

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** May 3, 2017  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Work Order No. 17-01 with Brown & Caldwell

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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 – Work Order B&C 17-01
  - 3) Method of Procurement (RFP, bid, etc.) – Existing Professional Services Agreement for General Engineering Consulting Services
  - 4) Term of Contract
    - a) initial – n/a
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – In an amount not to exceed \$213,459.00
  - 6) Termination rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide professional engineering consulting services for the design, permitting, bidding, and construction services for the proposed water main.
  - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager