

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** January 14, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Authorization to Proceed with Kimberly-Horn & Associates to provide Professional Engineering Services to assist with the Dixie Highway Corridor Public Engagement Efforts (a complete street master plan project).

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, Transportation and Mobility Division
- 2)
- 2) Type of Agreement – Authorization to Proceed based upon Professional Services Agreement (Resolution No. R-2018-400)
- 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes- Resolution No. 2018-400 continuing services contract)
- 4) Term of Contract:
 - a) initial – the continuing services contract approved pursuant to Resolution No. R-2018-40- was for a three year term. **This ATP project will be for six months.**
 - b) renewals (if any) – The existing agreement has two additional one year renewal terms.
 - c) who exercises option to renew – both parties.
- 5) Contract Amount – In an amount not to exceed \$21,158.75. The project will be jointly funded as follows: City share \$12,906.84) and CRA share of \$8,251.91.
- 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 professional engineering services to assist staff in the public engagement efforts required by Broward County that will based upon Broward County's municipal level community awareness plan guidelines for land elimination projects relating to the project from Sheridan Street to Pembroke Road (Dixie Highway Corridor) complete streets.

Term sheet continued

9) Other Significant Provisions: N/A

cc: Dr. Wazir Ishmael, City Manager