

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** December 20, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Authorization to Proceed for Work Order CTA 17-01 with Craven
Thompson & Associates, Inc.

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 – Professional Services Contract for General Engineering Consulting Services
 - 3) Method of Procurement (RFP, bid, etc.) – City Project No. 16-8063
 - 4) Term of Contract
 - a) initial – Approximately 8 months from the issuance of a Notice to Proceed
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$162,785.00
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
 - 8) Scope of Services – Consultants shall provide professional engineering services for the design, permitting, bidding and construction services for the sanitary sewer lift station W-14 rehabilitation.
 - 9) Other significant provisions – Location: 5596 Monroe Street
- cc: Wazir Ishmael, City Manager