

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 1, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Authorizing the negotiation and execution of an agreement with Hazen & Sawyer (the highest ranked firm) for professional design/engineering services to provide a citywide vulnerability assessment and adaptation plan.

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 – Department of Development Services/Engineering
 - 2) Type of Agreement – Professional Services Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – RFQ No. CM-18-013 (Consultant's Competitive Negotiation Act)
 - 4) Term of Contract
 - a) initial – to be negotiated.
 - b) renewals (if any) – to be negotiated.
 - c) who exercises option to renew – n/a
 - 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 – Consultant will provide professional design/engineering services for a citywide climate change vulnerability assessment, prioritizing vulnerabilities, developing adaptation strategies, creating an adaptation plan, informing the public about risks and adaptation opportunities and building the capacity of the City to include climate change data in decisionmaking.
 - 9) City's prior experience with Vendor (if any) – yes.
 - 10) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager