

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** April 8, 2025

**FROM:** Damaris Henlon, Interim City Attorney

**SUBJECT:** Agreement with Plus Urbia, LLC (Plusurbia Design) consultant for professional consulting services for a Redevelopment Program for the Washington Park Industrial Area of the City of Hollywood

---

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

- 1) Department/Division involved – Development Services.
  - 2) Type of Agreement – Contract for Consulting/Professional Services.
  - 3) Method of Procurement (RFP, bid, etc.) –RFP-229-25-SK. Section 38.43 of the Procurement Code states that when the estimated annual cost of goods, supplies, materials, equipment, or services exceeds \$50,000, a formal solicitation process shall be completed that may result in a written contract(s) and/or purchase order(s) after due public notice inviting bids or proposals.
  - 4) Term of Contract- one year with an option to review for one additional year per City option.
  - 5) Contract Amount – In an amount not to exceed \$149,500.00.
  - 6) Termination rights – Consultant to comply City requirements.
  - 7) Indemnity/Insurance Requirements – Consultant to comply City requirements.
  - 8) Scope of Services – Consultant to provide professional consultant services to develop a comprehensive Redevelopment Program for the Washington Park Industrial Area.
  - 9) Other significant provisions – RFP-229-25-SK.
- cc: George R. Keller, Jr. CPPT, City Manager