

**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 14-02 with Hazen and Sawyer, P.C.

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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 – Professional Services Contract
  - 3) Method of Procurement (RFP, bid, etc.) – n/a
  - 4) Term of Contract
    - a) initial – Engineering services concerning model development will be completed 8 weeks from the receipt of the Notice-to-Proceed. Engineering design services will be completed within 6 months of acceptance of the Technical Memorandum.
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – \$98,559.00
  - 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 provide professional engineering services for the pre-design, design, permitting, and bidding services for the proposed Reuse Water System Expansion – Phase 2 project.
  - 9) Other significant provisions – n/a
- cc: Cathy Swanson-Rivenbark, City Manager