

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** 4/22/26

**FROM:** Damaris Henlon, City Attorney

**SUBJECT:** Proposed Professional Service Agreement with Kimley-Horn and Associates, Inc. for Professional Engineering Design Services for the Gracewood Neighborhood Sidewalk Project, with Funding Provided under the Florida Department of Transportation Local Agency Program.

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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 Design and Construction Management
- 2) Type of Agreement – Professional Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract:
  - a) initial – The Work shall commence within **14** calendar days of the date of the Notice to Proceed. The Work shall be finally completed on the Final Completion Date and ready for final payment in accordance with the contract within **365** calendar days after the date when the contract time commences to run as provided in the Notice to Proceed.
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a
- 5) Contract Amount – pending
- 6) Termination Rights – City's standard provision
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor to provide Engineering Consulting Services for the design of a sidewalk network in the area of the City of Hollywood known as Gracewood neighborhood.

cc: Raelin Storey, City Manager