

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** March 5, 2015

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

**SUBJECT:** Proposed Agreement with 12 Engineering Firms to Renew Continuing Contracts

---

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Public Utilities
- 2) Type of Agreement – Renewals of Continuing Contracts
- 3) Method of Procurement (RFP, bid, etc.) – The original agreements were procured by RFQ's.
- 4) Term of Contract
  - a) initial – The terms of the agreements began anywhere between 2003 and 2009. They will all expire on or about October 1, 2015.
  - b) renewals (if any) – Two 2-yr. renewal periods (this is the second renewal period)
  - c) who exercises option to renew – Renewal requires the agreement of both parties.
- 5) Contract Amount – Each authorization to proceed will contain a specific amount, which will vary greatly depending on the nature and scope of the work. However, it is estimated that the total that the City will pay these 12 engineering firms per year is approximately \$5,000,000.
- 6) Termination rights – The City can terminate without cause by giving 7 days' notice.
- 7) Indemnity/Insurance Requirements – Vendors will indemnify City and provide insurance.
- 8) Scope of Services – Vendors will provide engineering services to Public Utilities.
- 9) Other significant provisions – None.

cc: Wazir A. Ishmael, City Manager