

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** August 7, 2015  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed execution of a series of Authorizations to Proceed with Saltz Michelson

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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 Works
  - 2) Type of Agreement – Professional Services Agreement for Architectural Design Services
  - 3) Method of Procurement (RFP, bid, etc.) – Continuing Contract under CCNA
  - 4) Term of Contract
    - a) initial – Approximately 13 months
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – \$246,784.00
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
  - 8) Scope of Services – Consultant shall provide architectural and design engineering services for the design of the new Fire Station No. 45.
  - 9) Other Significant Provisions – None
- cc: Wazir Ishmael, City Manager