

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: CRA Chair and Board Members **DATE:** November 15, 2017

FROM: Douglas R. Gonzales, General Counsel

SUBJECT: Proposed Agreements with Toole Design Group, LLC, Marling Engineering, Inc., and Kimley-Horn and Associates, Inc. for Traffic Engineering Services for Capital Projects

I have reviewed the above captioned agreement for form and legality. The general business terms are as follows:

- 1) Department/Division involved – CRA
 - 2) Type of Agreement – Professional Services Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – RFQ Pursuant to Consultants’ Competitive Negotiation Act
 - 4) Term of Contract
 - a) initial – Three years
 - b) renewals (if any) – Two additional one-year periods
 - c) who exercises option to renew – Renewal of each of the three agreements requires the approval of both parties.
 - 5) Contract Amount – The specific fees have yet to be negotiated, but the fees paid to each Contractor over the full term will be limited to \$1,000,000.
 - 6) Termination rights – CRA can terminate without cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable CRA requirements.
 - 8) Scope of Services – Contractors shall provide Traffic Engineering Services on an alternating, as needed basis.
 - 9) Other significant provisions – n/a
- cc: Jorge Camejo, Executive Director for the CRA