

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** CRA Chair and Board Members                      **DATE:** July 26, 2023

**FROM:** Douglas R. Gonzales, General Counsel

**SUBJECT:** Proposed Continuing Services Agreements for Coastal Marine Engineering and Traffic Engineering and Transportation Planning

---

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 – CRA
- 2) Type of Agreement – Continuing Services Agreements
- 3) Method of Procurement (RFP, bid, etc.) – Florida Statute 287.055, Consultants Competitive Negotiation Act
- 4) Term of Contract:
  - a) initial – three years
  - b) renewals (if any) – two additional one year terms
  - c) who exercises option to renew – n/a
- 5) Contract Amount – The CSAs will include various future unidentified projects in which the estimated individual construction cost does not exceed \$4,000,000.00 or for study activity in which the fee for each individual study does not exceed \$500,000.00
- 6) Termination Rights – Either party may terminate for cause. CRA may terminate for convenience.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable CRA requirements.
- 8) Scope of Services – Contractors shall provide Coastal Marine Engineering and Traffic Engineering and Transportation Planning
- 9) Other Significant Provisions: n/a

cc: Jorge Camejo, Executive Director for the CRA