

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** January 7, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Authorization to Proceed with Craven Thompson and Associate, Inc. to provide professional surveying and mapping services for the design of the alley reconstruction projects

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 Works
 - 2) Type of Agreement – Work Order pursuant to an existing Professional Services Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – RFQ in accordance with the Consultants' Competitive Negotiation Act (Resolution 2011-269).
 - 4) Term of Contract
 - a) initial – 2 year
 - b) renewals (if any) – two (2) additional one (1) year periods. City Commission renewed professional service agreement on January 21, 2015.
 - c) who exercises option to renew – both parties
 - 5) Contract Amount – For this specific project the cost is \$55,620.00.
 - 6) Termination rights – Either party may terminate the Professional Services Agreement with or without cause upon ninety (90) days written notice.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Under the Professional Services Agreement initially approved pursuant to Resolution R-2001-269 which the renewal of the agreements were approved on January 7, 2015 by the City Commission, three firms were ranked to be utilized on a rotating basis with the three firms to provide professional services for surveying and mapping services projects.. This specific project will be for the Consultant to provide surveying services for the in-house design of the Alley Reconstruction Project.
 - 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D, City Manager

