

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** April 17, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Continuing Services Contracts with Five Highest Ranked Firms to provide Architectural/Engineering Services for various capital improvement projects

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—Dept. of Development Services/Engineering Division
 - 2) Type of Agreement – Continuing Services Contracts
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
 - 4) Term of Contract:
 - a) initial – three years
 - b) renewals (if any) – two additional one year terms
 - c) who exercises option to renew – mutual
 - 5) Contract Amount – Estimated amount for individual projects not to exceed \$2,000,000.00.
 - 6) Termination Rights – City may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – On an as needed basis-when needed basis, the designated firm will provide architectural/engineering services to implement various capital improvement projects, not yet identified by the City.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager