

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** March 18, 2021

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Execution of an Authorization to Proceed with Craven Thompson & Associates, Inc. to provide professional engineering services related to the design for the upgrade of Lift Station E-8.

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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 Public Utilities
  - 2) Type of Agreement – Authorization to Proceed based upon Professional Services Agreement (Resolution No. R-2017-284)
  - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
  - 4) Term of Contract:
    - a) initial – The initial continuing services agreement approved pursuant to R-2017-284 was for four years. **For this item, ATP the project will be completed in 9 months from the date of issuance of the ATP.**
    - b) renewals (if any) – two additional two year terms.
    - c) who exercises option to renew – both parties.
  - 5) Contract Amount – In an amount not to exceed \$273,749.20.
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Craven Thompson & Associates, Inc. will provide professional engineering services related to the design for the upgrade to Lift Station E-8.
  - 9) Other Significant Provisions: N/A
- cc: Dr. Wazir Ishmael, City Manager