

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 28, 2015
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Authorization to Proceed with Tetra Tech, 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 – Authorization to Proceed
 - 3) Method of Procurement (RFP, bid, etc.) – Existing Professional Services Agreement
 - 4) Term of Contract
 - a) initial – Six (6) months.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$61,854.00
 - 6) Termination rights – Either party may terminate for cause.
 - 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 on Hollywood Boulevard from North 21 Avenue to City Hall Circle.
 - 9) Other significant provisions – n/a
- cc: Wazir Ishmael, City Manager