

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 18, 2021

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Ranking of Professional Architecture/Engineering Firms to provide professional architectural and engineering services for the Van Buren, Radius and Garfield parking garages and authorizing the appropriate City officials to negotiate an agreement with the highest-ranked firm, Wiss, Janny, Elstner Associates, Inc., for consideration by the City Commission at a later date.

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 – Parking
 - 2) Type of Agreement – Professional Architectural/Engineering Consultant Services Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes). Request for Qualification No. RFQ-4625-20-JE
 - 4) Term of Contract:
 - a) initial – to be determined in negotiations
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – to be determined in negotiations
 - 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 architectural and engineering consulting services for the Van Buren, Radius and Garfield parking garages.
 - 9) Other Significant Provisions: The negotiated agreement will be brought back to the City Commission for approval.
- cc: Dr. Wazir Ishmael, City Manager