



May 23, 2024

**Nicole Heran**

Deputy Director of Design and Construction Management  
Department of Design & Construction Management (DCM)  
City of Hollywood  
2207 Raleigh St,  
Hollywood, FL 33020

Subject: **Procurement and Purchasing Support in Fiscal Year 2024**

Dear Mrs. Heran:

PMA Consultants, LLC (“PMA”) is pleased to submit its proposal to provide professional work related to the procurement activities of the City, including purchasing and contract administration for the DCM. This letter outlines our proposal for the work and provides information on the approach to the Project. It also outlines our understanding of the scope as generally discussed with you and based on our previous experience at similar sites.

We thank you for considering PMA and look forward to serving the City’s needs on this assignment. Should you have any questions or concerns, or simply wish to discuss any aspect of this proposal, please feel free to contact Richard Johnson at (321) 217-5182 or Francisco Cruz at (305) 203-2254 or via email at [rjohnson@pmaconsultants.com](mailto:rjohnson@pmaconsultants.com) and [fcruz@pmaconsultants.com](mailto:fcruz@pmaconsultants.com), respectively.

Sincerely,

Richard Johnson, PE, CVS-Life  
Managing Director

RLJ

cc: Eduardo Nazario – PMA Consultants  
Francisco Cruz – PMA Consultants  
South Florida - Proposals FILE



## 1.0 Summary

The City of Hollywood (“City”) has requested PMA to provide professional work related to the procurement activities of the City, including purchasing and contract administration for the DCM. It is our understanding that the requested services will be contracted on or about May 20, 2024, and will continue until December 31, 2024.

## 2.0 PMA’s Scope of Work

Our understanding is that PMA will function as staff extension to the City and work alongside the Design and Construction Management (DCM) staff. PMA’s general tasks include participating in and supervising purchasing professionals involved in procuring and coordinating the procurement of architectural and engineering services, construction, technology, supplies, and professional services. PMA will prepare highly technical solicitation and contract documents containing complex specifications, including all related research and value analysis. PMA will prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and requests for qualifications, and other solicitation documents that result in contract types such as, Construction Manager at Risk, Construction Manager, Design Build, Design-Bid-Build, General Contractor, ITB, Lump Sum, and Owners' Representative. PMA will also identify and notify potential bidders and sources, conduct pre-bid and pre-proposal conferences, coordinate and supervise activities of evaluation committees, and recommend on the most advantageous offer on RFP's and most qualified architects/engineers.

PMA will also engage in procurement planning with City’s departments to routinely identify and provide high quality service to meet the City’s delivery requirements on a timely basis. PMA will prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up. PMA will work alongside the City’s Procurement department to ensure all work is completed and is commensurate with that expected from a competent consulting firm providing similar services, following the City’s quality and procurement standards.

## 3.0 Resources

PMA Consultants proposes Mrs. Adriana Rodriguez as the resource who will perform the above scope based on previous experience working on DCM projects, availability, and the execution of the professional services agreement. Mrs. Rodriguez has the experience, industry knowledge, and recent work in the relevant market.



## 4.0 Professional Services Costs

PMA proposes to perform the above outlined scope of work but will require the City's written authorization for the said services. These services require full-time engagement onsite and assume that the services will be performed at the City's DCM office.

The proposed costs, excluding any travel expenses, are as follows:

Tasks	Description	Est. Hours	Est. Costs
<b>2.1</b>	<i>Procurement and Purchasing Support</i>		
	DCM Procurement and Purchasing	1,284	\$ 154,080
<b>Totals</b>		<b>1,284</b>	<b>\$ 154,080</b>



### **PMA Invoicing Policy**

Invoices shall be due upon receipt and shall be payable to PMA within twenty (30) calendar days after receipt of invoice. Invoices will be sent electronically to the client's designated party. Hard copies of invoices will be mailed to the client upon request.

Payment to PMA is in no way conditioned upon client's receipt of payment from any third party or source. Please remit payment via express mail to the following address:

PMA Consultants LLC  
226 W. Liberty Street  
Ann Arbor, MI 48104  
Attn: Accounting

PMA reserves the right to suspend services for invoices greater than 30 days outstanding without payment. Interest charges (accrued at a compounded rate of 1% per month) shall apply to invoices greater than 45 days outstanding without payment. Please refer questions or clarifications concerning any invoice or contract issues to Ms. Samantha Zeisler by phone at 734.418.7897.

PMA will proceed with this effort after receipt of written Authorization to Proceed.

Furthermore, it is agreed that the City of Hollywood will not solicit or hire, or employ on any basis, any PMA Consultants LLC staff until a minimum of ninety (90) days after this engagement has been satisfactorily completed or has been terminated. In the event City of Hollywood breaches this provision, City of Hollywood will reimburse PMA Consultants LLC for costs and damages actually incurred resulting from such breach.

We greatly appreciate the opportunity to develop a relationship with City of Hollywood and look forward to hearing from you shortly. If you are in agreement with the above terms, please so indicate by having an authorized individual sign below and returning a fully executed original to me. If you have any comments or questions, please feel free to contact Francisco Cruz at 305-203-2254.

I hereby agree to the terms stated herein  
And authorize PMA to proceed immediately.

Sincerely,

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Authorized Representative

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Richard Johnson, PE, CVS-Life  
Managing Director