

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** May 4, 2021

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Authorization to Proceed with Craven Thompson and Associates, Inc.

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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 – Department of Development Services
- 2) Type of Agreement – Existing Professional Services Agreement for Surveying and Engineering Services
- 3) Method of Procurement (RFP, bid, etc.) – Florida Statute 287.055, Consultants Competitive Negotiation Act
- 4) Term of Contract:
  - a) initial – The continuing contract is for a term of three years
  - b) renewals (if any) – Option to renew for two additional one year periods.
  - c) who exercises option to renew – Mutual agreement of the parties
- 5) Contract Amount – \$160,230.00
- 6) Termination Rights – The City has the right to terminate the Agreement for any reason or no reason, upon seven days' written notice. The Contractor shall have the right to terminate this agreement, in writing, following breach by the City, if breach of contract has not been corrected within 60 days from the date of the City's receipt of a statement from Consultant specifying its breach of its duties under the agreement.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor shall provide surveying and engineering service for Stan Goldman Park.
- 9) Other Significant Provisions:

cc: Dr. Wazir Ishmael, City Manager