

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: June 22, 2017

FROM: Alan Fallik, Acting City Attorney

SUBJECT: Proposed Professional Services Agreement with Hillers Electrical Engineering, Inc. for technical services during the construction phase of the Cryogenic Plant Compressor Soft Start Replacement Project at the Southern Regional Wastewater Treatment Plant

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 – Public Utilities
- 2) Type of Agreement – Professional Services Contract
- 3) Method of Procurement (RFP, bid, etc.) – Section 287.055(3)(a)(1)- The public agency shall certify there is a valid public emergency to retain such professional services.
- 4) Term of Contract
 - a) initial – Completion of construction is 210 days from the Notice to Proceed.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – In the amount of \$16,000.00
- 6) Termination Rights – City may terminate with or without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor will provide technical services during the construction phase of the Cryogenic Plant Compressor Soft Start Replacement Project at the Wastewater Treatment Plant.
- 9) Other Significant Provisions – n/a

cc: Wazir A. Ishmael, Ph.D., City Manager