

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** November 25, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Renewal of existing Professional Services Agreements with Gibbs Land Surveyors, Biscayne Engineering Company, Inc. and Craven Thompson and Associates, Inc.

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 – Department of Public Works
 - 2) Type of Agreement – Professional Services Agreement for Surveying and Mapping Services
 - 3) Method of Procurement (RFP, bid, etc.) – Florida Statute 287.55, Consultants Competitive Negotiation Act
 - 4) Term of Contract
 - a) initial – Three year term
 - b) renewals (if any) – Two additional one year terms (This is final renewal)
 - c) who exercises option to renew – City
 - 5) Contract Amount – \$350,000.00 Cumulative amount
 - 6) Termination Rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Consultants shall comply with applicable City requirements.
 - 8) Scope of Services – Consultants shall provide surveying and mapping services.
 - 9) Other Significant Provisions – n/a
- cc: Wazir Ishmael, City Manager