

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** 12/11/25

FROM: Damaris Henlon, City Attorney

SUBJECT: Proposed the Contract for Consulting/Professional Services with Miller, Legg & Associates, Inc. to Provide Architectural and Engineering Services for the Sunset Park Master Plan Implementation Project in an Amount Up to \$2,564,800.00.

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 – Consultant Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – RFQ
- 4) Term of Contract:
 - a) initial – 5 years
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – Amount Up to \$2,564,800.00
- 6) Termination Rights – City's standard provision.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor will provide architectural and engineering services that include, but are not limited to, architectural and engineering services for land development, site and building design, conceptual, schematic, and design phases, surveying, construction documents, permitting and construction phase, environmental remediation tasks, sustainability certification tasks, and various professional services.
- 9) Other Significant Provisions: n/a

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