

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 19, 2022

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Ranking of Firms to provide engineering design services for the Citywide Vulnerability Assessment Update

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 Services
 - 2) Type of Agreement – Professional Services Engineering Agreement.
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Sections 287.055 and 255.103, Florida Statutes) Request for Qualification No. RFQ-4754-22-WV
 - 4) Term of Contract:
 - a) initial – three years
 - b) renewals (if any) – City reserves right to extend for 120 days based upon subsection 2.12 of RFQ
 - c) who exercises option to renew – mutual
 - 5) Contract Amount – to be negotiated.
 - 6) Termination Rights – with or without cause.
 - 7) Indemnity/Insurance Requirements – Firm shall comply with applicable City requirements.
 - 8) Scope of Services – The highest ranked firm will provide a Citywide Vulnerability Assessment Update in compliance with Section 380.093, Florida Statutes. Such update is based upon the FDEP planning grant as more specifically set forth in the RFQ.
 - 9) Other Significant Provisions: Upon the City executing the Resilient Florida Grant Agreement, said agreement and all of its conditions will be included in the Professional Services Agreement with the highest ranked firm.
- cc: Dr. Wazir Ishmael, City Manager