

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** December 29, 2021

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Ranking of Professional Engineering Firms to provide professional services related to updating the reuse water master plan, upgrading lift station W-27, implementing building improvements at the Southern Regional Wastewater Treatment Plant, and authorizing the appropriate City officials to negotiate an agreement with the highest-ranked firm, Hazen and Sawyer, P.C., the highest ranked firm.

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 Public Utilities
- 2) Type of Agreement – Professional Engineering Consultant Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes). Request for Qualification No. RFQ-4690-21-OT
- 4) Term of Contract:
 - a) initial – to be determined in negotiations
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – to be determined in negotiations
- 6) Termination Rights – with or without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Firm shall provide professional engineering consulting services to update the reuse water master plan, upgrading lift station W-27, implementing building improvements at the Southern Regional Wastewater Treatment Plant.

9) Other Significant Provisions: Upon negotiating the agreement with the highest-ranked firm, if the contract amount falls within the City Manager's authority pursuant to Section 38.38 of the Procurement Code, the City Manager will execute the agreement; however, if the contract amount exceeds his authority, the agreement will be brought back to the City Commission for consideration at a later date.

cc: Dr. Wazir Ishmael, City Manager