

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 19, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Authorization to Proceed for Work Order CTA 16-02 with Craven Thompson & Associates, Inc.

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 – Professional Services Contract
- 3) Method of Procurement (RFP, bid, etc.) – City Project No. 15-8061
- 4) Term of Contract
 - a) initial – Approximately 12 months from the issuance of a Notice to Proceed
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – \$60,929.14
- 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
- 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
- 8) Scope of Services – Consultants shall provide professional engineering services for the design, permitting, bidding and construction services for the services associated with the Lift Station A-6 Upgrade located at 300 Ashbury Road.
- 9) Other significant provisions – Triangle Professional Building Corp. III will pay for design and construction administration associated with pumps and electrical system.

cc: Wazir Ishmael, City Manager