

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 23, 2019

FROM: Douglas R. Gonzales
City Attorney

SUBJECT: Proposed Agreement with Miller, Legg for Mapping & Surveying Services for
Neighborhood Lighting and Streetscape Project

I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions which are proposed are as follows:

- 1) Department/Office involved – Downtown CRA
- 2) Type of Agreement – Professional Services
- 3) Method of Procurement (RFP, bid, etc.) – RFQ pursuant to Consultants Competitive Negotiation Act
- 4) Term of Contract
 - a) initial – Will generally coincide with the length of the project.
 - b) renewals (if any) -
 - c) who exercises option to renew -
- 5) Contract Amount – To be negotiated, but total fees will not exceed our standard cap of \$1,000,000.
- 6) Termination rights – City can terminate for convenience.
- 7) Indemnity/Insurance Requirements – Standard provisions for both are in the agreement.
- 8) Scope of Services – Vendor will provide mapping & surveying services for Neighborhood Lighting & Streetscape project.
- 9) City's prior experience with Vendor – Yes.
- 10) Other significant provisions - None.

cc: Wazir A. Ishmael, Ph.D., City Manager