

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: March 1, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreements with Marlin Engineering, Inc. and Toole Design Group, LLC for Traffic Engineering Services for Young Circle Redesign Project

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Downtown CRA
- 2) Type of Agreement – Notice to Proceed pursuant to the Vendors’ proposals under CCNA continuing contracts.
- 3) Method of Procurement (RFP, bid, etc.) – RFQ
- 4) Term of Contract
 - a) initial – 6 weeks
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$146,246 for Marlin and not to exceed \$27,503 for Toole,
- 6) Termination rights – City can terminate without cause.
- 7) Indemnity/Insurance Requirements – Vendors will indemnify City and will provide insurance.
- 8) Scope of Services – Vendors will provide traffic engineering services for the Young Circle Redesign Project.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

cc: Wazir A. Ishmael, Ph.D., City Manager