

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 12, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Authorization to Proceed with Tetra Tech, Inc. to provide professional engineering services for replacement of a sanitary sewer force main servicing the City of Hallandale Beach and replacement of large user meter.

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 – Authorization to proceed pursuant to an existing Professional Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Statement of Qualifications in accordance with the Section 287.055, Florida Statutes “Consultants’ Competitive Negotiation Act” (Resolution 2017-285).
- 4) Term of Contract
 - a) initial – Continuing Services Agreement for a period of four years. **For this project, the tasks included in the proposal will be implemented in phases and the services will be completed in approximately six months.**
 - b) renewals (if any) – yes, two additional two year periods.
 - c) who exercises option to renew – both parties
- 5) Contract Amount – For this specific project the cost is \$147,917.00.
- 6) Termination rights – Either party may terminate the Professional Services Agreement with or without cause upon ninety (90) days written notice.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor will provide professional engineering services for the design, permitting and bidding service for the replacement of the existing sanitary sewer force main and the large user meter servicing the City of Hallandale Beach.
- 9) Other significant provisions – n/a

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

