

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 20, 2021

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Authorization to Proceed with Kimberly-Horn & Associates to provide Professional Engineering Services related to grant application assistance and sewer force main assessment training.

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– Public Utilities
 - 2) Type of Agreement – Authorization to Proceed based upon Professional Services Agreement (Resolution No. R-2017-284) and Proposal for this project.
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes- Resolution No. 2017-284 continuing services contract)
 - 4) Term of Contract:
 - a) initial – the continuing services contract approved pursuant to Resolution No. R-2017-284 was for a four year term. **This ATP project will be done within 12 months of the execution of the ATP.**
 - b) renewals (if any) – The existing agreement has two additional two year renewal terms. **The Agreement was renewed on July 26, 2021.**
 - c) who exercises option to renew – both parties.
 - 5) Contract Amount – In an amount not to exceed \$155,103.84
 - 6) Termination Rights – with or without cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Kimberly-Horn & Associates will provide professional engineering consulting services related to grant application assistance and sewer force main assessment training.
 - 9) Other Significant Provisions: N/A
- cc: Dr. Wazir Ishmael, City Manager