Contract:
 - a) initial – The initial continuing services agreement approved pursuant to R-2017-284 was for four years. **For this item, ATP the services will be on an as-needed basis.**
 - b) renewals (if any) – two additional two year terms.
 - c) who exercises option to renew – both parties.
 - 5) Contract Amount – In an amount not to exceed \$300,000.00 based upon the Consultant's hourly rate schedule set forth in the Professional Services Agreement.
 - 6) Termination Rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Craven Thompson & Associates, Inc. will provide professional engineering in-house support services on an as-needed basis for tasks related to water, wastewater and stormwater projects.
 - 9) Other Significant Provisions: N/A
- cc: Dr. Wazir Ishmael, City Manager