

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: July 21, 2016

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Work Order No. 16-02 with Brown & Caldwell

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 – Work Order B&C 16-02
 - 3) Method of Procurement (RFP, bid, etc.) – Professional Services Agreement
 - 4) Term of Contract
 - a) initial – n/a
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – In an amount not to exceed \$692,643.00
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide professional and general engineering consulting services for the design, permitting, bidding, and construction services for the proposed water main.
 - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager