

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: October 22, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreements with the following four (4) shortlisted vendors to provide General Planning Services: Bermello Ajamil & Partners, Inc., Calvin Giordano & Associates, Inc., Johnson Engineering, Inc. and Tindale-Oliver & Associates

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 – Planning and Development Services
 - 2) Type of Agreement – Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – RFP-4429-14-IS
 - 4) Term of Contract
 - a) initial – Two years
 - b) renewals (if any) – Two additional one-year renewal periods
 - c) who exercises option to renew – City
 - 5) Contract Amount – Estimated annual total expenditure \$150,000.00
 - 6) Termination Rights – The City may at any time, and in its sole discretion, terminate this agreement, with or without cause, upon written notice to the Contractor. Contractor may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractors shall comply with applicable City requirements.
 - 8) Scope of Services – Contractors shall provide the following: general planning services, property maintenance standards, neighborhood planning, land use and zoning analysis, plans and permit review, historic preservation, water resources planning, public outreach services and coordinating project meetings with neighborhood associations, regulatory agencies, developers and local and state governments or other municipalities.
 - 9) Other Significant Provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager