

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** February 3, 2015

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Contracts with Saltz Michelson, Synalovski Romanik Saye and Bermello Ajamil & Partners

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

- 1) Department/Division involved – Public Works
  - 2) Type of Agreement – Professional Services Agreement for Architectural Design Services
  - 3) Method of Procurement (RFP, bid, etc.) – RFQ 4436-14-RD
  - 4) Term of Contract
    - a) initial – Three years
    - b) renewals (if any) – Two additional one-year terms
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – Each contract not to exceed \$1,000,000.00
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
  - 8) Scope of Services – Consultant shall provide architectural design services on an as needed basis for miscellaneous city projects.
  - 9) Other Significant Provisions – n/a
- cc: Wazir Ishmael, City Manager