

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 9, 2017
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Authorization to Proceed for Work Order CTA 17-02 with Craven
Thompson & Associates, Inc.

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 Utilities
 - 2) Type of Agreement – Professional Services Contract for General Engineering Consulting Services
 - 3) Method of Procurement (RFP, bid, etc.) – City Project No. 16-5138
 - 4) Term of Contract
 - a) initial – Twelve months
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$640,978.68
 - 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
 - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
 - 8) Scope of Services – Consultants shall provide professional engineering services for the design, permitting, bidding and construction services for the proposed water main.
 - 9) Other significant provisions – Location: Taft Street to Charleston Street from North 56 Avenue to State Road 7
- cc: Dr. Wazir Ishmael, City Manager