



CITY OF HOLLYWOOD, FLORIDA
OFFICE OF PROCUREMENT SERVICES

DATE: October 11, 2023 **FILE:** PR-24-012

TO: George R. Keller, Jr. CPPT
City Manager

VIA: Adam Reichbach ^{DS} AR
Assistant City Manager for Finance and Administration

VIA: Gus Zambrano ^{DS} GZ
Assistant City Manager for Sustainable Development

THRU: Steve Stewart ^{DS} SS ^{DS} WS
Director, Procurement and Contract Compliance

FROM: Nicole Heran ^{DS} NH
Deputy Director, Department of Design and Construction Management

SUBJECT: Recommendation to Approve the Issuance of an Authorization to Proceed to Synalovski Romanik Saye, LLC for the architectural and engineering design services for furniture plan changes requested by the end user and removal of the generator and automatic transfer switch from the electrical plans in an amount of \$42,213.75. The Procurement Method used is Emergency.

ISSUE:

The Department of Design and Construction Management (DCM) recommends the approval of this proposal via procurement code 38.41(C)(1) Emergency Purchases, for the revision to the architectural and engineering construction documents.

Kaufman Lynn Construction, LLC is currently installing wall partitions throughout the 2nd floor space. The proposed furniture layout modification includes the addition of four new offices for the building department and two new offices for the planning department. The offices include the installation of new power/data outlets, light fixtures, air supply and return ducts/ grills, fire sprinkler heads, carpet, drywall partitions and glass storefronts. All submittals are approved and will need to be resubmitted for approval prior to ordering the correct material quantities and confirming deliveries to meet the project schedule. To avoid construction schedule delays that will impact the project financially, the revised drawings must be prepared and approved by the building department expeditiously.

Synalovski Romanik Saye, LLC has provided a proposal for \$42,213.75 that the Department of Design and Construction Management believes to be fair and reasonable for the work related to Revision 7 – furniture layout modification and removal of the generator and automatic transfer

switch, and Third Amendment to the Ground Lease as requested by the end user. The proposal also includes additional contract administration fees due to escalation

The emergency procurement method is being used due to avoid construction schedule delays in the 2nd floor library office build out project.

Due to the emergency nature of this project, it was agreed upon to approve this contract initially by Emergency Memo and then go through the official Commission process after the fact.

AUTHORITY:

§ 38.41 COMPETITIVE SOLICITATIONS REQUIRED; EXCEPTIONS

(C)(1) Emergency purchases:

*In urgent cases of compelling emergency that require the immediate purchase of goods, supplies, materials, equipment or services, the CPO is authorized to secure, when possible, emergency goods, supplies, materials, equipment or services by open market procedure. **All such emergency purchases must receive prior administrative approval except for the most urgent situations presenting a clear and present substantial threat to life or property where immediate action is required.***

Pursuant to Section 38.38 of the [Procurement Code](#), the City Manager or designee will have authority to approve and execute contracts up to \$100,000.

Funding has been provided in the fiscal year 2023 budget for the 2nd floor library interior office build out project:

334-149901-51900-531210-000097-000-000

RECOMMENDATION:

Authorize the issuance of an Authorization to Proceed and Purchase Order to Synalovski Romanik Saye, LLC for architectural and engineering additional services for Revision 7 furniture modifications, removal of generator and automatic transfer switch, Third Amendment to the Ground Lease, and contract administration fees in an amount not to exceed \$42,213.75.

DocuSigned by:
George R. Keller Jr., CPPT
BB25C0283647405

11/1/2023

APPROVED BY: George R. Keller, Jr. CPPT
City Manager

Date:

Attachments:

- Contract routing form
- CSA ATP 8
- SRS Additional Services Request Proposal
- COI and Risk Management approval