

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** June 23, 2014  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Authorizations to Proceed for Work Orders with Brown and Caldwell, Inc.

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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 – Miscellaneous Work Orders pursuant to an existing Professional Services Agreement
  - 3) Method of Procurement (RFP, bid, etc.) – RFQ in accordance with the 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 – Not to exceed \$149,425.00
  - 6) Termination rights – Either party may terminate the Professional Services Agreement with or without cause upon ninety (90) days written notice.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Professional Engineering services are required on an as needed basis to assist the Department of Public Utilities in performing the assessment of impact of elevated groundwater chloride levels on wastewater effluent.
  - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager