

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** December 28, 2020

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

**SUBJECT:** Proposed Issuance of a Series of Authorizations to Proceed with Craven Thompson & Associates, Inc. to provide professional engineering services for the design of Rotary Park Drainage Improvements. (GOB 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– Design, Construction and Management
  - 2) Type of Agreement – Authorizations to Proceed based upon Professional Services Agreement (Resolution No. R-2018-400)
  - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
  - 4) Term of Contract:
    - a) initial – The initial continuing services agreement approved pursuant to R-2018-400 was for three years. For this item, ATP's will be issued on a continual basis until project completed.
    - b) renewals (if any) – two one year terms.
    - c) who exercises option to renew – both parties.
  - 5) Contract Amount – In an amount not to exceed \$49,500.00 (Total Project Cost is \$61, 625.00). Fees to be paid through a series of ATP's as each portion of the project proceeds.
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Craven Thompson & Associates, Inc. will provide professional engineering services related to the design of the Rotary Park drainage improvements, a GOB Project.
  - 9) Other Significant Provisions: N/A
- cc: Dr. Wazir Ishmael, City Manager