

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 24, 2014

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Authorization to Proceed for Work Order No. H&S 14-03 with Hazen and Sawyer, P.C.

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 – Professional Services Contract
 - 3) Method of Procurement (RFP, bid, etc.) – n/a
 - 4) Term of Contract
 - a) initial – One hundred twenty days after the issuance of a Notice to Proceed
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$65,924.00
 - 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall evaluate the existing Return Activated Sludge Pump Station No. 2 for the purpose of preparing design documents suitable for bidding. Contract documents (plans and specifications) for bidding/construction shall be prepared.
 - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager