

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 26, 2023

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Agreement with with Kimley-Horn and Associates, Inc., to provide an update to the City's Comprehensive Plan in the amount not to exceed \$500,000.

I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Department of Development Services
- 2) Type of Agreement – Professional Services Contract.
- 3) Method of Procurement (RFP, bid, etc.) – RFQ-4611-19-AP
- 4) Term of Contract:
 - a) initial – 6 months
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – \$500,000
- 6) Termination Rights – The Agreement may be terminated by either party upon seven days' prior written notice.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Update City's Comprehensive Plan
- 9) Other Significant Provisions: none

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