

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 5, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Issuance of a Series of Authorizations to Proceed with Brooks & Scarpa Architects, Inc. to provide architectural and engineering services for the design of an Arts Education Facility Addition to the existing Hollywood Art and Culture Center.

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved— Development Services/Design, Construction and Management
 - 2) Type of Agreement – Authorizations to Proceed based upon Professional Services Agreement (Resolution No. R-2019-102)
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
 - 4) Term of Contract:
 - a) initial – continual, as each portion of the project proceeds
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – In an amount not to exceed \$250,000.00. Fees to be paid through a series of ATP's as each portion of the project proceeds.
 - 6) Termination Rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Brooks & Scarpa will provide architectural and engineering design services related to designing a new LEED certified Arts Education Facility addition to the existing Art and Culture Center. This is a GOB project.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager