



OFFICE OF PROCUREMENT AND CONTRACT COMPLIANCE

DATE: July 29, 2024

FILE: PR-24-168

* Assigned by procurement

TO: George R. Keller, Jr. CPPT
City Manager

VIA: Raelin Storey
Assistant City Manager

^{DS}
RS

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St

THRU: Otis Thomas
Interim Director, Procurement and Contract Compliance

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BT

FROM: Andria Wingett
Director of Development Services

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AW

FROM: Anand Balram
Manager of Planning

^{DS}
AB

SUBJECT: Recommendation to Approve a Change Order to Kimley-Horn Agreement with the City for the Comprehensive Plan Update related to RFQ-4611-19-AP, and to renew the contract for the period of October 1, 2024- September 30, 2025. The Change Order amount is \$50,000 and the Total Amount to include the Change Order is \$550,000.

ISSUE:

The Department of Development Services, Division of Planning and Urban Design, is submitting a request for a change order increase of up to \$50,000 to support the ongoing success of the City of Hollywood's Comprehensive Plan Review. This request stems from two primary reasons:

Firstly, the consultant's scope of work originally did not include translation services. Following discussions with senior leadership and the Commission, it became evident that this gap posed a potential threat to the project's success, considering the City's diverse and multicultural population.

Secondly, the City Manager's office directed the need for a second community-wide kick-off meeting on the west side of the city.

While the maximum labor fee for these services is currently estimated not to exceed \$36,700, the Department recommends an additional \$50,000 to provide flexibility in the engagement plan going forward.

In addition, the project was initially scheduled for completion in September 2024. However, due to slower than anticipated progress within the organization, timelines have been adjusted. The project is now expected to conclude in Spring 2025. To accommodate potential challenges during the policy drafting and consensus-building phases, staff recommends exercising the available renewal term, effective October 1, 2024- September 30, 2025.

AUTHORITY:

§ 38.48 CHANGE ORDERS.

(A) CHANGE ORDER

Changes, due to unanticipated conditions or developments, made to any contract, which are reasonably and conscientiously viewed as being in fulfillment of the original scope of the contract and/or matters directly related thereto.

(B) City Manager's authority.

(1) Subject to the restrictions contained in (B)(2) below, the City Manager is authorized to approve and initiate work on the following types of change orders determined in his or her judgment to be in the public interest, as follows:

(a) All change orders decreasing the cost of the contract to the City that do not materially alter the character of the work contemplated by the contract.

(b) A change order, consisting of one or more changes permitted by subsection (A) above, where the net change, taking into account both increases and decreases in cost, increases the cost of the contract to the City by an amount not in excess of \$50,000.

(c) A change order extending the contract completion date by not more than 90 calendar days.

(d) A change order comprised of administrative changes with no change in cost or completion date.

(e) Any change orders where the sum of all change orders and the original contract amount do not exceed \$100,000.

(2) Notwithstanding the provisions of (B)(1) above, the City Manager is not authorized to approve a change order under either of the following conditions:

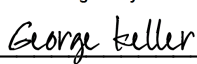
(a) *Where the sum of all change orders issued under the contract exceed \$100,000 or 10% of the original contract amount, whichever is less, except as authorized in §38.48(B)(1)(e) above; or*

(b) *Where the cumulative effect of all approved change orders will result in the extension of a contract completion date by more than 180 calendar days.*

Funding has been provided in the fiscal year 2025 budget for the Department of Development Services, Division of Planning and Urban Design in Account Number 117.140401.51500.531170.001439.000.000.

RECOMMENDATION:

Change order approval in the amount of \$50,000 to Kimley-Horn to support additional engagement the City's Comprehensive Plan Review & renew the contract for the period of October 1, 2024-September 30, 2025.

DocuSigned by:


APPROVED BY: BB230053647405 George R. Keller, Jr. CPPT
City Manager

8/8/2024

Date:

Attachments: Agreement between the City and Kimley-Horn for the Comprehensive Plan Update
Amendment to City of Hollywood Professional Services Agreement
Resolution R-2023-198
RFQ-4611-19-AP
Approved Certificate of Insurance



September 5, 2023

Ms. Andria Wingett
Assistant Director Development Services
City of Hollywood
2600 Hollywood Blvd.
Hollywood, Florida 33022

Re: City of Hollywood – EAR and Comprehensive Plan Update

Dear Ms. Wingett:

Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “Consultant”) is pleased to submit this letter agreement (the “Agreement”) to the City of Hollywood (“Client” or “City”) for providing services related to the RFQ-4611-19-AP.

Project Understanding

Section 163.3191, Florida Statutes, requires each local government to assess its Comprehensive Plan to determine whether and how a Comprehensive Plan must be amended to address changes in growth management laws since the most recent update was adopted. The City submitted their Evaluation and Appraisal (EAR) Notification Letter to the Florida Department of Economic Opportunity (DEO) dated January 31, 2022 notifying DEO that the City has determined amendments to their Comprehensive Plan are necessary. However, it is our understanding that the City has not performed their Evaluation and Appraisal Review (EAR) of their Comprehensive Plan.

Additionally, pursuant to Chapter 163.3192(2), Florida Statutes, within one year of the City submitting their Notification Letter to DEO, proposed amendments to the Comprehensive Plan must be transmitted to DEO otherwise the City shall be prohibited from conducting any Comprehensive Plan amendments until it is completed. The DEO has advised the City that the proposed Comprehensive Plan amendments should be transmitted to the DEO by February 1, 2023. Unfortunately, the timeline to meet this transmittal date is no longer possible due to events out of the City’s and Kimley-Horn’s control. Kimley-Horn will provide an updated timeline to transmit the Comprehensive Plan amendments to DEO in an expedited and realistic time frame.

Kimley-Horn will confirm with DEO that the Comprehensive Plan amendments that are an update based on an Evaluation and Appraisal must follow the State Coordinated Review Process outlined in Section 163.3184(4), F.S. Kimley-Horn will assist the City in updating the City’s Comprehensive Plan.

Scope of Services

Side-by-Side Analysis

RFQ-4611-19-AP: April 2023	Letter Agreement: July 2023
Task 1: Kickoff – Visioning, Fact Finding, Project Branding	Task 1: Project Kickoff and Plan Analysis, Task 2: Data Inventory and Analysis Update
Task 2: Data, Inventory, and Analysis – Existing Plans, Studies, and Policies Assessment	Task 1: Project Kickoff and Plan Analysis, Task 2: Data Inventory and Analysis Update
Task 3: Comprehensive Plan Update	Task 3: Comprehensive Plan Update and New Element
Task 4: Public Engagement and Involvement	Task 1.3, Task 2.4, Task 2.5, Task 3.2, Task 5
Task 5: Reporting, Adoption, and Rollout	Task 4: Final Comprehensive Plan Adoption
Task 6: <i>Not included in RFQ</i>	
Task 7: <i>Misnumbered as Task 7 – Scope Enhancements and Cost Savings Suggestions</i>	Integrated into Task 2 and Task 3

Further detail is provided *in italics* for each task below.

Task 1 – Project Kickoff and Plan Analysis

Kimley-Horn understands that the primary point of contact from the City will be the Planning staff (“City staff”). City staff may invite staff from other City departments to participate in meetings and provide input and feedback throughout the process.

Task 1.1 Project Kick-off Meeting and Project Coordination Task 1 in RFQ-4611-19-AP

Kimley-Horn will meet with City staff one (1) time in person as a Project Kick-off and team introduction and to identify data and information needed to perform the review of the City’s Comprehensive Plan. At this meeting, project organization and staff coordination procedures will be established.

The Kimley-Horn team will meet with City staff to:

- Introduce team members of both the consultant and City and identify the roles that they will play in the process.
- Discuss the City’s specific desired objectives and outcomes.
- Establish the tentative project schedule and milestones, including groupings of element updates.
- Discuss progress reports.
- Develop a list of key stakeholders’ names and obtain contact information.
- Discuss options for public participation methods.
- Discuss public outreach meeting details, notification responsibilities, scheduling, and format.
- Develop a list of data needs from the City.

Kimley-Horn will begin the process of data collection (Task 2) in coordination with City staff by identifying additional data and information that may be required directly from the City to inform the Comprehensive Plan update in the following tasks.

Kimley-Horn will schedule a kickoff call with Broward County Planning Council (BCPC) staff and with the Department of Economic Opportunity (DEO) staff. One (1) call will be held with each

agency. It is highly encouraged for one City staff member to participate in both calls.

Kimley-Horn will schedule a project progress call once a month with City staff until delivery of the final task in this scope, not to exceed 30 calls up to one (1) hour each. The purpose of the calls will be to review the work assignments, provide project status, prepare for upcoming engagement meetings, and to communicate additional data needs through the end of this assignment. These calls will occur virtually and it is assumed that up to two (2) Kimley-Horn team members will participate in each progress call.

Task 1.2 Current Plan Analysis and Amendment Matrix Task 2 in RFQ-4611-19-AP

Kimley-Horn will assess each of the City's comprehensive plan elements and will review them for consistency with adopted State and regional requirements since the adoption of the last comprehensive plan. Kimley-Horn will identify language of the current Plan that is regulatory in nature and more appropriate in the Land Development Code, as well as identify updates that will address best planning practices. Kimley-Horn will develop a draft review "matrix" of recommended GOPs for amendment including justification. The matrix is understood to include the following:

- A comparison of the City's Comprehensive Plan with the Florida State Statutes and any other state requirements which must be added/revised in the plan.
- Identify GOPs that are duplicative or inconsistent between the different elements.
- Assessment of GOPs as it relates to regulations better suited for the Land Development Code.
- Evaluate whether the GOPs have been implemented and whether the GOPs should be kept unchanged, revised or should be removed from the plan.

Kimley-Horn will provide up to two (2) drafts of the amendment matrix for City staff to review and provide comment. City staff shall collect comments from each reviewer and provide one consolidated set of comments to Kimley-Horn in the original excel document or a pdf scan. Comments from the City shall be received within three (3) weeks of receipt of the deliverable. Kimley-Horn will revise the amendment matrix as applicable and provide one (1) final draft of the amendment matrix to City staff.

Task 1.3 Community Wide Project Meeting #1 Task 4 in RFQ-4611-19-AP

Kimley-Horn will hold a community wide public outreach meeting for two (2) hours in the evening on a weekday. This task also includes the preparation of the presentation material including the meeting agenda, PowerPoint, visual exhibits and polling if desired. Kimley-Horn will arrive one (1) hour early to set up for the agreed up on format of the meeting (i.e. open house, presentation, stations).

At this meeting, the Kimley-Horn team will educate the community about a Comprehensive Plan and present the recommended amendments based on the amendment matrix followed by a forum that allows for input from attendees. Kimley-Horn will facilitate a discussion that will assist in the development of Goals for each Element of the new Comprehensive Plan. The information and knowledge collected at this meeting will inform the Comprehensive Plan rewrite and provide the Kimley-Horn Team with additional insight into the community's priorities and issues.

It is understood that the City shall be responsible for the meeting location arrangements, room setup and breakdown, and legal advertisements/public notices for all meetings.

One (1) meeting summary will be provided to City staff within one (1) week of the meeting. The City will be responsible for any virtual attendance option as well as the subsequent recording

and transcription.

Task 1.4 Branding and Website Task 1 in RFQ-4611-19-AP

Kimley-Horn will develop a concept for overall look, organization of information, and functionality for a project website. This includes the purchase of a domain name to be determined by City staff at Staff Project Kick-off Meeting. The site will be designed using a Content Management System (CMS) interface such as WordPress. It will feature responsive functionality (for tablets and mobile devices), incorporate social media links and/or content, and will be designed to match project branding. The process for developing the project website is assumed to be as follows:

- Develop website framework that describes the flow and content of the website (using wireframes and/or sample visuals)
- Review and finalize wireframes
- Create draft website with a client weblink to review/approve the content/design
- Address one set of consolidated comments from City staff
- Launch public website
- Coordinate with City IT staff to link to City's website
- Consultant to host until final project deliverable is provided to City staff (final draft of the comprehensive plan).
- Website to be updated with new information including communitywide meeting information and completed deliverables one time per month.

Task 2 – Data Inventory and Analysis Update

Task 2.1 Data Collection Task 1 and 2 in RFQ-4611-19-AP

Kimley-Horn will collect data for the Data Inventory and Analysis (DIA) update and amendments specific to the elements and assess changes to the Comprehensive Plan since the City's last update. Kimley-Horn will rely on the information provided by the City based on the mutually agreed upon data list discussed at the kick-off meeting, as well as the plans of applicable local and regional agencies. The Kimley-Horn team will review the data and documents collected, including:

Planning Documents: City's past and present Comprehensive Plans, Land Development Code, and City planning studies completed since the last plan update.

Public Facilities: Kimley-Horn will review the City's inventory of existing public facilities and community assets (transportation, utilities, public parks, and open space). If the City does not have this inventory in document form, Kimley-Horn will collect this data by way of a desktop inventory (if available) and review this information with the City to understand each facilities current state and any changes and proposed changes since last update.

Regional Documents: Kimley-Horn will collect and review documents prepared by regional agencies that might impact the City's Comprehensive Plan (i.e., Broward Next, MPO Long Range Transportation Plan, South Florida Regional Planning Council, etc.)

Economics and Demographics: Kimley-Horn will collect and review economic and population statistics including housing supply, ownership, and affordability; employment statistics and characteristics; and identify the drivers that will likely affect future growth in the City. Typical sources of data used include data from Broward Next, the U.S. Census Bureau, Esri Business Analyst Online, the American Community Survey, the Bureau of Economic and Business Research at the University of Florida, and the Florida Office of Economic and Demographic Research.

Other Topics: Other information to be provided by the Client and further discussed at the kick-off meeting include current development characteristics and trends, community facilities and services not already covered such as schools (i.e. mitigation or shared use agreements) and emergency services; environmental resources, and cultural resources.

Task 2.2 Data Inventory and Analysis Review and Update Task 2 in RFQ-4611-19-AP

Kimley-Horn will review and update the most current Data Inventory and Analysis (DIA) document as the technical analyses for each Element, as well as create new sections for newly proposed elements in the plan. Demographic and socioeconomic data including population projections will be reviewed to determine the appropriate growth scenario (likely based on Bureau of Economic and Business Research (BEBR) medium projections and the 2020 U.S. Census) for the City based on recent trends. This information will become the basis of the revisions in the Goals, Objectives, and Policies document. Future and existing deficits will be identified in the transportation, utilities, and infrastructure systems. The planning horizon will be extended to 2045. The Future Land Use Map series will be updated to reflect the current City boundary and any other Future Land Use Map changes since the last Comprehensive Plan update, provided by the City to Kimley-Horn. Kimley-Horn will not conduct a survey or collect traffic data as part of this scope.

Kimley-Horn will provide up to two (2) drafts of the updated DIA for City staff to review and provide comment. City staff shall collect comments from each reviewer and provide one consolidated set of comments to Kimley-Horn. Comments from the City shall be received within two (2) weeks of receipt of the deliverable. Kimley-Horn will revise the DIA as applicable and provide one (1) final draft of the DIA to City staff.

Task 2.3 GIS Map Updates Task 2 in RFQ-4611-19-AP

Kimley-Horn will request GIS data sets from the City needed to update the DIA and the Comprehensive Plan map series. If the City does not have the data required to update the map series, Kimley-Horn will request the data from Broward County. Parcel data with existing use and future land use will be required to update the series. The City shall provide all future land use changes by Ordinance since the most recent Comprehensive Plan update in a consolidated format, preferably in an excel table.

Task 2.4 Community Wide Project Meeting #2 Task 4 in RFQ-4611-19-AP

Kimley-Horn will hold a community wide public outreach meeting for two (2) hours in the evening on a weekday. This task also includes the preparation of the presentation material including the meeting agenda, PowerPoint, visual exhibits and polling if desired. Kimley-Horn will arrive one (1) hour early to set up for the agreed up on format of the meeting (i.e. open house, presentation, stations).

At this meeting, the Kimley-Horn team will discuss the preliminary findings from the data inventory and analysis, followed by a forum that allows for input from attendees. The information and knowledge collected at this meeting will inform the Comprehensive Plan rewrite and provide the Kimley-Horn Team with additional insight into the community's priorities and issues.

It is understood that the City shall be responsible for the meeting location arrangements, room setup and breakdown, and legal advertisements/public notices for all meetings.

One (1) meeting summary will be provided to City staff within one (1) week of the meeting. The City will be responsible for any virtual attendance option as well as the subsequent recording and transcription.

Task 2.5 City Commissioner One-on-one Meetings Task 4 in RFQ-4611-19-AP

Coordinate and attend meetings with each City Commissioner, six (6) meetings in total. The meetings should be scheduled on the same day or on two (2) consecutive days of the same week. These meetings will be attended with one Commissioner at a time to ensure compliance with Florida's broad Sunshine Laws. The meetings will be held at City Hall with at least one (1) City staff member included, or virtually if preferred. The purpose of the meetings will be to provide an update on the status of the project and to receive input on the comprehensive plan update.

Task 3 - Comprehensive Plan Update and New Element

Based on the amendment matrix and DIA, Kimley-Horn will create a draft update to the Comprehensive Plan's Goals, Objectives, and Policies upon City staff approval of the recommendations in the amendment matrix.

Task 3.1 Update Goals, Objectives, and Policies Task 3 in RFQ-4611-19-AP

The Goals, Objectives, and Policies of the following Elements will be amended to incorporate the community engagement input, address the amendment matrix and DIA recommendations, and establish a framework for the future of Hollywood through 2045.

- Land Use
- Transportation (add new Mobility GOPs)
- Housing
- Coastal
- Conservation
- Recreation and Open Space
- Utilities and Sub-elements
- Intergovernmental Coordination
- Capital Improvements (based on City's annual update)
- Historic Preservation
- Sustainability and Resiliency (New Element)
- Economic Development (New Element)

Kimley-Horn understands that the City desires to have a modern, updated Comprehensive Plan that is both intuitive and user-friendly with measurable Goals, Objectives, and Policies. Kimley-Horn will provide up to two (2) drafts of each element for City staff to review and provide comment. The elements will be delivered in up to three (3) groupings to ease the review process. City staff shall collect comments from each reviewer and provide one consolidated document to Kimley-Horn per element including all reviewer comments. Comments from the City shall be received within three (3) weeks of receipt of the deliverable.

Kimley-Horn will provide a third draft of each element to City Staff within 30 days of the last Community Wide Outreach Meeting #4 discussed in Task 3.2. Comments from the City shall be received within two (2) weeks of receipt of the third draft deliverable. Kimley-Horn will revise the elements as applicable and provide one (1) final draft of each element to City staff for use as the exhibit within the staff reports.

Following completion of the final draft 2045 Comprehensive Plan, the updated document will be made available online for public review and input. Kimley-Horn will ensure that the document is ADA accessible. The City shall be responsible for posting the document(s) to the City's website and collecting and delivering input in a consolidated format that they would like Kimley-Horn to consider in the update before the submittal to the BCPC.

Task 3.2 Community Wide Outreach Meetings #3 and #4 Task 4 in RFQ-4611-19-AP

The Kimley-Horn Team will present the draft Comprehensive Plan over two (2) Community Wide Outreach Meetings for two (2) hours in the evening on a weekday with a virtual option if preferred.

These meetings will be in person and will cover two groupings of the updated elements (for example, Outreach Meeting #3 may include Future Land Use, Transportation, Housing, and Historical Preservation; Outreach Meeting #4 may include Recreation and Open Space, Coastal, Conservation, Utilities, and Intergovernmental Coordination).

This task also includes the preparation of the presentation material including the meeting agenda, PowerPoint, visual exhibits. Kimley-Horn will arrive one (1) hour early to set up for the agreed up on format of the meeting (i.e. open house, presentation, stations).

It is understood that the City shall be responsible for the meeting location arrangements and legal advertisements/public notices for all meetings as well as any virtual attendance option, recording and transcription.

Task 4 - Final Comprehensive Plan Adoption Task 5 in RFQ-4611-19-AP***Task 4.1 Final Plan Recommendation and Transmittal Task 5 in RFQ-4611-19-AP***

After the Plan has been reviewed by City staff and comments addressed, Kimley-Horn will attend and present the new 2045 Comprehensive Plan at the following meetings:

Broward County Planning Council: Kimley-Horn will submit the draft amendment to the Future Land Use Element and any Future Land Use map changes to the Planning Council for review and input. Any input received will be addressed in one (1) update to the draft elements.

Planning & Zoning Board / Local Planning Agency: Kimley-Horn will present the draft Comprehensive Plan to the Planning & Zoning Board at an advertised public hearing. Any input received will be added to the memorandum, to be presented to the City Commission.

City Commission Transmittal: Kimley-Horn will present the draft Comprehensive Plan to the City Commission at the transmittal hearing. Kimley-Horn will transmit the Comprehensive Plan update to the DEO. Based on our assessment, the Plan will be reviewed by State agencies through the expedited review process, which provides for a 30-day review period. Following the review period, agencies will provide comments to the City directly.

Task 4.2. Agency Comments Task 5 in RFQ-4611-19-AP

Kimley-Horn will update the draft Comprehensive Plan one (1) time to incorporate comments received from State agencies as may be appropriate and at the City's discretion. A call will be scheduled with DEO after comments are received to clarify and confirm the information within their correspondence if found necessary.

Task 4.3 City Commission Adoption Task 5 in RFQ-4611-19-AP

Kimley-Horn will present the draft Comprehensive Plan one (1) time to the City Commission at the adoption hearing.

Task 4.4 Broward County Planning Council Future Land Use Chapter Recertification Task

5 in RFQ-4611-19-AP

Kimley-Horn will participate in one (1) Public Hearing before the Broward County Planning Council for the recertification of the Future Land Use plan in accordance with Broward County's Comprehensive Plan requirements.

Task 4.5 Final Deliverable *Task 5 in RFQ-4611-19-AP*

Kimley-Horn will provide City staff a digital copy with print-ready graphics in an accessible pdf format. The digital copy shall not be protected or prevent future editing. All GIS maps and data (shapefiles) used to create the maps will be provided to the City.

Task 5 – Targeted Group Meeting *Task 4 in RFQ-4611-19-AP*

Prepare for and attend up to (8) in-person or virtual meetings with an Advisory Board, Committee, or Targeted Stakeholder Group to present and facilitate input on the Comprehensive Plan for two (2) hours in the evening on a weekday. This presentation will be in addition to the presentations discussed in the tasks of this scope. City staff will be responsible for securing the time and place of the meeting, providing the virtual attendance option, recording and transcription, as well as the required legal advertising of the meeting if it is required to be advertised. Any input received will be added to the memorandum, to be presented to the City Commission. The City shall notify Kimley-Horn at least 30 days in advance of each requested meeting for adequate planning and assurance of availability.

Schedule

We will provide our services as expeditiously as practicable once the Client provides a notice to proceed consistent with the agreed upon schedule.

Fee And Billing

Kimley-Horn will perform the services in Tasks 1 - 5 on a labor fee plus expense basis with the maximum labor fee shown below.

Task	Amount
1. Project Kickoff and Plan Analysis	\$100,000
2. Data Collection and DIA Update	\$100,000
3. Comprehensive Plan Update + New Elements	\$140,000
4. Final Comprehensive Plan Adoption	\$80,000
5. Targeted Group Meetings	\$80,000
Maximum Labor Fee	\$500,000

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual task amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

Labor fee will be billed on an hourly basis according to our then-current rates. As to these tasks, direct reimbursable expenses such as express delivery services, fees and other direct expenses will be billed at 1.15 times cost. Travel expenses for meeting attendance, such as car rental, air travel, lodging and fuel, will be billed directly and will not exceed \$10,000 unless approved by the Client. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project

related computer time, and local mileage. Administrative time related to the project may be billed hourly. All application and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, a separate invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to the **City of Hollywood**.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

If you want us to proceed with the services, please have an authorized person sign this Agreement below and return to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,


KIMLEY-HORN AND ASSOCIATES, INC.




Richard Barr, AICP
Senior Vice President




Alessandria Palmer
Associate

THE CITY OF HOLLYWOODSIGNED:  DocuSigned by: _____PRINTED NAME: Josh LevyTITLE: MayorDATE: 10/19/2023

APPROVED AS TO FORM:

DocuSigned by:  _____
DOUGLAS R. GONZALES
CITY ATTORNEY

DS  10/18/2023
DATE

ATTEST:

DS

DocuSigned by:

PATRICIA A. CERNY, MMC CITY
CLERKDATE: 10/19/2023

Client's Federal Tax ID: _____

Client's Business License No.: _____

Client's Street Address: _____

Attachment – Request for Information
Attachment – Standard Provisions

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

- 1) **Kimley-Horn's Scope of Services and Additional Services.** Kimley-Horn will perform only the services specifically described in this Agreement. If requested by the Client and agreed to by Kimley-Horn, Kimley-Horn will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay Kimley-Horn for any Additional Services an amount based upon Kimley-Horn's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.
- 2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:
 - a. Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
 - b. Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
 - c. Provide Kimley-Horn all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which Kimley-Horn may rely upon.
 - d. Arrange for access to the site and other property as required for Kimley-Horn to provide its services.
 - e. Review all documents or reports presented by Kimley-Horn and communicate decisions pertaining thereto within a reasonable time so as not to delay Kimley-Horn.
 - f. Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
 - g. Obtain any independent accounting, legal, insurance, cost estimating, and feasibility services required by Client.
 - h. Give prompt written notice to Kimley-Horn whenever the Client becomes aware of any development that affects Kimley-Horn's services or any defect or noncompliance in any aspect of the project.
- 3) **Period of Services.** Unless otherwise stated herein, Kimley-Horn will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that Kimley-Horn does not control. If such delay or suspension extends for more than six months, Kimley-Horn's compensation shall be renegotiated.
- 4) **Method of Payment.** Client shall pay Kimley-Horn as follows:
 - a. Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by Kimley-Horn and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after Kimley-Horn's transmittal of its invoice, Kimley-Horn may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
 - b. If the Client relies on payment or proceeds from a third party to pay Kimley-Horn and Client does not pay Kimley-Horn's invoice within 60 days of receipt, Kimley-Horn may communicate directly with such third party to secure payment.
 - c. If the Client objects to an invoice, it must advise Kimley-Horn in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due.
 - d. If Kimley-Horn initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at Kimley-Horn's normal hourly billing rates, of the time devoted to such proceedings by its employees.
 - e. The Client agrees that the payment to Kimley-Horn is not subject to any contingency or condition. Kimley-Horn may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of Kimley-Horn to collect additional amounts from the Client.
- 5) **Use of Documents.** All documents and data prepared by Kimley-Horn are related exclusively to the services described in this Agreement and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of Kimley-Horn's documents, or any reuse of the documents without written authorization by Kimley-Horn will be at the Client's sole risk and without liability to Kimley-Horn, and the Client shall indemnify, defend and hold Kimley-Horn harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. Kimley-Horn's

electronic files and source code remain the property of Kimley-Horn and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the Client and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by Kimley-Horn, the hardcopy shall govern.

- 6) **Intellectual Property.** Kimley-Horn may use or develop its proprietary software, patents, copyrights, trademarks, trade secrets, and other intellectual property owned by Kimley-Horn or its affiliates ("Intellectual Property") in the performance of this Agreement. Unless explicitly agreed to in writing by both parties to the contrary, Kimley-Horn maintains all interest in and ownership of its Intellectual Property and conveys no interest, ownership, license to use, or any other rights in the Intellectual Property to Client. Any enhancements of Intellectual Property made during the performance of this Agreement are solely owned by Kimley-Horn and its affiliates. If Kimley-Horn's services include providing Client with access to or a license for Kimley-Horn's (or its affiliates') proprietary software or technology, Client agrees to the terms of the Software License Agreement set forth at <https://www.kimley-horn.com/khts-software-license-agreement> ("the License Agreement") which terms are incorporated herein by reference.
- 7) **Opinions of Cost.** Because Kimley-Horn does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Kimley-Horn's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
- 8) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. Kimley-Horn shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by Kimley-Horn as a result of such termination.
- 9) **Standard of Care.** The standard of care applicable to Kimley-Horn's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by Kimley-Horn's performance of services, and it is agreed that Kimley-Horn is not a fiduciary with respect to the Client.
- 10) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and Kimley-Horn, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of Kimley-Horn and Kimley-Horn's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of Kimley-Horn or Kimley-Horn's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by Kimley-Horn under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section shall require the Client to indemnify Kimley-Horn.
- 11) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.
- 12) **Construction Costs.** Under no circumstances shall Kimley-Horn be liable for extra costs or other consequences due to unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Kimley-Horn shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before Kimley-Horn has issued final, fully approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.
- 13) **Certifications.** All requests for Kimley-Horn to execute certificates, lender consents, or other third-party reliance letters must be submitted to Kimley-Horn at least 14 days prior to the requested date of execution. Kimley-Horn shall not be required to execute certificates, consents, or third-party reliance letters that are inaccurate, that relate to facts of which Kimley-Horn does not have actual knowledge, or that would cause Kimley-Horn to violate applicable

rules of professional responsibility.

- 14) **Dispute Resolution.** All claims arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation.
- 15) **Hazardous Substances and Conditions.** Kimley-Horn shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Kimley-Horn's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. Kimley-Horn will notify the Client of unanticipated hazardous substances or conditions of which Kimley-Horn actually becomes aware. Kimley-Horn may stop affected portions of its services until the hazardous substance or condition is eliminated.
- 16) **Construction Phase Services.**
- a. If Kimley-Horn prepares construction documents and Kimley-Horn is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against Kimley-Horn in any way connected thereto.
 - b. Kimley-Horn shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, equipment maintenance and inspection, sequence, schedule, safety programs, or safety practices, nor shall Kimley-Horn have any authority or responsibility to stop or direct the work of any contractor. Kimley-Horn's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by Kimley-Horn. Kimley-Horn neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.
 - c. Kimley-Horn is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and Kimley-Horn for all claims and liability arising out of job site accidents; and that the Client and Kimley-Horn shall be made additional insureds under the contractor's general liability insurance policy.
- 17) **No Third-Party Beneficiaries; Assignment and Subcontracting.** This Agreement gives no rights or benefits to anyone other than the Client and Kimley-Horn, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and Kimley-Horn. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Kimley-Horn, without the written consent of Kimley-Horn. Kimley-Horn reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If Kimley-Horn exercises this right, Kimley-Horn will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.
- 18) **Confidentiality.** The Client consents to the use and dissemination by Kimley-Horn of photographs of the project and to the use by Kimley-Horn of facts, data and information obtained by Kimley-Horn in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, Kimley-Horn shall use reasonable care to maintain the confidentiality of that material.
- 19) **Miscellaneous Provisions.** This Agreement is to be governed by the law of the State of Florida. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements, or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by Kimley-Horn. If Client requires Kimley-Horn to register with or use an online vendor portal for payment or any other purpose, any terms included in the registration or use of the online vendor portal that are inconsistent or in addition to these terms shall be void and shall have no effect on Kimley-Horn or this Agreement. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

(20) PURSUANT TO FS 558.0035, EMPLOYEES OF KIMLEY-HORN MAY NOT BE HELD INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE UNDER THIS AGREEMENT.

CITY'S TERMS AND CONDITIONS

The following Terms and Conditions are applicable to this order entered into by and between the City of Hollywood (referred to as Client) and Kimley-Horn and Associates, Inc., (referred to as Consultant).

MODIFICATIONS

This purchase order form and any other document pertaining to this transaction which has been acknowledged in writing by the Director is a complete and exclusive statement of this order. Accordingly no modification or amendment shall be binding upon the Client unless signed by the Director. The City Attorney has approved these standard terms and conditions as to form and legality. Accordingly no modification of these terms and conditions shall be binding upon Client unless they are endorsed and approved by the City Attorney. In the event of a conflict between these terms and conditions and any other document pertaining to the transaction covered by this order, these terms and conditions shall prevail.

ASSIGNMENT

Any assignment of this order or the performance of work hereunder, in whole or in part, is prohibited.

EXCUSABLE DELAYS

The Client may grant additional time for any delay or failure to perform hereunder if the delay will not adversely impact the best interests of the Client and is due to causes beyond the control of Consultant. Such grant must be in writing and made part of the order.

DEFAULT

In the event of default by the Consultant, Client may procure the articles or services covered by this order from other sources and hold Consultant responsible for any excess costs occasioned thereby, in addition to all other available remedies at law or equity.

INVOICING

Consultant must render original invoice to the City of Hollywood, Department of Financial Services, P.O. Box 229045, Hollywood, Florida 33022-9045.

TAX

The City of Hollywood is exempt from Federal and State taxes for tangible personal property. Consultants doing business with the City, which are not otherwise exempt, shall not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City, nor shall any Consultant be authorized to use the City Tax Exemption Number in securing such materials.

RESPONSIBILITY

Responsibility will not be accepted for any goods delivered or services performed unless covered by a duly signed and authorized City of Hollywood order, issued by the Procurement Services Division.

ACCEPTANCE

Consultant's acceptance of this order will be presumed unless Consultant acknowledges exception, in writing, to Client within ten (10) calendar days after date of order.

INSPECTION

All Services provided on this order are subject to review upon receipt by a representative of the Client. All rejected Services shall remain the property of the Consultant and will be returned at the Consultant's expense.

QUANTITIES

Quantities specified in the order cannot be changed without Client approval.

PAYMENT CHANGES

Payments will be made only to the company and address as set forth on order unless the Consultant has requested a change thereto on official company letterhead, signed by an authorized officer of the company.

ANTI-DISCRIMINATION

Consultants doing business with the Client are prohibited from discriminating against any employee, applicant or client because of race, creed, color, national origin, sex or age with regard to but not limited to the following: employment practices, rates of pay or other compensations, methods and training selection.

UNIFORM COMMERCIAL CODE

Florida law, including without limitation the Uniform Commercial Code (Chapter 670 – 680, Florida Statutes), shall apply to and supplement the terms and conditions of this order. Venue shall lie in a court of competent jurisdiction in Broward County, Florida.

LEGAL RESPONSIBILITY

By accepting this order, Consultant understands and agrees that the services to be rendered shall be performed in compliance with applicable Federal, State, County and Local laws, ordinances, rules and regulations. Lack of knowledge by the Consultant shall in no way be a cause for relief from responsibility.

LIABILITY - COPYRIGHT/PATENT/TRADEMARK

Consultant shall save and hold harmless Client, its officers, employees and agents from liability for infringement of any United States patent, trademark or copyright for or on account of the use of any product sold to Client or used in the performance of this order.

INDEMNIFICATION

Consultant shall indemnify and hold harmless Client, its officers, employees and agents from and against any and all claims, damages, liability, judgments or causes of action, including costs, expenses and attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Consultant, its officers, employees, agents, subcontractors or assignees in the performance of services under this Purchase Order.

REPRESENTATIVE

All parties to this order agree that the representatives named herein are, in fact, bonafide and possess full and complete authority to bind said parties.

PUBLICITY

No endorsement by the City of the product and/or service will be used by Consultant in any way, manner or form in product literature or advertising.

INSURANCE

The Consultant of services must have secured and maintained the required amount of \$1,000,000 general and \$500,000 Professional liability limits and must list the City as an additional insured of this coverage. The Consultant must have worker's compensation coverage as required by law. Any exception to the above stated limits or other requirements must be endorsed and approved by the City of Hollywood Risk Manager.



July 18, 2024

Ms. Andria Wingett
Assistant Director Development Services
City of Hollywood
2600 Hollywood Blvd.
Hollywood, Florida 33022

Re: Amendment 1 to City of Hollywood Professional Services Agreement
Additional Community Engagement and Interpretation/Translation Services

Dear Ms. Wingett:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") and the City of Hollywood ("Client") entered in a Professional Services Agreement dated October 19, 2023 ("Agreement") concerning the Comprehensive Plan Update ("Project").

The parties now desire to amend the Agreement to include services to be performed by Consultant for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Project Understanding

The original agreement includes scope for four community wide project meetings. The Client replaced Community wide meeting #2 with two (2) pop up events in which the Consultant will prepare materials for and attend a previously scheduled event within the City, leaving three community wide project meetings. The first community wide meeting took place on May 22, 2024 at the City library, next door to City Hall. The latter two community wide meetings are scheduled during later tasks of the project, during the comprehensive plan rewrite task.

After the May 22, 2024 community wide project meeting, the Client acknowledged that there is a need for an additional meeting to occur before the comprehensive plan is updated to serve residents in the western part of the City.

The Client also recognized a need for language translation services due to the diversity of language spoken in the City of Hollywood. The following tasks will address these additional community engagement needs outside of the original agreement scope including a translation specialist to attend community wide meetings, as well as to translate the outreach materials being generated by the consultant team.

Task 1 – Additional Community Wide Project Meeting

The Kimley-Horn Team will facilitate one (1) additional community wide project meeting before the comprehensive plan is updated to be hosted in the western area of the City. The two (2) hour

open house meeting will be attended by four (4) members of the Consultant team, in-person, in the evening on a weekday. Kimley-Horn will arrive two (2) hours early to set up for the agreed upon format of the meeting including a charette style station with two (2) designers. It is understood that the City is responsible for the meeting location arrangements and advertisements/public notices for all meetings, as well as any virtual attendance option, recording and transcription. This task also includes travel time to the meeting, preparation for the meeting and analysis of the input received during the meeting. Preparation includes updates to the presentation material created for the May 22, 2024 meeting, including up to one (1) revision to the four (4) of the poster boards, PowerPoint, and flyers.

Task 2 - Interpretation for Public Meetings

Kimley-Horn will provide up to one (1) Spanish/English interpreter at up to two (2) communitywide project meetings as discussed in Task 1 and in the original agreement. The interpreter will present in Spanish for up to five (5) minutes before the initial presentation at each meeting to announce their services and where they will be located during the meeting. The interpreter will not translate the entire meeting presentation. The interpreter will be available for the remainder of the public meeting to answer questions and take feedback from Spanish speakers. This task also includes a 30-minute virtual meeting in advance of each community wide meeting to establish the scope for each meeting.

Task 3 – Translation of Outreach Flier for Public Meetings

Kimley-Horn will produce up to four (4) graphic fliers to advertise each of the community wide project meetings outlined in Task 1 and the original agreement. This flier will include both English and Spanish text to advertise the meetings as well as the online engagement web address or QR code. This task includes up to one (1) round of edits for each graphic flier based upon consolidated comments provided by the client. The flier will be reviewed by the Translator. Printed materials are not included in this task.

Task 4 – Translation of Posters for Community Wide Public Meetings

Kimley-Horn will provide Spanish/English translation of up to fifteen (15) presentation boards as included in Task 1 and in the original agreement for up to two (2) community wide project meetings. The translations for each of the presentation boards will be provided on 11"x17" handouts. Electronic files of the translation handouts will also be accessible on the project website (as included in the original agreement) by scanning a QR code located on the presentation boards. The translated materials can also be housed on the project webpage. Printed materials are not included in this task.

Task 5 – Translation of Text/Image-based Web Survey

Kimley-Horn will provide translation services for up to one (1) Survey123 web-based survey as included in the original agreement. Kimley-Horn will provide one (1) draft of a Word document

with each survey question translated from English into Spanish. This task includes up to one (1) round of edits based upon consolidated comments provided by the client. Once the edits are approved by the Client, Kimley-Horn will input the Spanish translated questions into the Survey123 web-based survey.

We will provide our services as expeditiously as practicable once the Client provides a notice to proceed.

For the services set forth above, Client shall pay Consultant the following compensation:

Task	Amount
1. One (1) Additional Community Wide Project Meeting	\$18,500
2. Interpretation of Public Meetings (2 meetings)	\$2,400
3. Translation of Outreach Flier (4 fliers)	\$3,300
4. Translation of Presentation Posters (2 updates)	\$10,500
5. Translation of Survey123 Web-based Survey (1 update)	\$2,000
Maximum Labor Fee	\$36,700

Kimley-Horn will not exceed the total maximum labor fee shown without authorization from the Client. Individual tasks amounts are provided for budgeting purposes only. Kimley-Horn reserves the right to reallocate amounts among tasks as necessary.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



Richard Barr, AICP
Senior Vice President



Alessandria Palmer
Associate

RESOLUTION NO. R-2023-198

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AN AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. TO PROVIDE AN UPDATE TO THE CITY'S COMPREHENSIVE PLAN IN AN AMOUNT NOT TO EXCEED \$500,000.00.

WHEREAS, in accordance with Chapter 163, Florida Statutes, the City adopted its Comprehensive Plan; and

WHEREAS, Broward County has completed Broward Next, which was originally adopted on April 25, 2017, and its amendments, adopted through March 14, 2023, require the City to update its Comprehensive Plan to be consistent with the County's Comprehensive Plan; and

WHEREAS, in order to be consistent with state law requirements and Broward Next, the City must update its Comprehensive Plan, and City staff has determined that it is necessary to retain a consultant to update the plan; and

WHEREAS, on February 19, 2020, the City Commission passed and adopted Resolution No. R-2020-049 authorizing appropriate City officials to negotiate an agreement with the highest ranked firm, Ecosistema Urbano, LLC, to provide an update to the City's Comprehensive Plan for consideration by the City Commission at a later date; and

WHEREAS, the appropriate City officials requested a proposal from Ecosistema Urbano, LLC; and

WHEREAS, Development Services staff successfully negotiated and executed an agreement with Ecosistema Urbano, LLC; and

WHEREAS, delays in the project and other considerations resulted in the termination of Ecosistema Urbano, LLC's contract in November 2022; and

WHEREAS, Development Services determined that the most advantageous selection method for a new consultant would be to contact and select a firm from the previous ranking of the Comprehensive Plan Request For Quotes (RFQ-4611-19-AP); and

WHEREAS, the second ranked firm, KCI Technologies Inc., declined the assignment due to capacity issues; and

WHEREAS, Kimley-Horn and Associates, Inc. (Kimley-Horn), ranked third, submitted a revised proposal in April 2023 ("Proposal"); and

WHEREAS, the Department of Development Services staff recommends that the City Commission approve and authorize the appropriate City officials to execute a contract with Kimley-Horn and Associates, Inc., in accordance with Kimley-Horn's Proposal to the City's RFQ, for the Comprehensive Plan update, and be compensated for such services in an amount not to exceed \$500,000.00; and

WHEREAS, a portion of the funding for this agreement has been appropriated and exists in account number 117.140401.51500.531170.001439.000.000, and there is a companion resolution (budget amendment) that will allocate the remainder of the funding in account number 442.400401.53600.531170.000000.000.000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA:

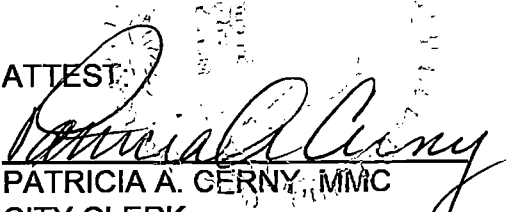
Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves and authorizes the execution, by the appropriate City officials, of an agreement with Kimley-Horn and Associates, Inc. in accordance with the Proposal to the City's RFQ, together with such non-material changes as may be subsequently agreed to by the City Manager and approved as to form by the City Attorney.

Section 3: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

PASSED AND ADOPTED this 5 day of July, 2023

ATTEST:


PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM:


DOUGLAS R. GONZALES
CITY ATTORNEY


JOSH LEVY, MAYOR

Solicitation RFQ-4611-19-AP

Comprehensive Plan

Bid Designation: Public



City of Hollywood, Florida

Bid RFQ-4611-19-AP Comprehensive Plan

Bid Number RFQ-4611-19-AP
Bid Title Comprehensive Plan

Bid Start Date Jun 27, 2019 5:07:37 PM EDT
Bid End Date Jul 29, 2019 3:00:00 PM EDT
Question & Answer End Date Jul 15, 2019 5:00:00 PM EDT

Bid Contact Althea Pemsel
Assistant Director
Procurement
954-921-3200 ext 3200
Apemsel@hollywoodfl.org

Bid Contact Daniel Mainero
Procurement Specialist
954-921-3248
dmainero@hollywoodfl.org

Bid Contact Robert Lowery
Procurement Contracts Officer
954-921-3552
RLOWERY@hollywoodfl.org

Description

The City of Hollywood is seeking a well-qualified consultant team with considerable experience in community design, land use planning, and public engagement to formulate an innovative, dynamic, and stimulating Comprehensive Plan reflecting the City's unique character. Hollywood's overarching goal is to continue to grow as a sustainable, healthy, equitable, viable, and livable community. The plan provides long-term guidance to help the City make decisions over the next 20 years about managing growth and providing services.

In the State of Florida, pursuant to Florida Statutes Chapter 163, municipalities are required to prepare comprehensive plans establishing each city's vision unique and priorities for the future, reinforced by tools, strategies, and initiatives for implementation. Such plans shall be consistent with the Broward county Land Use Plan under the Broward County Charter. The City of Hollywood Comprehensive Plan was first adopted in 1989. The current Plan was adopted in January 2008.

<http://www.hollywoodfl.org/DocumentCenter/View/93/comprehensiveplan?bidId=>

June 27, 2019

City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP**



Comprehensive Plan
Solicitation # RFQ-4611-19-AP

Issue Date: June 27, 2019

Closing Date: July 29, 2019 by 3:00pm

Location: City Hall/Office of Procurement Services
2600 Hollywood Boulevard, Room 303
Hollywood, Florida 33020

June 27, 2019City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP****ACKNOWLEDGMENT AND SIGNATURE PAGE**

This form must be completed and submitted by the date and the time of bid opening.

Legal Company Name (include d/b/a if applicable): _____ Federal Tax Identification Number: _____

If Corporation - Date Incorporated/Organized: _____

State Incorporated/Organized: _____

Company Operating Address: _____

City _____ State _____ Zip Code _____

Remittance Address (if different from ordering address): _____

City _____ State _____ Zip Code _____

Company Contact Person: _____ Email Address: _____

Phone Number (include area code): _____ Fax Number (include area code): _____

Company's Internet Web Address: _____

IT IS HEREBY CERTIFIED AND AFFIRMED THAT THE BIDDER/PROPOSER CERTIFIES ACCEPTANCE OF THE TERMS, CONDITIONS, SPECIFICATIONS, ATTACHMENTS AND ANY ADDENDA. THE BIDDER/PROPOSER SHALL ACCEPT ANY AWARDS MADE AS A RESULT OF THIS SOLICITATION. BIDDER/PROPOSER FURTHER AGREES THAT PRICES QUOTED WILL REMAIN FIXED FOR THE PERIOD OF TIME STATED IN THE SOLICITATION.

Bidder/Proposer's Authorized Representative's Signature: Date

Type or Print Name: _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF BIDDER/PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE BID/PROPOSAL NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY BID/PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE BIDDER/PROPOSER TO THE TERMS OF ITS OFFER.

ANY EXCEPTION, CHANGES OR ALTERATIONS TO THE GENERAL TERMS AND CONDITIONS, HOLD HARMLESS/INDEMNITY DOCUMENT OR OTHER REQUIRED FORMS MAY RESULT IN THE BID/PROPOSAL BE DEEMED NON-RESPONSIVE AND DISQUALIFIED FROM THE AWARD PROCESS.

June 27, 2019

City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP****SUBMISSION**

Response to this Request must be submitted to the City of Hollywood, City Hall, City Clerk's Office, 2600 Hollywood Boulevard, Room 221, Hollywood Florida 33020 in a sealed envelope marked with a completed solicitation label below, with the specified number of copies, no later than the time and date specified in this solicitation.

Always use the label the below on all packages when returning your bid or proposal to the City



Bid/Proposal Name: Comprehensive Plan
Bid/Proposal Number: RFQ-4611-19-AP
Bid/Proposal Opening Date: July 29, 2019 by 3:00pm
Firm Name/Address: _____

A.

Return to:

City of Hollywood, Florida
c/o: Office of City Clerk
2600 Hollywood Blvd., Rm#: 221
Hollywood, Florida 33020

RESPONSE MUST INCLUDE:

One (1) original
Four (4) Copies
One (1) complete electronic copy (USB)

Important Notice:

The Office of Procurement Services shall distribute all official changes, modifications, responses to questions or notices relating to the requirements of this document. Any other information of any kind from any other source shall not be considered official, and bidders relying on other information do so at their own risk.

The responsibility for submitting a bid/proposal on or before the time and date is solely and strictly the responsibility of the bidder/proposer, the City will in no way be responsible for delays caused by technical difficulty or caused by any other occurrence. No part of a bid/proposal can be submitted via FAX or via direct Email to the City. No variation in price or conditions shall be permitted based upon a claim of ignorance.

June 27, 2019

City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP**

CONE OF SILENCE

The City of Hollywood City Commission adopted Ordinance No. O-2007-05, which created Section 30.15(F) imposing a Cone of Silence for certain City purchases of goods and Services.

The Cone of Silence refers to limits on communications held between vendors and vendor's representatives and City elected officials, management and staff during the period in which a Formal Solicitation is open.

The Ordinance does allow potential vendors or vendor's representatives to communicate with designated employees for the limited purpose of seeking clarification or additional information. The names and contact information of those employees that may be contacted for clarification or additional information are included in the solicitation.

The Cone of Silence does not prohibit a vendor or vendor's representative from communicating verbally, or in writing with the City Manager, the City Manager's designee, the City Attorney or the City Attorney's designee on those procurement items to be considered by the City Commission.

The Cone of Silence does not prohibit a vendor or vendor's representative from making public presentations at a duly noticed pre-bid conference or duly noticed evaluation committee meeting or from communicating with the City Commission during a duly noticed public meeting.

The Cone of Silence shall be imposed when a formal competitive solicitation has been issued and shall remain in effect until an award is made, a contract is approved, or the City Commission takes any other action which ends the solicitation.

To view the Cone of Silence, Ordinance No. O-2007-05, go to the City of Hollywood's Official website at <http://www.hollywoodfl.org/ConeofSilence>

All communications regarding this bid should be sent in writing to the Office of Procurement Services as identified in this bid.

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BACKGROUND:

In the State of Florida, pursuant to Florida Statutes Chapter 163, municipalities are required to prepare comprehensive plans establishing each city's vision unique and priorities for the future, reinforced by tools, strategies, and initiatives for implementation. Such plans shall be consistent with the Broward county Land Use Plan under the Broward County Charter.

The City of Hollywood Comprehensive Plan was first adopted in 1989. The current Plan was adopted in January 2008. <http://www.hollywoodfl.org/DocumentCenter/View/93/comprehensiveplan?bidId=>

COMMUNITY PROFILE:

The City of Hollywood is a beachfront community located in southeastern Broward County midway between Miami and Fort Lauderdale. Founded by Joseph Young in 1925, Hollywood is approximately 30 square miles in size and is Broward's third-largest municipality with a population of roughly 153,000 residents. Hollywood has an average annual high temperature of 83 degrees and low temperature of 68 degrees.

Hollywood is home to more than 60 parks, seven golf courses, seven miles of pristine beaches, and the one-of-a-kind Hollywood Beach Boardwalk, a promenade that stretches nearly 2.5 miles along the Atlantic Ocean. Named one of America's Best Beach Boardwalks by Travel + Leisure magazine, this brick-paved thoroughfare hosts pedestrians, joggers, bicyclists, rollerbladers, and millions of others every year. Dozens of eateries and inns line the Boardwalk and the promenade also features the Hollywood Beach Theatre, a children's water playground at Charnow Park, and many other attractions.

Historic Downtown Hollywood is a lively commercial, entertainment and cultural arts district. Highlighted by the Artspark at Young Circle and dozens of bars and restaurants, Downtown Hollywood hosts hundreds of concerts, music festivals, dance exhibitions, shows, art exhibits, and much more. You can enjoy a wide variety of music and entertainment from live jazz, blues, rock, Latin, and R&B, all just a few steps apart.

Hollywood has steadily grown into a dynamic business hub with more than 10,000 companies in the City. Approximately 80 percent of Port Everglades, the world's second-busiest cruise port, is located in Hollywood and the port is home to Royal Caribbean's Allure of the Seas and Oasis of the Seas, the largest cruise liners in the world. Hollywood also provides easy access to Fort Lauderdale/Hollywood International Airport and Miami International Airport, a major gateway to Latin America. Hollywood also is home to the Memorial Healthcare System, the nation's fifth-largest healthcare network, its flagship hospital, Memorial Regional, and the Joe DiMaggio Children's Hospital, the largest free-standing children's healthcare facility in Broward County.

SCOPE OF SERVICES:

The City of Hollywood is seeking a well-qualified consultant team with considerable experience in community design, land use planning, and public engagement to formulate an innovative, dynamic, and stimulating Comprehensive Plan reflecting the City's unique character. Hollywood's overarching goal is to continue to grow as a sustainable, healthy, equitable, viable, and livable community. The plan provides long-term guidance to help the City make decisions over the next 20 years about managing growth and providing services. As such, it is expected to reflect the community's needs and current conditions; establish a vision for the future; evaluate and accommodate the current and anticipated growth; and serve as a guiding principle for the development of specific priorities, goals, strategies, and action plans. These priorities should address a wide range of issues including transportation, affordable housing, climate change, and economic development; while promoting sustainability and resiliency, encouraging healthier lifestyles, and supporting the protection of neighborhoods and natural resources.

Upon selection, the planning process shall include:

- a. Community engagement and public input component;
- b. Community assessment, data and analysis;
- c. Review of all applicable documents and regulations;
- d. Evaluation of current Comprehensive Plan;
- e. Full revision of current elements and incorporation of new elements, reflecting new needs, trends, and best practices since last adoption;
- f. Revision and creation of maps, diagrams, and other visual tools as required;
- g. Clear, innovative, and implementable recommendations and strategies; and
- h. Implementation, transmittals, monitoring, and amendment procedures, as required.

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Based on innovation and expertise, the consultant team is encouraged to recommend scope enhancements and cost savings suggestions. Recommendations shall be outlined separately and include narratives describing relevancy, benefits, work, deliverables, and implementable strategies.

ENGAGEMENT/DELIVERABLES:

The consultant team is expected to work collaboratively with a broad constituency of stakeholders that included residents, civic associations, businesses and industry organizations, applicable external agencies, City elected officials, and staff. The planning process shall include extensive and sustained internal and external involvement activities to engage a broad and deep cross section of the community. It shall also engage representative staff from all City departments and divisions to ensure adequacy, support, and commitment to implementation. Methodologies for achieving this shall be outlined in the response.

Additionally, the consultant team will be tasked with facilitating team building sessions for two groups: (1) the City Commission/CRA Board and (2) senior City/CRA Staff. In addition to strengthening relationships, these sessions will result in identification of key goals and initiatives. Individual meetings with City Commission members may also be required.

At least a monthly or as appropriate meeting with staff to review progress and results of assessment, surveys, studies, and proposals. Consultant team may propose alternate schedule as deemed appropriate.

PROJECT DELIVERABLES:

The consultant selected will be expected to produce the following deliverables and provide the following services:

The City expects several deliverables during the course of this project, as opposed to only one deliverable being produced in the form of a single, final document at the end of the process. Deliverables will be both digital and hard-copy in format. The content of these deliverables will be determined during contract negotiation. The final form shall be as required for adoption and certification of the Comprehensive Plan.

- a. Project Management and Collaboration
- b. Develop a Communications Plan (Public outreach)
- c. Analysis of Applicable Documents
- d. Develop Actionable Items to Implement Plan

CONTRACT TERM:

The contract term is for one (1) year with the option to renew an additional one (1) year period. If the project requires additional time, an additional one-time six month extension may be granted at the sole discretion of the City.

ATTRIBUTES, PREREQUISITES, and REQUIREMENTS:

It is essential that the selective team have the ability to perform/provide the following services:

1. Articulate approach to effective community engagement and demonstrate a variety of public outreach methods and activities;
2. Use a variety of media, activities, and methods to capture, focus, and engage the residents, stakeholders, and, decision makers;
3. Create an online, live portal that can allow stakeholders to view and interact with the process;
4. Conduct team building sessions for senior management to identify goals, initiatives, and performance measures for each department and office;
5. Conduct team building sessions for the City Commission/CRA Board to gain consensus on the City's long term vision and goals for the Strategic Plan;
6. Analyze and incorporate all stakeholder feedback gathered to date through online survey forms, community meetings, and other outreach mechanisms currently being employed by the City;
7. Link the process and outcomes with current and upcoming planning efforts and decision making processes among a variety of organizations within the City;
8. Develop and manage the process to achieve outcomes perceived as balanced and authentic by as many stakeholders as possible;

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9. Develop customized strategies that will be effective within the political and social environment of the City; and
10. Incorporate innovative approaches which reflect current and projected needs and trends.
11. Uses digital technology, visualizations, and other techniques that transcend the traditional limitations of written documents.

SUBMISSION REQUIREMENTS:

Response to this Request must be submitted to the City of Hollywood, City Hall, City Clerk's Office, 2600 Hollywood Boulevard, Room 221, Hollywood Florida 33020 in a sealed envelope marked with a completed solicitation label below, with the specified number of copies, no later than the time and date specified in this solicitation.

FORMAT:

The proposal should be organized in sections containing the following information:

1. Title Page

Include RFQ title, name or names of consultant team, address, telephone number, e-mail address, name of contact person, and date.

2. Table of Contents

Clearly identify the material by section and page number.

3. Letter of Transmittal (maximum of two pages)

- a. Briefly state the consultant team's understanding of the scope of work;
- b. Provide positive commitment to perform the work and confirm the firm's ability to meet the proposed project schedule; and
- c. Briefly summarize the consultant team's qualifications most relevant to this project and identify the project team. Provide contact information and titles for the persons who will be authorized to make representations for the consultant team.

4. Qualifications

- a. Describe the consultant team's legal structure, length of time in business, number of employees, and other information that would help to characterize the team;
- b. Provide a summary of the consultant team's experience in city comprehensive planning. Particular emphasis should be given to public engagement, areas of expertise, stakeholder management, relevant planning experience, innovation, and implementation;
- c. Provide a professional resume for the key personnel proposed to be assigned to the project (including key personnel for any sub-consultants), showing professional qualifications and licenses, along with relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management of project tasks and would be the primary point of contact for the consultant team. An organization chart of the project team may be appropriate; and
- d. Has the consultant team been involved in litigation within the last five years or is there any pending litigation?

5. Relevant Experience

Briefly describe other projects executed by your firm that demonstrate relevant experience. For each project mentioned, include the name, address, telephone number, and e-mail address of a person who can be contacted regarding your performance on the project. A minimum of three projects within the last five years of like or similar work.

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6. Project Understanding and Approach

- a. Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the consultant team proposes to execute the tasks. If applicable, discuss any unique aspects of the project, or innovative approaches the City might wish to consider; and
- b. Describe the consultant team's understanding of the community, the nature of this project and the opportunities and challenges that may be encountered.

7. Project Schedule

Provide a schedule of general project activities indicating the duration of each activity and of the total project. The schedule should reflect realistic activity durations.

8. Fee Schedule

Provide a schedule of fees, hourly rates, and other expenses that will be incorporated in the consultant team's contract.

QUESTIONS/CLARIFICATIONS:

Questions or requests for clarification of the specifications shall be in writing and received by the Office of Procurement Services Division by the date specified for a request for clarification. They must be sent via BidSync on the City's website [www.hollywoodfl.org/216/Procurement Services](http://www.hollywoodfl.org/216/Procurement%20Services).

SOLICITATION SCHEDULE:

Solicitation Issue Date:	June 27, 2019
Proposal Due Date:	July 29, 2019 at 3:00pm

9. EVALUATION CRITERIA:

The following criteria will be used by the selection committee to evaluate each proposal. Incomplete proposals not meeting the above requirements will be considered non-responsive.

1. **Qualifications** **30 Points**
The consultant team demonstrates financial and resource capability to perform, familiarity with the process of adopting a municipal Comprehensive Plan, an understanding of internal and external agencies and regulations which play a role in the development and adoption of the Plan.
2. **Relevant Experience and References** **20 Points**
The consultant team has the experience, professional skills, and resources needed to provide the services to undertake the project successfully and on schedule. Professional references may also provide strong indication of the consultant team's capabilities.
3. **Project Understanding and Approach** **10 Points**
The consultant team demonstrates a clear understanding of the nature, objectives, and purpose of the Comprehensive Plan, and the types of services needed to fulfill the scope of work.
4. **Approach** **30 Points**
The consultant team demonstrates an approach which has an effective and clear decision-making process, responds to the City's needs, links all aspects of the scope of work, successfully integrates technical and public involvement activities, completes the project on schedule, offers creative and unique public involvement approaches, and format for ongoing tracking and transparency.
5. **Innovation** **10 Points**
The consultant team demonstrates knowledge of emerging trends and provide clear, creative and "out of the box" examples or solutions in like or similar scenarios.

Maximum Points	100 Points
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Evaluation of the Proposals will be performed by a committee selected by the City of Hollywood. The committee will evaluate the firms according to their submitted proposal once deemed responsive by the Office of Procurement Services. The initial scores will be tallied and a short list may be developed consisting of the firms receiving the highest point ratings.

Procurement Services may conduct discussions with the short list proposers for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. In conducting discussions, there shall be no disclosure of any information derived from Proposals submitted by competing proposers. These firms may be invited to an oral interview before the committee. The final ranking will be determined by the City Commission, City Manager or Director of Procurement & Contract Compliance for the purpose of negotiating and executing an agreement with the top ranked firm.

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1.0 GENERAL TERMS AND CONDITIONS

1.1 INTENT

It is the policy of the City to encourage full and open competition among all available qualified vendors. All vendors regularly engaged in the type of Work specified in the Bid Solicitation are encouraged to submit bids. To receive notification and to be eligible to bid vendor should be registered with BidSync. Vendors may register with the BidSync (registration is free) to be included on a mailing list for selected categories of goods and Services. In order to be processed for payment, any awarded vendor must register with the City by completing and returning a Vendor Application and all supporting documents. For information and to apply as a vendor, please visit our website at hollywoodfl.org to download an application and submit it to Office of Procurement Services.

It is the intent of the City of Hollywood, FL ("the City"), through this request for qualifications and the contract conditions contained herein, to establish to the greatest possible extent complete clarity regarding the requirements of both parties to the agreement resulting from this request for qualifications.

Before submitting a proposal, the Vendor shall be thoroughly familiarized with all contract conditions referred to in this document and any addenda issued before the proposal submission date. Such addenda shall form a part of the RFQ and shall be made a part of the contract. It shall be the Vendor's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date. Addenda will be posted on the City's internet site along with the RFQ.

The terms of the RFQ and the selected Vendor's proposal and any additional documentation (e.g. questions and answers) provided by the Vendor during the solicitation process will be integrated into the final contract for services entered into between the City and the selected Vendor. The Vendor shall determine, by personal examination and by such other means as may be preferred, the conditions and requirements under which the agreement must be performed.

1.2 PROPOSER'S RESPONSIBILITIES

Proposers are required to submit their proposals upon the following express conditions:

- A. Proposers shall thoroughly examine the drawings, specifications, schedules, instructions and all other contract documents.
- B. Proposers shall make all investigations necessary to thoroughly inform themselves regarding delivery of material, equipment or services as required by the RFQ conditions. No plea of ignorance, by the proposer, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation due the proposer.
- C. Proposers are advised that all City contracts are subject to all legal requirements provided for in the City of Hollywood Charter, Code of Ordinances and applicable County Ordinances, State Statutes and Federal Statutes.

1.3 PREPARATION OF PROPOSALS

Proposals will be prepared in accordance with the following:

- A. The City's enclosed Proposal Forms, in their entirety, are to be used in submitting your proposal. **NO OTHER FORM WILL BE ACCEPTED.**
- B. All information required by the proposal form shall be furnished. The proposer shall sign each continuation sheet (where indicated) on which an entry is made.
- C. Prices shall be shown and where there is an error in extension of prices, the unit price shall govern.

The City of Hollywood is exempt from payment to its vendors of State of Florida sales tax and, therefore, such taxes should not be figured into the RFQ. However, this exemption does not apply to suppliers to the City in their (supplier) purchases of goods or services, used in work or goods supplied to the City. Proposers are responsible for any taxes, sales or otherwise, levied on their purchases, subcontracts, employment, etc. An exemption certificate will be signed where applicable, upon request. The City will pay no sales tax.

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Any manufacturer's names, trade names, brand names, or catalog numbers used in these applications are for the purpose of describing and establishing minimum requirements or level of quality, standards of performance, and design required, and are in no way intended to prohibit the bidding of other manufacturers' items of equal material, unless specifications state "NO SUBSTITUTIONS."

Proposers must indicate any variances to the specifications, terms, and conditions, no matter how slight. If variations are not stated in the proposal, it shall be construed that the proposal fully complies with the Specifications, Terms and Conditions.

Proposers are required to state exactly what they intend to furnish; otherwise they shall be required to furnish the items as specified.

Proposers will submit, with their proposal, necessary data (factory information sheets, specifications, brochures, etc.) to evaluate and determine the quality of the item(s) they are proposing.

The City shall be the sole judge of equality and its decision shall be final.

1.5 ADDENDA

The Office of Procurement Services may issue an addendum in response to any inquiry received, prior to proposal opening, which changes, adds to or clarifies the terms, provisions or requirements of the solicitation. The Proposer should not rely on any representation, statement or explanation, whether written or verbal, other than those made in this RFQ solicitation document or in any addenda issued. Where there appears to be a conflict between this RFQ solicitation and any addendum, the last addendum issued shall prevail. It is the proposer's responsibility to ensure receipt of all addenda and any accompanying documents. Proposer(s) shall acknowledge receipt of any formal Addenda by signing the addendum and including it with their proposal. Failure to include signed formal addenda in its proposal shall cause the City to deem the proposal non-responsive provided, however, that the City may waive this requirement in its best interest.

1.6 REJECTION OF PROPOSALS

The City may reject a proposal if:

- A. The Proposer fails to acknowledge receipt of an addendum, or if
- B. The Proposer misstates or conceals any material fact in the proposal, or if
- C. The proposal does not strictly conform to the law or requirements of the RFQ, or if
- D. The City is under a pre- lawsuit claim or current litigation with the proposer.

The City may reject all Proposals whenever it is deemed in the best interest of the City to do so, and may reject any part of a proposal unless the proposal has been qualified as provided in herein.

1.7 WITHDRAWAL OF PROPOSALS

- A. Proposals may not be withdrawn and shall be deemed enforceable for a period of 180 days after the time set for the RFQ opening.
- B. Proposals may be withdrawn prior to the time set for the RFQ opening. Such request must be in writing.
- C. The City will permanently retain as liquidated damages the bid deposit furnished by any proposer who requests to withdraw a proposal after the RFQ opening.

1.8 PROPOSALS TO REMAIN OPEN

All Proposals shall remain open for 180 calendar days after the day of the Proposal opening, but the City may, at its sole discretion, release any Proposal and return the Proposal Security prior to that date.

Extensions of time when Proposals shall remain open beyond the 180 day period may be made only by mutual written agreement between the City, the successful Proposer and the surety, if any, for the successful Proposer.

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Only proposals received as of the opening date and time will be considered timely. Proposals and modifications received after the time set for the opening will be returned un-opened to the sender and rejected as late.

1.10 CONFLICTS WITHIN THE SOLICITATION

Where there appears to be a conflict between the General Terms and Conditions, Special Conditions, the Technical Specifications, the RFQ Submittal Section, or any addendum issued, the order of precedence shall be the last addendum issued, the RFQ Submittal Section, the Technical Specifications, the Special Conditions, and then the General Terms and Conditions.

1.11 CLARIFICATION OR OBJECTION TO PROPOSAL SPECIFICATIONS

If any person contemplating submitting a proposal for this contract is in doubt as to the true meaning of the specifications or other RFQ documents or any part thereof, they may submit requests for clarification to the Office of Procurement Services on or before the date specified for a request for clarification. All such requests for clarification shall be made in writing and the person submitting the request will be responsible for its prompt delivery. Any interpretation of the RFQ, if made, will be made only by Addendum duly issued. A copy of such Addendum will be made available to each person receiving a Request for Qualifications. The City will not be responsible for any other explanation or interpretation of the RFQ given prior to the award of the contract. Any objection to the specifications and requirements as set forth in this RFQ must be filed in writing with the Director of Procurement Services on or before the date specified for a request for clarification.

1.12 COMPETENCY OF PROPOSERS

Pre-award inspection of the Proposer's facility may be made prior to the award of a contract. Proposals will be considered only from firms which are regularly engaged in the business of providing the goods and/or services as described in this RFQ(s); have a record of performance for a reasonable period of time; and have sufficient financial support, equipment and organization to ensure that they can satisfactorily deliver the material and/or services if awarded a Contract under the terms and conditions herein stated. The terms "equipment and organization" as used herein shall be construed to mean a fully equipped and well established company in line with the best business practices in the industry and as determined by the proper authorities of the City.

The City may consider any evidence available to it of the financial, technical and other qualifications and abilities of a proposer, including past performance (experience) in making the award in the best interest of the City. In all cases the City of Hollywood shall have no liability to any proposer for any costs or expense incurred in connection with this RFQ or otherwise.

1.13 QUALIFICATIONS OF PROPOSERS

No Proposal will be accepted from, nor will any contract be awarded to any person who is in arrears to the City upon any debt or contract, or who is a defaulter, as surety or otherwise, upon any obligation to City, or who is deemed responsible or unreliable by the City.

As part of the Proposal evaluation process, City may conduct a background investigation including a record check by the Hollywood Police Department. Proposer's submission of a Proposal constitutes acknowledgment of the process and consent to such investigation. City shall be the sole judge in determining a Proposer's qualifications.

1.14 CONSIDERATION OF PROPOSALS

In cases where an item requested is identified by a manufacturer's name, trade name, catalog number, or reference, it is understood that the Vendor proposes to furnish the item so identified and does not propose to furnish an "equal" unless the proposed "equal" is pre-approved by the City.

References to any of the above are intended to be descriptive but not restrictive and only indicate articles that will be satisfactory. A proposal of an "equal" will be considered, provided that the Vendor states in his proposal exactly what he proposes to furnish, including sample, illustration, or other descriptive matter which will clearly indicate the character of the article covered by such proposal. The designated City representative hereby reserves the right to approve as an "equal", or to reject as not being an "equal", any article proposed which contains major or minor variations from specifications requirements.

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If the Contract is to be awarded, it will be awarded, after evaluation by the City, to the responsible and responsive Proposer whom the City determines will be in the best interests of the City and not necessarily to the lowest cost Proposer. Proposers may be invited to an oral interview before the committee. A short list of finalists will be determined and presented to either the City Manager or his/her designee or to the City Commission, in accordance with the applicable City of Hollywood Code of Ordinances, and will make the final ranking for the purposes of negotiating a contract with the top ranked firm. The successful Proposer shall be required to sign a negotiated contract; the refusal or failure of a successful Proposer to execute a contract which contains the mandatory material terms and conditions contained in the RFQ, shall be grounds for deeming the Proposer and/or the Proposer's Proposal non-responsive.

If applicable, the Proposer to whom award is made shall execute a written contract prior to award by the City Commission. If the Proposer to whom the first award is made fails to enter into a contract as herein provided, the Contract may be let to the next highest ranked Proposer who is responsible and responsive in the opinion of the City.

1.16 BASIS FOR AWARD, EVALUATION CRITERIA AND QUESTIONS

The qualification of proposal responders on this project will be considered in making the award. The City is not obligated to accept any proposal if deemed not in the best interest of the City to do so. The City shall make award to a qualified proposer based on fees submitted and responses to this RFQ.

Failure to include in the proposal all information outlined herein may be cause for rejection of the proposal.

The City reserves the right to accept or reject any and all proposals, in whole or in part, as determined to be in the best interest of the City in its sole discretion.

The City reserves the right to waive any informalities or irregularities in proposals.

The City reserves the right to negotiate separately the terms and conditions or all or any part of the proposals as deemed to be in the City's best interest in its sole discretion.

Information and/or factors gathered during interviews, negotiations and any reference checks, and any other information or factors deemed relevant by the City, shall be utilized in the final award. The final award of a contract is subject to approval by the City Commission.

1.17 AGREEMENT

An agreement shall be sent to the awarded proposer to be signed, witnessed, and returned to the City for execution. The City will provide a copy of the fully executed agreement to the awarded proposer.

1.18 NOTICE TO PROCEED

A signed purchase order, blanket purchase order or fully executed agreement will be the Proposer's authorization to proceed and may substitute for a "Notice to Proceed" form.

1.19 BID PROTESTS

The City shall provide notice of its intent to award or reject to all Proposers by posting such notice on the City's website.

After a notice of intent to award a contract is posted, any actual or prospective proposer who is aggrieved in connection with the pending award of the contract or any element of the process leading to the award of the contract may protest to the Director of Procurement Services. A protest must be filed within five business days after posting or any right to protest is forfeited. The protest must be in writing, must identify the name and address of the protester, and must include a factual summary of, and the basis for, the protest. Filing shall be considered complete when the protest, including a deposit, is received by the Office of Procurement Services. . Failure to file a protest within the time-frame specified herein shall constitute a full waiver of all rights to protest the City's decision regarding the award.

The written protest shall state in detail the specific facts and law or ordinance upon which the protest of the proposed award is based, and shall include all pertinent documents.

A written protest may not challenge the relative weight of evaluation criteria or a formula for assigning points.

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Upon receipt of a formal written protest, the City shall stop award proceedings until resolution of the protest; unless it has been determined that the award of the contract without delay is necessary to protect substantial interests of the City.

Any and all costs incurred by a protesting party in connection with a bid protest shall be the sole responsibility of the protesting party.

Upon receipt of a protest of the pending award of a contract, a copy of the protest shall promptly be forwarded to the City Attorney. The City Attorney shall thereupon review the charge to determine its sufficiency, including whether the protest was timely filed. If upon review the City Attorney determines that the charge is insufficient, the City Attorney may issue a summary dismissal of the protest. If upon review the City Attorney determines that the charge is sufficient, a hearing of the protest committee shall be scheduled.

A protest committee shall have the authority to review, settle and resolve the protest. The committee shall consist of three members appointed by the City Manager. The committee's review shall be informal.

If the protest committee determines that the pending award of a contract or any element of the process leading to the award involved a significant violation of law or applicable rule or regulation, all steps necessary and proper to correct the violation shall be taken. If the committee determines that the protest is without merit,

The Director shall promptly issue a decision in writing stating the reason for the decision and furnish a copy to the protester and any other interested party, and the process leading to the award shall proceed.

1.20 PREPARATION OF PROPOSALS

Proposals shall be prepared in accordance with the proposal response format. Proposals not complying with this format may be considered non-responsive and may be removed from consideration on this basis.

Requirements for Signing Proposal

- A. Each proposer, by making a proposal, represents that this document has been read and is fully understood.
- B. The proposal must be signed in ink by an individual authorized to legally bind the person, partnership, company, or corporation submitting the proposal.
- C. All manual signatures must have the name typed directly under the line of the signature.
- D. The above requirements apply to all RFQ addenda.

1.21 EXAMINATION OF PROPOSAL DOCUMENTS

Before submitting a Proposal, each Proposer must: examine the Proposal Documents thoroughly; consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, progress, performance, or provision of the commodities and/or services; study and carefully correlate Proposer's observations with the Proposal Documents, and notify the City's agent of all conflicts, errors and discrepancies in the Proposal Documents.

The submission of a Proposal will constitute an incontrovertible representation by the Proposer, that the Proposer has complied with every requirement of this RFQ, that without exception, the Proposal is premised upon performing the services and/or furnishing the commodities and materials in accordance with such means, methods, techniques, sequences or procedures as may be indicated in or required by the Proposal Documents, and that the Proposal Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of performance and furnishing of the goods and/or services.

1.22 PUBLIC RECORDS LAW

If applicable, for each public agency contract for services, the Proposer is required to comply with F.S. 119.0701, which includes the following:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- B. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in F.S. Chapter 119 or as otherwise provided by law.

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- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency, all public records in possession of the proposer upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

Public records may be inspected and examined by anyone desiring to do so, at a reasonable time, under reasonable conditions, and under supervision by the custodian of the public record. Sealed Proposals become subject to the public records disclosure requirements of F.S. Chapter 119, notwithstanding a proposers' request to the contrary, at the time the City provides notice of a decision or intended decision, or 30 days after the proposal opening, whichever is earlier.

Financial statements submitted in response to a request by the City may be confidential and exempt from disclosure. Data processing software obtained under a licensing agreement which prohibits its disclosure may also exempt.

Proposers are hereby notified and agree that all information submitted as part of, or in support of RFQ submittals will be available for public inspection after opening of RFQ in compliance with Chapter 119 of the Florida Statutes. The proposer shall not, unless required as part of this RFQ, submit any information in response to this invitation which the proposer considers to be a trade secret, proprietary or confidential. The submission, not required as part of this RFQ, of any information to the City in connection with this invitation shall be deemed conclusively to be a waiver of any trade secret or other protection, which would otherwise be available to the proposer.

1.23 INFORMATION

Further information, if desired, may be obtained from the Office of Procurement Services Division, 2600 Hollywood, Boulevard, Room 303, Hollywood, Florida 33020, Telephone (954) 921-3200.

Questions or requests for clarification of the specifications shall be in writing and received by the Office of Procurement Services by the date specified for a request for clarification. They must be sent via BidSync on the City's website www.hollywoodfl.org/216/Procurement Services.

1.24 PROPOSALS

The Proposal must be signed by one duly authorized to do so and in cases where the Proposal is signed by a deputy or subordinate, the principal's proper written grant of authority to such deputy or subordinate must accompany the Proposal.

Proposals by corporations must be executed in the corporate name by the President or other corporate officers accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature.

Proposals by partnerships must be executed in the partnership name and signed by a general partner whose title must appear under the signature and the official address of the partnership must be shown below the signature.

1.25 MODIFICATION AND WITHDRAWAL OF PROPOSALS

Proposals must be modified or withdrawn by an appropriate document duly executed in the manner that a Proposal must be executed and delivered to the place where Proposals are to be submitted at any time prior to the deadline for submitting Proposals. A request for withdrawal or a modification must be in writing and signed by a person duly authorized to do so and, in a case where signed by a deputy or subordinate, the principal's proper written grant of authority to such deputy or subordinate must accompany the request for withdrawal or modification. Withdrawal of a Proposal will not prejudice the rights of a Proposer to submit a new Proposal prior to the Proposal date and time. Except where provided in the following paragraph no Proposal may be withdrawn or modified after expiration of the period for receiving Proposals.

If, within twenty-four (24) hours after Proposals are opened, any Proposer files a duly signed written notice with the City and within five (5) calendar days thereafter demonstrates to the reasonable satisfaction of the City by clear and convincing evidence that there was a material and substantial mistake in the preparation of its Proposal, or that the mistake is clearly evident on the face of the Proposal but the intended correct Proposal is not similarly evident, then the Proposer may withdraw its Proposal and the Proposal Security will be returned.

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To the extent permitted by applicable state and federal laws and regulations, the City reserves the right to reject any and all Proposals, to waive any and all informalities, irregularities and technicalities not involving price, time or changes in the commodities and/or services, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional Proposals. Proposals will be considered irregular and may be rejected if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations or irregularities of any kind.

The City also reserves the right to waive minor technical defects in a Proposal. The City reserves the right to determine, in its sole discretion, whether any aspect of a Proposal satisfies the criteria established in this Request for Qualifications.

The City reserves the right to reject the Proposal of any Proposer if the City believes that it would not be in the best interest of the City to make an award to that Proposer, whether because the Proposal is not responsive or the Proposer is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criterion established by City.

The foregoing reasons for rejection of Proposals are not intended to be exhaustive.

1.27 OPEN END CONTRACT

No guarantee is expressed or implied as to the total quantity of commodities/services to be purchased under any open end contract. Estimated quantities will be used for Proposal comparison purposes only. The City reserves the right to issue purchase orders as and when required, or a blanket purchase order and release partial quantities as and when required or any combination of the preceding.

ORDERING: The CITY reserves the right to purchase commodities/services specified herein through Contracts established by other governmental agencies or through separate procurement actions due to unique or special needs. If an urgent delivery is required within a period shorter than the delivery time specified in the contract, and if the seller is unable to comply therewith, the City reserves the right to obtain such delivery from others without penalty or prejudice to the City or to the Proposer.

1.28 AUDIT RIGHTS

The City reserves the right to audit the records of the successful Proposer for the commodities and/or services provided under the Contract at any time during the performance and term of the Contract and for a period of three (3) years after completion and acceptance by the City. If required by the City, the successful Proposer agrees to submit to an audit by an independent certified public accountant selected by the City. The successful Proposer shall allow the City to inspect, examine and review the records of the successful Proposer in relation to this contract at any and all times during normal business hours during the term of the Contract.

1.29 LOCAL, STATE AND FEDERAL COMPLIANCE REQUIREMENTS

The Proposer shall comply with all local, state and federal directives, orders and laws as applicable to this RFQ and subsequent contract(s) including, but not limited to:

- A. Equal Employment Opportunity (EEO), in compliance with Executive Order 11246 as amended and applicable to this contract.
- B. All manufactured items and fabricated assemblies shall comply with applicable requirements of the Occupation Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).
- C. The Immigration and Nationality Act prohibits (i) the employment of an unauthorized alien when the employer knows the individual is an unauthorized alien and (ii) the employment of an individual without complying with the requirements of the federal employment verification system. If a proposer commits either of these violations, such violation shall be cause for unilateral cancellation of the contract.
- D. This Section applies only to any contract for goods or services of \$1 million or more: The Proposer certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List and that it does not have business operations in Cuba or Syria as provided in section 287.135, Florida Statutes (2011), as may be amended or revised. The City may terminate this Contract at the City's option if the Proposer is found to have submitted a false certification as provided under subsection (5) of section 287.135, Florida Statutes (2011), as may be amended or revised, or been placed on the Scrutinized

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Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or has engaged in business operations in Cuba or Syria, as defined in Section 287.135, Florida Statutes (2011), as may be amended or revised.

1.30 FRAUD AND MISREPRESENTATION

Any individual, corporation or other entity that attempts to meet its contractual obligations with the City through fraud, misrepresentation or material misstatement, may be debarred from doing business with the City. The City as further sanction may terminate or cancel any other contracts with such individual, corporation or entity. Such individual or entity shall be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

1.31 DEBARRED OR SUSPENDED BIDDERS OR PROPOSERS

The proposer certifies, by submission of a response to this solicitation, that neither it nor its principals and sub proposers are presently debarred or suspended by any Federal department or agency.

1.32 COLLUSION

More than one Proposal received for the same work from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for believing that any Proposer is interested in more than one Proposal for the same work will cause the rejection of such Proposals in which the Proposer is interested. If there are reasonable grounds for believing that collusion exists among the Proposers, the Proposals of participants in such collusion will not be considered.

1.33 COPELAND "ANTI-KICKBACK"

The Proposer and all sub proposers will comply with the Copeland Anti-Kickback Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3).

1.34 FORCE MAJEURE

The Agreement which is awarded to the successful proposer may provide that the performance of any act by the City or Proposer hereunder may be delayed or suspended at any time while, but only so long as, either party is hindered in or prevented from performance by acts of God, the elements, war, rebellion, strikes, lockouts or any cause beyond the reasonable control of such party, provided however, the City shall have the right to provide substitute service from third parties or City forces and in such event the City shall withhold payment due the Proposer for such period of time. If the condition of force majeure exceeds a period of 14 days the City may, at its option and discretion, cancel or renegotiate this Agreement.

1.35 PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a proposer, supplier, sub proposer, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes, Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

1.36 DRUG-FREE WORKPLACE PROGRAM

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program.

1.37 SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY

Proposer shall sign and submit the attached form indicating understanding and compliance with the City's and State's policies prohibiting solicitation and acceptance of gifts by public officers, employees and candidates. Failure to submit the signed form will result in your proposal being declared non-responsive; provided, however, that a responsible

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proposer whose proposal would be responsive but for the failure to submit the signed form in its proposal may be given the opportunity to submit the form to the City within five calendar days after notification by the City, if this is determined to be in the best interest of the City.

1.38 CONFLICT OF INTEREST

The Proposer represents that:

No officer, director, employee, agent, or other consultant of the City or a member of the immediate family or household of the aforesaid has directly or indirectly received or been promised any form of benefit, payment or compensation, whether tangible or intangible, in connection with the grant of this Agreement.

There are no undisclosed persons or entities interested with the Proposer in this Agreement. This Agreement is entered into by the Proposer without any connection with any other entity or person making a proposal for the same purpose, and without collusion, fraud or conflict of interest. No elected or appointed officer or official, director, employee, agent or other consultant of the City, or of the State of Florida (including elected and appointed members of the legislative and executive branches of government), or member of the immediate family or household of any of the aforesaid:

1. Is interested on behalf of or through the Proposer directly or indirectly in any manner whatsoever in the execution or the performance of this Agreement, or in the services, supplies or work, to which this Agreement relates or in any portion of the revenues; or
2. Is an employee, agent, advisor, or consultant to the Proposer or to the best of the Proposer's knowledge, any sub proposer or supplier to the Proposer?

Neither the Proposer nor any officer, director, employee, agent, parent, subsidiary, or affiliate of the Proposer shall have an interest which is in conflict with the Proposer's faithful performance of its obligations under this Agreement; provided that the City, in its sole discretion, may consent in writing to such a relationship, and provided the Proposer provides the City with a written notice, in advance, which identifies all the individuals and entities involved and sets forth in detail the nature of the relationship and why it is in the City's best interest to consent to such relationship.

The provisions of this Article are supplemental to, not in lieu of, all applicable laws with respect to conflict of interest. In the event there is a difference between the standards applicable under this Agreement and those provided by statute, the stricter standard shall apply.

In the event the Proposer has no prior knowledge of a conflict of interest as set forth above and acquires information which may indicate that there may be an actual or apparent violation of any of the above, the Proposer shall promptly bring such information to the attention of the City's Project Manager. The Proposer shall thereafter cooperate with the City's review and investigation of such information, and comply with the instructions the Proposer receives from the Project Manager in regard to remedying the situation.

1.39 DISCRIMINATION

Any entity or affiliate who has been placed on the discriminatory vendor list may not submit a proposal on a contract to provide goods or services to a public entity, may not submit a proposal on a contract with a public entity for construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a proposer, supplier, sub proposer, or consultant under contract with any public entity, and may not transact business with any public entity.

1.40 ADVICE OF OMISSION OR MISSTATEMENT

In the event it is evident to a Vendor responding to this RFQ that the City has omitted or misstated a material requirement to this RFQ and/or the services required by this RFQ, the responding Vendor shall advise the contact identified in the RFQ Clarifications and Questions section above of such omission or misstatement.

1.41 CONFIDENTIAL INFORMATION

Information contained in the Vendor's proposal that is company confidential must be clearly identified in the proposal itself. The City will be free to use all information in the Vendor's proposal for the City's purposes, in accordance with State Law. Vendor proposals shall remain confidential for 30 days or until a notice of intent to award is posted, which is sooner. The Vendor understands that any material supplied to the City may be subject to public disclosure under the Public Records Law.

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This Contract, including appendices, and all matters relating to this Contract (whether in contract, statute, tort (such as negligence), or otherwise) shall be governed by, and construed in accordance with, the laws of the State of Florida. This shall apply notwithstanding such factors which include, but are not limited to, the place where the contract is entered into, the place where the accident occurs and not withstanding application of conflicts of law principles.

1.43 LITIGATION VENUE

The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District of Florida.

1.44 SOVEREIGN IMMUNITY

Nothing in this agreement shall be interpreted or construed to mean that the city waives its common law sovereign immunity or the limits of liability set forth in Section 768.28, Florida Statute.

1.45 SURVIVAL

The parties acknowledge that any of the obligations in this Agreement will survive the term, termination and cancellation hereof. Accordingly, the respective obligations of the Proposer and the City under this Agreement, which by nature would continue beyond the termination, cancellation or expiration thereof, shall survive termination, cancellation or expiration hereof.

1.46 INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Contractor shall indemnify and hold harmless the City of Hollywood and its officers, employees, agents and instrumentalities from any and all liability, losses or damages. In addition, the City shall be entitled to attorney's fees and costs of defense, which the City of Hollywood, or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this project by the awarded proposer or its employees, agents, servants, partners, principals or subcontractors. Furthermore, the awarded proposer shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind of nature in the name of the City of Hollywood, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. The awarded proposer expressly understands and agrees that any insurance protection required by the resulting agreement or otherwise provided by the awarded proposer shall cover the City of Hollywood, its officers, employees, agents and instrumentalities and shall include claims for damages resulting from and/or caused by the negligence, recklessness or intentional wrongful misconduct of the Contractor and persons employed by or utilized by the Contractor in the performance of the contract.

1.47 PATENT AND COPYRIGHT INDEMNIFICATION

The Proposer warrants that all deliverables furnished hereunder, including but not limited to: services, equipment programs, documentation, software, analyses, applications, methods, ways, processes, and the like, do not infringe upon or violate any patent, copyrights, service marks, trade secret, or any other third party proprietary rights.

The Proposer shall be liable and responsible for any and all claims made against the City for infringement of patents, copyrights, service marks, trade secrets or any other third party proprietary rights, by the use or supplying of any programs, documentation, software, analyses, applications, methods, ways, processes, and the like, in the course of performance or completion of, or in any way connected with, the work, or the City's continued use of the deliverables furnished hereunder. Accordingly, the Proposer, at its own expense, including the payment of attorney's fees, shall indemnify, and hold harmless the City and defend any action brought against the City with respect to any claim, demand, and cause of action, debt, or liability.

In the event any deliverable or anything provided to the City hereunder, or a portion thereof, is held to constitute an infringement and its use is or may be enjoined, the Proposer shall have the obligation, at the City's option, to (i) modify, or require that the applicable sub proposer or supplier modify, the alleged infringing item(s) at the Proposer's expense, without impairing in any respect the functionality or performance of the item(s), or (ii) procure for the City, at the Proposer's expense, the rights provided under this Agreement to use the item(s).

The Proposer shall be solely responsible for determining and informing the City whether a prospective supplier or sub

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proposer is a party to any litigation involving patent or copyright infringement, service mark, trademark, violation, or proprietary rights claims or is subject to any injunction which may prohibit it from providing any deliverable hereunder. The Proposer shall enter into agreements with all suppliers and sub proposers at the Proposer's own risk. The City may reject any deliverable that it believes to be the subject of any such litigation or injunction, or if, in the City's judgment, use thereof would delay the work or be unlawful.

The Proposer shall not infringe any copyright, trademark, service mark, trade secrets, patent rights, or other intellectual property rights in the performance of the work.

1.48 ADVERTISING

Vendor shall not advertise or publish the fact that the City has placed this order without prior written consent from the City, except as may be necessary to comply with a proper request for information from an authorized representative of a governmental unit or agency.

1.49 DISCLAIMER

The Hollywood may, in its sole discretion, accept or reject, in whole or in part, for any reason whatsoever any or all proposals; re-advertise this RFQ, postpone or cancel at any time this RFQ process; or, waive any formalities of or irregularities in the proposal process. Proposals that are not submitted on time and/or do not conform to the City of Hollywood's requirements will not be considered. After all proposals are analyzed, organization(s) submitting proposal that appear, solely in the opinion of the City of Hollywood, to be the most competitive, shall be submitted to the City of Hollywood's City Commission, and the final selection will be made shortly thereafter with a timetable set solely by the City of Hollywood. The selection by the City of Hollywood shall be based on the proposal, which is, in the sole opinion of the City Commission of the City of Hollywood, in the best interest of the City of Hollywood. The issuance of this RFQ constitutes only an invitation to make a proposal to the City of Hollywood. The City of Hollywood reserves the right to determine, in its sole discretion, whether any aspect of the proposal satisfies the criteria established by the City. In all cases the City of Hollywood shall have no liability to any proposer for any costs or expense incurred in connection with this proposal or otherwise.

1.50 TRADEMARKS

The City warrants that all trademarks the City requests the Vendor to affix to articles purchased are those owned by the City and it is understood that the Vendor shall not acquire or claim any rights, title, or interest therein, or use any of such trademarks on any articles produced for itself or anyone other than the City.

1.51 RIGHT TO REQUEST ADDITIONAL INFORMATION

The City reserves the right to request any additional information that might be deemed necessary during the evaluation process.

1.52 PROPOSAL PREPARATION COSTS

The Vendor is responsible for any and all costs incurred by the Vendor or his/her sub proposers in responding to this request.

1.53 DESIGN COSTS

The successful Vendor shall be responsible for all design, information gathering, and required programming to achieve a successful implementation. This cost must be included in the base proposal.

1.54 ADDITIONAL CHARGES

No additional charges, other than those listed on the price breakdown sheets, shall be made. Prices quoted will include verification/coordination of order, all costs for shipping, delivery to all sites, unpacking, setup, installation, operation, testing, cleanup, training and Vendor travel charges.

1.55 RIGHTS TO PERTINENT MATERIALS

All responses, inquires, and correspondence relating to this RFQ and all reports, charts, displays, schedules, exhibits and other documentation produced by the Vendor that are submitted as part of the proposal shall become the property of the City upon receipt, a part of a public record upon opening, and will not be returned.

1.56 INSURANCE REQUIREMENTS

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Upon the City's notification, the Contractor shall furnish to the Office of Procurement Services, Certificates of Insurance that indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- A. Workers' Compensation Insurance for all employees of the Contractor as required by Florida Statute Chapter 440. Should the Contractor be exempt from this Statute, the Contractor and each employee shall hold the City harmless from any injury incurred during performance of the Contract. The exempt contractor shall also submit (i) a written statement detailing the number of employees and that they are not required to carry Workers' Compensation insurance and do not anticipate hiring any additional employees during the term of this contract or (ii) a copy of a Certificate of Exemption.
- B. General Liability Insurance on a comprehensive basis in an amount not less than \$1,000,000 each Occurrence for bodily injury and property damage. **The City of Hollywood must be shown as an additional insured with respect to this coverage. The mailing address of City of Hollywood, Florida, 2600 Hollywood Boulevard, Hollywood, Florida 33021, as the certificate holder, must appear on the certificate of insurance.**
- C. Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the Services, in an amount not less than \$1,000,000 Combined Single Limit.
- D. The City reserves the right to require any other insurance it deems necessary depending on the exposure.

The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operation of the Contractor. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida with the following qualifications.

Coverage shall be provided by a company or companies authorized to transact business in the state of Florida and the company or companies must maintain a minimum rating of A-VII, as assigned by the A.M. Best Company.

Compliance with the foregoing requirements shall not relieve the Contractor of any liability or obligation under this section or under any other section in this Agreement.

Award of this Contract is contingent upon the receipt of the insurance documents, as required, within fifteen (15) calendar days after City notification to Contractor to comply before the award becomes final. If the insurance certificate is received within the specified time frame but not in the manner prescribed in this Agreement, the Contractor shall be verbally notified of such deficiency and shall have an additional five (5) calendar days to submit a corrected certificate to the City. If the Contractor fails to submit the required insurance documents in the manner prescribed in this Agreement within twenty (20) calendar days after City notification to comply, the Contractor shall be in default of the contractual terms and conditions and award of the Contract will be rescinded, unless such time frame for submission has been extended by the City.

The Certificate shall contain a provision that coverage afforded under the policy will not be cancelled until at least thirty (30) days' prior written notice has been given to the City. The Contractor shall be responsible for assuring that the insurance certificates required in conjunction with this Section remain in force for the duration of the contractual period of the Contract, including any and all option years or extension periods. If insurance certificates are scheduled to expire during the contractual period, the Contractor shall be responsible for submitting new or renewed insurance certificates to the City at a minimum of thirty (30) calendar days in advance of such expiration. In the event that expired certificates are not replaced with new or renewed certificates which cover the contractual period, the City shall suspend the Contract until such time as the new or renewed certificates are received by the City in the manner prescribed herein; provided, however, that this suspended period does not exceed thirty (30) calendar days. Thereafter, the City may, at its sole discretion, terminate this contract.

The insurance policy shall not contain any exceptions that would exclude coverage for risks that can be directly or reasonably related to the scope of goods or Services in this proposal. A violation of this requirement at any time during the term, or any extension thereof, shall be grounds for the immediate termination of any contract entered in to pursuant to this RFQ. In order to show that this requirement has been met, along with an insurance declaration sheet demonstrating the existence of a valid policy of insurance meeting the requirements of this RFQ, the successful Proposer must submit a signed statement from the insurance agency of record that the full policy contains no such exception.

1.57 NATURE OF THE AGREEMENT

The Agreement incorporates and includes all negotiations, correspondence, conversations, agreements, and understandings applicable to the matters contained in the Agreement. The parties agree that there are no commitments, agreements, or understandings concerning the subject matter of the Agreement that are not contained

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in the Agreement, and that the Agreement contains the entire agreement between the parties as to all matters contained herein. Accordingly, it is agreed that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written. It is further agreed that any oral representations or modifications concerning this Agreement shall be of no force or effect, and that the Agreement may be modified, altered or amended only by a written amendment duly executed by both parties hereto or their authorized representatives.

The Proposer shall provide the services set forth in the Scope of Services, and render full and prompt cooperation with the City in all aspects of the services performed hereunder.

The Proposer acknowledges that the Agreement requires the performance of all things necessary for or incidental to the effective and complete performance of all work and services under this Contract. All things not expressly mentioned in the Agreement but necessary to carrying out its intent are required by the Agreement, and the Proposer shall perform the same as though they were specifically mentioned, described and delineated.

The Proposer shall furnish all labor, materials, tools, supplies, and other items required to perform the work and services that are necessary for the completion of this Contract. All work and services shall be accomplished at the direction of and to the satisfaction of the City's Project Manager.

The Proposer acknowledges that the City shall be responsible for making all policy decisions regarding the Scope of Services. The Proposer agrees to provide input on policy issues in the form of recommendations.

The Proposer agrees to implement any and all changes in providing services hereunder as a result of a policy change implemented by the City. The Proposer agrees to act in an expeditious and fiscally sound manner in providing the City with input regarding the time and cost to implement said changes and in executing the activities required to implement said changes

1.58 AUTHORITY OF THE CITY'S PROJECT MANAGER

The Proposer hereby acknowledges that the City's Project Manager will determine in the first instance all questions of any nature whatsoever arising out of, under, or in connection with, or in any way related to or on account of, this Agreement including without limitations: questions as to the value, acceptability and fitness of the services; questions as to either party's fulfillment of its obligations under the Contract; negligence, fraud or misrepresentation before or subsequent to acceptance of the Proposal; questions as to the interpretation of the Scope of Services; and claims for damages, compensation and losses.

The Proposer shall be bound by all determinations or orders and shall promptly obey and follow every order of the Project Manager, including the withdrawal or modification of any previous order and regardless of whether the Proposer agrees with the Project Manager's determination or order. Where orders are given orally, they will be issued in writing by the Project Manager as soon thereafter as is practicable.

The Proposer must, in the final instance, seek to resolve every difference concerning the Agreement with the Project Manager. In the event that the Project Manager and the Proposer are unable to resolve their difference, the Proposer may initiate a dispute in accordance with the procedures set forth in the section below. Exhaustion of these procedures shall be a condition precedent to any lawsuit permitted hereunder.

In the event of such dispute, the parties to this Agreement authorize the City Manager or designee, who may not be the Project Manager or anyone associated with this Project, acting personally, to decide all questions arising out of, under, or in connection with, or in any way related to or on account of the Agreement (including but not limited to claims in the nature of breach of contract, fraud or misrepresentation arising either before or subsequent to execution hereof) and the decision of each with respect to matters within the City Manager's purview as set forth above shall be conclusive, final and binding on the parties. Any such dispute shall be brought, if at all, before the City Manager within 10 days of the occurrence, event or act out of which the dispute arises.

The City Manager may base this decision on such assistance as may be desirable, including advice of experts, but in any event shall base the decision on an independent and objective determination of whether the Proposer's performance or any deliverable meets the requirements of this Agreement and any specifications with respect thereto set forth herein. The effect of any decision shall not be impaired or waived by any negotiations or settlements or offers made in connection with the dispute, whether or not the City Manager participated therein, or by any prior decision of others, which prior decision shall be deemed subject to review, or by any termination or cancellation of the Agreement. All such disputes shall be submitted in writing by the Proposer to the City Manager for a decision, together with all pertinent information in regard to such questions, in order that a fair and impartial decision may be made. The parties agree that whenever the City Manager is entitled to exercise discretion or judgment or to make a determination or form an opinion pursuant to the provisions of this Article, such action shall be deemed fair and impartial when exercised or taken. The City Manager shall render a decision in writing and deliver a copy of the same to the Proposer. Except

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as such remedies may be limited or waived elsewhere in the Agreement, the Proposer reserves the right to pursue any remedies available under law after exhausting the provisions of this Article.

1.59 MUTUAL OBLIGATIONS

This Agreement, including attachments and appendices to the Agreement, shall constitute the entire Agreement between the parties with respect hereto and supersedes all previous communications and representations or agreements, whether written or oral, with respect to the subject matter hereof unless acknowledged in writing by the duly authorized representatives of both parties.

Nothing in this Agreement shall be construed for the benefit, intended or otherwise, of any third party that is not a parent or subsidiary of a party or otherwise related (by virtue of ownership control or statutory control) to a party.

In those situations where this Agreement imposes an indemnity or defense obligation on the Proposer, the City may, at its expense, elect to participate in the defense if the City should so choose. Furthermore, the City may at its own expense defend or settle any such claims if the Proposer fails to diligently defend such claims, and thereafter seek indemnity for costs and attorney's fees from the Proposer.

1.60 SUB CONTRACTUAL RELATIONS

If the Proposer will cause any part of this Agreement to be performed by a sub proposer, the provisions of this Contract will apply to such sub proposer and its officers, agents and employees in all respects as if it and they were employees of the Proposer; and the Proposer will not be in any manner thereby discharged from its obligations and liabilities hereunder, but will be liable hereunder for all acts and negligence of the sub proposer, its officers, agents, and employees, as if they were employees of the Proposer. The services performed by the sub proposer will be subject to the provisions hereof as if performed directly by the Proposer.

The Proposer, before making any subcontract for any portion of the services, will state in writing to the City the name of the proposed sub proposer, the portion of the services which the sub proposer is to do, the place of business of such sub proposer, and such other information as the City may require. The City will have the right to require the Proposer not to award any subcontract to a person, firm or corporation disapproved by the City.

Before entering into any subcontract hereunder, the Proposer will inform the sub proposer fully and completely of all provisions and requirements of this Agreement relating either directly or indirectly to the services to be performed. Such services performed by such sub proposer will strictly comply with the requirements of this Contract.

In order to qualify as a sub proposer satisfactory to the City, in addition to the other requirements herein provided, the sub proposer must be prepared to prove to the satisfaction of the City that it has the necessary facilities, skill and experience, and ample financial resources to perform the services in a satisfactory manner. To be considered skilled and experienced, the sub proposer must show to the satisfaction of the City that it has satisfactorily performed services of the same general type which are required to be performed under this Agreement.

The City shall have the right to withdraw its consent to a subcontract if it appears to the City that the subcontract will delay, prevent, or otherwise impair the performance of the Proposer's obligations under this Agreement. All sub proposers are required to protect the confidentiality of the City and City's proprietary and confidential information. The Proposer shall furnish to the City copies of all subcontracts between the Proposer and sub proposers and suppliers hereunder. Within each such subcontract, there shall be a clause for the benefit of the City permitting the City to request completion of performance by the sub proposer of its obligations under the subcontract, in the event the City finds the Proposer in breach of its obligations, and the option to pay the sub proposer directly for the performance by such sub proposer. The foregoing shall neither convey nor imply any obligation or liability on the part of the City to any sub proposer hereunder as more fully described herein.

1.61 PROMPT PAYMENT: LATE PAYMENTS BY PROPOSER TO SUB PROPOSER AND MATERIAL SUPPLIERS; PENALTY:

When a proposer receives from the City of Hollywood any payment for contractual services, commodities, materials, supplies, or construction contracts, the proposer shall pay such moneys received to each sub proposer and material supplier in proportion to the percentage of work completed by each sub proposer and material supplier at the time of receipt. If the proposer receives less than full payment, then the proposer shall be required to disburse only the funds received on a pro rata basis to the sub proposers and materials Suppliers, each receiving a prorated portion based on the amount due on the payment. If the proposer without reasonable cause fails to make payments required by this section to sub proposers and material suppliers within fifteen (15) working days after the receipt by the proposer of full or partial payment, the proposer shall pay to the sub proposers and material suppliers a penalty in the amount of one percent (1%) of the amount due, per month, from the expiration of the period allowed herein for payment. Such penalty shall be in addition to actual payments owed. Retainage is also subject to the prompt payment requirement

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City of Hollywood, Florida
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and must be returned to the sub proposer or material supplier whose work has been completed, even if the prime contract has not been completed. The Proposer shall include the above obligation in each subcontract it signs with a sub proposer or material supplier.

1.62 TERMINATION FOR CONVENIENCE AND SUSPENSION OF WORK

The City may terminate this Agreement if an individual or corporation or other entity attempts to meet its contractual obligation with the City through fraud, misrepresentation or material misstatement.

The City may, as a further sanction, terminate or cancel any other contract(s) that such individual or corporation or other entity has with the City. Such individual, corporation or other entity shall be responsible for all direct and indirect costs associated with such termination or cancellation, including attorney's fees.

The foregoing notwithstanding, any individual, corporation or other entity which attempts to meet its contractual obligations with the City through fraud, misrepresentation or material misstatement may be debarred from City contracting in accordance with the City debarment procedures. The Proposer may be subject to debarment for failure to perform and any other reasons related to the proposer's breach or failure of satisfactory performance.

In addition to cancellation or termination as otherwise provided in this Agreement, the City may at any time, in its sole discretion, with or without cause, terminate this Agreement by written notice to the Proposer and in such event:

The Proposer shall, upon receipt of such notice, unless otherwise directed by the City:

1. Stop work on the date specified in the notice ("the Effective Termination Date");
2. Take such action as may be necessary for the protection and preservation of the City's materials and property;
3. Cancel orders;
4. Assign to the City and deliver to any location designated by the City any non-cancelable orders for deliverables that are not capable of use except in the performance of this Agreement and which have been specifically developed for the sole purpose of this Agreement and not incorporated in the services;
5. Take no action which will increase the amounts payable by the City under this Agreement.

In the event that the City exercises its right to terminate this Agreement pursuant to this Article, the Proposer will be compensated as stated in the payment articles herein, for the:

1. Portion of the services completed in accordance with the Agreement up to the Effective Termination Date; and
2. Non-cancelable deliverables that are not capable of use except in the performance of this Agreement and which have been specifically developed for the sole purpose of this Agreement but not incorporated in the services.

All compensation pursuant to this Article is subject to audit.

1.63 EVENT OF DEFAULT

An Event of Default shall mean a breach of this Agreement by the Proposer. Without limiting the generality of the foregoing and in addition to those instances referred to herein as a breach, an Event of Default, shall include the following:

1. The Proposer has not delivered deliverables on a timely basis;
2. The Proposer has refused or failed, except in any case for which an extension of time is provided, to supply enough properly skilled staff personnel;
3. The Proposer has failed to make prompt payment to sub proposers or suppliers for any services;
4. The Proposer has become insolvent (other than as interdicted by the bankruptcy laws), or has assigned the proceeds received for the benefit of the Proposer's creditors, or the Proposer has taken advantage of any insolvency statute or debtor/creditor law or if the Proposer's affairs have been put in the hands of a receiver;
5. The Proposer has failed to obtain the approval of the City where required by this Agreement;

June 27, 2019**City of Hollywood, Florida
Solicitation # RFQ-4611-19-AP**

6. The Proposer has failed to provide "adequate assurances" as required under subsection "B" below; and
7. The Proposer has failed in the representation of any warranties stated herein.

When, in the opinion of the City, reasonable grounds for uncertainty exist with respect to the Proposer's ability to perform the services or any portion thereof, the City may request that the Proposer, within the time frame set forth in the City's request, provide adequate assurances to the City, in writing, of the Proposer's ability to perform in accordance with terms of this Agreement. Until the City receives such assurances the City may request an adjustment to the compensation received by the Proposer for portions of the services which the Proposer has not performed. In the event that the Proposer fails to provide to the City the requested assurances within the prescribed time frame, the City may:

1. Treat such failure as a repudiation of this Agreement;
2. Resort to any remedy for breach provided herein or at law, including but not limited to, taking over the performance of the services or any part thereof either by itself or through others.

In the event the City shall terminate this Agreement for default, the City or its designated representatives may immediately take possession of all applicable equipment, materials, products, documentation, reports and data.

1.64 REMEDIES IN THE EVENT OF DEFAULT

If an Event of Default occurs, the Proposer shall be liable for all damages resulting from the default, including but not limited to:

- A. Lost revenues;
- B. The difference between the cost associated with procuring services hereunder and the amount actually expended by the City for procurement of Services, including procurement and administrative costs; and,
- C. Such other damages that the City may suffer.

The Proposer shall also remain liable for any liabilities and claims related to the Proposer's default. The City may also bring any suit or proceeding for specific performance or for an injunction.

1.65 BANKRUPTCY

The City reserves the right to terminate this contract if, during the term of any contract the Proposer has with the City, the Proposer becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution, or liquidation proceeding, or if a trustee or receiver is appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law.

1.66 CANCELLATION FOR UNAPPROPRIATED FUNDS

The obligation of the City for payment to a Proposer is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

1.67 VERBAL INSTRUCTIONS PROCEDURE

No negotiations, decisions, or actions shall be initiated or executed by the Proposer as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Proposers, which are signed by a person designated as authorized to bind the Proposer, will be recognized by the City as duly authorized expressions on behalf of the Proposer.

1.68 E-VERIFY

Proposer acknowledges that the City may be utilizing the Proposer's services for a project that is funded in whole or in part by State funds pursuant to a contract between the City and a State agency. The Proposer shall be responsible for complying with the E-Verify requirements in the contract and using the U.S. Department of Homeland Security's E-Verify system to verify the employment of all new employees hired by the Proposer during the Agreement term. The Proposer is also responsible for e-verifying its sub proposers, if any, pursuant to any agreement between the City and a State Agency, and reporting to the City any required information. The Proposer acknowledges that the terms of this

June 27, 2019City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP**

paragraph are material terms, the breach of any of which shall constitute a default under this Agreement.

1.69 BUDGETARY CONSTRAINTS

In the event the City is required to reduce contract costs due to budgetary constraints, all services specified in this document may be subject to a permanent or temporary reduction in budget. In such an event, the total cost for the affected service shall be reduced as required. The Proposer shall also be provided with a minimum 30-day notice prior to any such reduction in budget.

1.70 COST ADJUSTMENTS (Not Applicable)

The cost for all items as quoted herein shall remain firm for the first term of the contract. Costs for subsequent years and any extension term years shall be subject to an adjustment only if increases occur in the industry. However, unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 3% per year or, whichever is less, the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) (National) as published by the Bureau of Labor Statistics, U.S. Dept. of Labor. The yearly increase or decrease in the CPI shall be that latest index published and available ninety (90) days prior to the end of the contract year than in effect compared to the index for the same month one year prior. Any requested cost increase shall be fully documented and submitted to the City at least ninety (90) days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract. In the event the CPI or industry costs decline, the City shall have the right to receive from the Proposer a reduction in costs that reflects such cost changes in the industry. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the contract can be cancelled by the City upon giving thirty (30) days written notice to the Proposer.

June 27, 2019City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP****HOLD HARMLESS AND INDEMNITY CLAUSE**

(Company Name and Authorized Representative's Name)

, the contractor, shall indemnify, defend and hold harmless the City of Hollywood, its elected and appointed officials, employees and agents for any and all suits, actions, legal or administrative proceedings, claims, damage, liabilities, interest, attorney's fees, costs of any kind whether arising prior to the start of activities or following the completion or acceptance and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part by reason of any act, error or omission, fault or negligence whether active or passive by the contractor, or anyone acting under its direction, control, or on its behalf in connection with or incident to its performance of the contract.

SIGNATURE

PRINTED NAME

COMPANY OF NAME

DATE**Failure to sign or changes to this page shall render your bid non-responsive.**

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City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP****NON-COLLUSION AFFIDAVIT****STATE OF:** _____**COUNTY OF:** _____, being first duly sworn, deposes and says that:

- (1) He/she is _____ of _____, the Bidder that has submitted the attached Bid.
- (2) He/she has been fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bid;
- (3) Such Bid is genuine and is not a collusion or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the contractor for which the attached Bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices, profit or cost element of the Bid price or the Bid price of any other Bidder, or to secure an advantage against the City of Hollywood or any person interested in the proposed Contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(SIGNED) _____
Title**Failure to sign or changes to this page shall render your bid non-responsive.**

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City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP****SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a) FLORIDA
STATUTES ON PUBLIC ENTITY CRIMES**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER
OFFICIAL AUTHORIZED TO ADMINISTER OATHS

1. This form statement is submitted to _____
 by _____ for _____
 (Print individual's name and title) (Print name of entity submitting sworn statement)
 whose business address is _____
 and if applicable its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN,
 include the Social Security Number of the individual signing this sworn statement.

2. I understand that "public entity crime," as defined in paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misinterpretation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in an federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that "Affiliate," as defined in paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime, or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that "person," as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting sworn statement, nor any of its officers, director, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime, but the Final Order entered by the Hearing Officer in a subsequent proceeding before a Hearing Officer of the State of the State of Florida, Division of Administrative Hearings, determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the Final Order).

June 27, 2019City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THAT PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017 FLORIDA STATUTES FOR A CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

Or produced identification _____ Notary Public-State of _____

(Type of identification) my commission expires __________
(Printed, typed or stamped commissioned
name of notary public)**Failure to sign or changes to this page shall render your bid non-responsive.**

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City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP****CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS**

The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

Applicant Name and Address:

Application Number and/or Project Name:

Applicant IRS/Vendor Number: _____

Type/Print Name and Title of Authorized Representative:

Signature: _____ Date: _____

Failure to sign or changes to this page shall render your bid non-responsive.

June 27, 2019City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP****DRUG-FREE WORKPLACE PROGRAM**

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program (if such is available in the employee's community) by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of these requirements.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR'S SIGNATURE_____
PRINTED NAME_____
NAME OF COMPANY

June 27, 2019City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP****SOLICITATION, GIVING, AND ACCEPTANCE OF GIFTS POLICY**

Florida Statute 112.313 prohibits the solicitation or acceptance of Gifts. - "No Public officer, employee of an agency, local government attorney, or candidate for nomination or election shall solicit or accept anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the public officer, employee, local government attorney, or candidate would be influenced thereby." The term "public officer" includes "any person elected or appointed to hold office in any agency, including any person serving on an advisory body."

The City of Hollywood policy prohibits all public officers, elected or appointed, all employees, and their families from accepting any gifts of any value, either directly or indirectly, from any contractor, vendor, consultant, or business with whom the City does business.

The State of Florida definition of "gifts" includes the following:

- Real property or its use,
- Tangible or intangible personal property, or its use,
- A preferential rate or terms on a debt, loan, goods, or services,
- Forgiveness of indebtedness,
- Transportation, lodging, or parking,
- Food or beverage,
- Membership dues,
- Entrance fees, admission fees, or tickets to events, performances, or facilities,
- Plants, flowers or floral arrangements
- Services provided by persons pursuant to a professional license or certificate.
- Other personal services for which a fee is normally charged by the person providing the services.
- Any other similar service or thing having an attributable value not already provided for in this section.

Any contractor, vendor, consultant, or business found to have given a gift to a public officer or employee, or his/her family, will be subject to dismissal or revocation of contract.

As the person authorized to sign the statement, I certify that this firm will comply fully with this policy.

SIGNATURE

PRINTED NAME

NAME OF COMPANY

TITLE

Failure to sign this page shall render your bid non-responsive.

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City of Hollywood, Florida
Solicitation # **RFQ-4611-19-AP****REFERENCE QUESTIONNAIRE**

It is the responsibility of the contractor/vendor to provide a minimum of three (3) similar type references using this form and to provide this information with your submission. Failure to do so may result in the rejection of your submission.

Giving reference for: _____

Firm giving Reference: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

- 1.
- Q:**
- What was the dollar value of the contract?

A:

- 2.
- Q:**
- Have there been any change orders, and if so, how many?

A:

- 3.
- Q:**
- Did they perform on a timely basis as required by the agreement?

A:

- 4.
- Q:**
- Was the project manager easy to get in contact with?

A:

- 5.
- Q:**
- Would you use them again?

A:

- 6.
- Q:**
- Overall, what would you rate their performance? (Scale from 1-5)

A: ☐ **5** *Excellent* ☐ **4** *Good* ☐ **3** *Fair* ☐ **2** *Poor* ☐ **1** *Unacceptable*

- 7.
- Q:**
- Is there anything else we should know, that we have not asked?

A:

The undersigned does hereby certify that the foregoing and subsequent statements are true and correct and are made independently, free from vendor interference/collusion.

Name: _____

Title _____

Signature: _____ Date: _____

Question and Answers for Bid #RFQ-4611-19-AP - Comprehensive Plan

Overall Bid Questions

Question 1

The indemnification language in Section 1.46 (on page 19 of the RFQ) and in the HOLD HARMLESS AND INDEMNITY CLAUSE (on page 27 of the RFQ) is in violation of Florida Statutes 725.08. We believe it is void and unenforceable. We reserve our right under FL Statute 725.08 and recommend that the language be modified to **be consistent with FL Statute 725.08**: "The Contractor shall indemnify and hold harmless the City of Hollywood, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of the contract."

Our firm has signed similar negligence-based indemnification language with the City of Hollywood on current, ongoing contracts. This language is consistent with FL Statute 725.08. We would request that the final agreement between the City and Consultant be consistent with this prior language and also that the Acknowledgement and Signature Page (p. 2 of RFQ) and Hold Harmless and Indemnity Clause Form (p. 27) both be modified to reflect the requested changes. (Submitted: Jul 15, 2019 3:44:31 PM EDT)

Answer

- The language in the RFQ will remain unchanged. (Answered: Jul 16, 2019 10:07:47 AM EDT)

From: [Certificate of Insurance](#)
To: [Daniela Baquero-Meza](#); [Certificate of Insurance](#)
Subject: FW: Kimley-Horn COI
Date: Monday, July 29, 2024 1:28:01 PM
Attachments: [Hollywood Agreement Comprehensive Plan Update .pdf](#)
[City-of-Hollywood Kimley-Horn-and 24-25-GL-AL-W 3-18-2024 2058801532 1.pdf](#)

Sufficient

From: Daniela Baquero-Meza <dbaquero-meza@hollywoodfl.org>
Sent: Thursday, July 25, 2024 2:43 PM
To: Certificate of Insurance <COI@hollywoodfl.org>
Subject: Kimley-Horn COI

Good afternoon,

Kimley-Horn provides consultant services to update the City of Hollywood Comprehensive Plan.

Please find attached the agreement with Kimley-Horn and their COI, kindly advise if the COI is sufficient.

Thank you,

Solange Baquero-Meza
Development Review Coordinator
Planning and Urban Design Division
Department of Development Services

2600 Hollywood Blvd.
Hollywood, FL 33022-9045
Office: 954-921-3471 Ext. 6626
Mon – Thurs, 7 am to 6 pm





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/18/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgewood Partners Ins. Center/Greyling 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	CONTACT NAME: Jerry Noyola PHONE (A/C. No. Ext): 7702207699 E-MAIL ADDRESS: greylingcerts@greyling.com FAX (A/C. No.):														
INSURED Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: National Union Fire Ins Co of Pittsburg</td> <td>19445</td> </tr> <tr> <td>INSURER B: Allied World Assurance Co (U.S.) Inc.</td> <td>19489</td> </tr> <tr> <td>INSURER C: New Hampshire Insurance Company</td> <td>23841</td> </tr> <tr> <td>INSURER D: Lloyd's of London</td> <td>85202</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: National Union Fire Ins Co of Pittsburg	19445	INSURER B: Allied World Assurance Co (U.S.) Inc.	19489	INSURER C: New Hampshire Insurance Company	23841	INSURER D: Lloyd's of London	85202	INSURER E:		INSURER F:	
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COVERAGES**CERTIFICATE NUMBER: 2058801532****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL5268169	4/1/2024	4/1/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CA4489663 (AOS) CA2970071 (MA)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			03127930	4/1/2024	4/1/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC015893685 (AOS) WC015893686 (CA)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE - EA EMPLOYEE \$2,000,000 E.L. DISEASE - POLICY LIMIT \$2,000,000
D	Professional Liability			B0146LDUSA2404949	4/1/2024	4/1/2025	Per Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Civil/Landscape Architecture/Planning Engineering Services DS 18-014 - R2021-208; SR 7 Lighting Justification Report; Marissa Maring. The City of Hollywood, Florida, its employees and officials are named as Additional Insureds on the above referenced liability policies with the exception of workers compensation & professional liability where required by written contract. Should any of the above described policies be cancelled by the issuing insurer before the expiration date thereof, 30 days' written notice (except 10 days for nonpayment of premium) will be provided to the Certificate Holder. Contractual Liability is included under the General Liability Policy.

CERTIFICATE HOLDER**CANCELLATION**

City of Hollywood
 2600 Hollywood Boulevard, Room 315;
 Hollywood FL 33022-0000

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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