

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 25, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Professional Services Agreement with the Highest Ranked Firm to provide Architectural/Engineering Programming and Design Services for the 2019 General Obligation Bond Hollywood Beach Golf Course Renovation and Clubhouse Construction Project

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—Dept. of Design and Construction Management
- 2) Type of Agreement – Professional Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
- 4) Term of Contract:
 - a) initial – 60 months
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – to be negotiated. (Fees to be based upon either a lump sum or hourly rate).
- 6) Termination Rights – with or without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Firm shall provide professional services relating to architectural/engineering programming and design for the Hollywood Beach Golf Course Renovation and Clubhouse Construction Project based upon the issuance of Authorizations to Proceed. Such services will include: surveys, planning, site plan, architectural design, engineering design, programming and scheduling, observations, feasibility studies, cost estimates/opinions of probable cost, partial and complete design services, including preparation of construction and bid documents, permitting with all governing agencies, engineering analysis, field tests,

laboratory tests and other miscellaneous architectural and engineering design services.

9) Other Significant Provisions: n/a

cc: Dr. Wazir Ishmael, City Manager