

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners                   **DATE:** January 29, 2025

**FROM:** Damaris Henlon, Interim General Counsel

**SUBJECT:** Proposed contract with Southeastern Engineering Contractors, Inc. for construction services related to utility relocations for water, sewer, and irrigation pipes to enable the future FDOT construction of stormwater pump stations along A1A located approximately at the intersections of Sherman and Van Buren Streets

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I have reviewed the above referenced contract with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Public Utilities
  - 2) Type of Agreement – Contract
  - 3) Method of Procurement (RFP, bid, etc.) – Invitation to Bid Number IFB-255-25-JJ
  - 4) Term of Contract – the estimated time for construction completion is 120 calendar days from the Notice to Proceed date
  - 5) Contract Amount – an amount of up to \$859,642.70
  - 6) Termination Rights – Contractor shall comply with applicable City requirements
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements
  - 8) Scope of Services – contract is for construction services related to utility relocations for water, sewer, and irrigation pipes to enable the future FDOT construction of stormwater pump stations along A1A located approximately at the intersections of Sherman and Van Buren Streets
  - 9) Other Significant Provisions: contingency funds reserved for undefined conditions, as set forth in the contract, in an amount up to \$120,000.00
- cc: George R. Keller, Jr. CPPT, City Manager