

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** May 29, 2015

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Authorization to Proceed for Brown & Caldwell

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I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Public Utilities
  - 2) Type of Agreement – Work Order B&C 15-01
  - 3) Method of Procurement (RFP, bid, etc.) – Per Florida Statute 287.055, Consultants' Competitive Negotiation Act
  - 4) Term of Contract
    - a) initial – n/a
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – In an amount not to exceed \$100,000.00
  - 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
  - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide professional and general engineering consulting services to assist with ongoing regulatory compliance activities with the Florida Department of Environmental Protection (FDEP), Broward County, and in general, with legislative, regulatory, permitting, and contractual issues.
  - 9) Other significant provisions – n/a
- cc: Wazir Ishmael, City Manager