

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** September 4, 2014  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Authorization to Proceed for Work Order No. TTH 14-01 with Tetra Tech

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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 – Professional Services Contract
  - 3) Method of Procurement (RFP, bid, etc.) – City Project No. 14-5124
  - 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 – \$955,986.00
  - 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide professional engineering services related to the design, permitting, bidding, and construction phases of the proposed water main located from Hollywood Boulevard to Sheridan Street and between North Federal Highway and North 21 Avenue.
  - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager