

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: April 4, 2017

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Authorization to Proceed for Work Order ANA 17-01 with Atkins North America, 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 – Existing Professional Services Agreement for General Engineering Consulting Services
 - 3) Method of Procurement (RFP, bid, etc.) – RFQ (Per Florida Statute 287.055, Consultants’ Competitive Negotiation Act)
 - 4) Term of Contract
 - a) initial – 12 months after the issuance of a Notice to Proceed
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$1,172,908.00
 - 6) Termination Rights – Either party may terminate for cause. City may terminate for convenience.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide professional consulting services for the design, permitting, bidding, and construction services for the proposed water main.
 - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager