

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 10, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Ranking of Professional Consulting Engineering Firms and Authorization to negotiate a Consultant Services Agreement with the Highest Ranked Firm to provide construction administration services related to the drilling of deep injection wells No. 3 and No. 4 located at the Southern Regional Wastewater Treatment Plant

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– Dept. of Public Utilities
 - 2) Type of Agreement – Professional Services Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
 - 4) Term of Contract:
 - a) initial – estimated three years
 - b) renewals (if any) – two additional one year terms
 - c) who exercises option to renew – mutual
 - 5) Contract Amount – to be negotiated.
 - 6) Termination Rights – with or without cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Firm shall provide professional consulting engineering services by providing construction administration services relating to the drilling of deep injection wells No. 3 and No. 4.
 - 9) Other Significant Provisions: **Upon staff successfully negotiating the agreement, the negotiated agreement will be brought back to the City Commission for consideration and approval.**
- cc: Dr. Wazir Ishmael, City Manager