

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** April 8, 2025

FROM: Damaris Henlon, Interim City Attorney

SUBJECT: Agreement with Plus Urbia, LLC (Plusurbia Design) consultant for professional consulting services for a Redevelopment Program for the Washington Park Industrial Area of the City of Hollywood

I have discussed the above Agreement with the participating Department/Office, and the proposed general business terms and other significant ant provisions are as follows:

- 1) Department/Division involved – Development Services.
 - 2) Type of Agreement – Contract for Consulting/Professional Services.
 - 3) Method of Procurement (RFP, bid, etc.) –RFP-229-25-SK. Section 38.43 of the Procurement Code states that when the estimated annual cost of goods, supplies, materials, equipment, or services exceeds \$50,000, a formal solicitation process shall be completed that may result in a written contract(s) and/or purchase order(s) after due public notice inviting bids or proposals.
 - 4) Term of Contract- one year with an option to review for one additional year per City option.
 - 5) Contract Amount – In an amount not to exceed \$149,500.00.
 - 6) Termination rights – Consultant to comply City requirements.
 - 7) Indemnity/Insurance Requirements – Consultant to comply City requirements.
 - 8) Scope of Services – Consultant to provide professional consultant services to develop a comprehensive Redevelopment Program for the Washington Park Industrial Area.
 - 9) Other significant provisions – RFP-229-25-SK.
- cc: George R. Keller, Jr. CPPT, City Manager