

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners                      **DATE:** March 18, 2021

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

**SUBJECT:** Proposed Authorization to Proceed with Saltz Michelson Architects, Inc. for a retroactive payment related to additional architectural and engineering services for construction administration of the new fire station 45.

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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– Dept. of Design, Construction and Management
  - 2) Type of Agreement – Authorization to Proceed based upon Professional Services Agreement (Resolution No. R-2015-255)
  - 3) Method of Procurement (RFP, bid, etc.) – CCNA Section 287.055, Florida Statutes (RFQ 4436-14-RD). Resolution No. 2015-042.
  - 4) Term of Contract:
    - a) initial – Continuing services contract three years
    - b) renewals (if any) – two additional one year renewal terms.
    - c) who exercises option to renew – both parties.
  - 5) Contract Amount – In an amount not to exceed \$25,731.51 for a total amount for the additional services of \$156,264.77. Total project cost of \$403048.77.
  - 6) Termination Rights – for cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Consultant was retained to provide contract administration relating to architectural and engineering services for Fire Station No. 45
  - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager