

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** January 26, 2021

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Professional Engineering Consulting Services Agreement with Arcadis U.S., Inc. to provide professional engineering services related to updating the Water Master Plan.

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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– Dept. of Public Utilities
  - 2) Type of Agreement – Professional Engineering Consultant Services Agreement
  - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes). Initial Resolution No. R-2020-254.
  - 4) Term of Contract:
    - a) initial – Two years
    - b) renewals (if any) – two additional one year periods.
    - c) who exercises option to renew – mutual
  - 5) Contract Amount – This project will be done in two phases. Total project cost is in the lump sum amount of \$1,265,885.00, however, payment will be done by phases as follows: (a) Phase 1, in an amount of \$728,745.00; and (b) Phase 2 in an amount of \$537,140.00 contingent upon approval by the City Commission in FY 2022. (See Section 5.01A. for professional fee services structure outlining fees for both phases).
  - 6) Termination Rights – with or without cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Firm shall provide professional engineering consulting services to update the water master plan.
  - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager