

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** June 17, 2021

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Negotiation with the Highest Ranked Firm, Kaufman Lynn Construction, Inc. to provide professional Pre-Construction Management at Risk Services for the 2<sup>nd</sup> Floor Library Build-out and Miscellaneous City Hall and Site Work Project (Capital Improvement Project).

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I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved– Dept. of Design, Construction and Management Services
- 2) Type of Agreement – Phase 1 Pre-Construction Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Construction Management at Risk (“CMAR”) Section 255.103, Florida Statutes and CCNA (Section 287.055, Florida Statutes) Request for Qualification No. RFQ-4669-22-DCM.
- 4) Term of Contract:
  - a) initial – to be determined in negotiations
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a
- 5) Contract Amount – to be determined in negotiations
- 6) Termination Rights – with or without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Firm shall provide Phase 1 Pre-Construction Management at Risk Services for the 2<sup>nd</sup> floor library build-out and miscellaneous city hall and site work project, a capital improvement project.

Term Sheet continued

- 9) Other Significant Provisions: If the negotiated pre-construction services contract amount falls with the City Manager's authority pursuant to Section 38.38 of the Procurement Code then the City Manager will execute the contract. In the event that the contract amount is higher than then City Manager's authority, the negotiated agreement will be brought back to the City Commission for approval.

cc: Dr. Wazir Ishmael, City Manager