

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: January 7, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Renewal of Professional Services Agreements for Surveying and Mapping Service 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 Services
 - 2) Type of Agreement – Professional Services Agreement for Surveying and Mapping Services Projects.
 - 3) Method of Procurement (RFP, bid, etc.) – Per Florida Statute 287.055, Consultants' Competitive Negotiation Act
 - 4) Term of Contract
 - a) initial – Three (3) years
 - b) renewals (if any) – Two (2) additional one (1) year periods. **This is the first renewal.**
 - c) who exercises option to renew – City.
 - 5) Contract Amount – Not to exceed \$350,000.00 (cumulative amount of fees to be paid for services provided by each consultant)
 - 6) Termination rights – The City shall have the right to terminate the agreement for any reason or no reason, upon seven (7) days written notice. The Consultant shall have the right to terminate the agreement, in writing, following breach by the City, if breach of contract has not been corrected within sixty (60) days from the date of the City's receipt of a statement from Consultant specifying its breach of its duties under the agreement.
 - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
 - 8) Scope of Services – Consultant shall provide the following services, without limitation: design surveys, construction layouts, boundary surveys, preparation of sketches and legal descriptions, mapping, AutoCAD drafting, calculations and other related survey and mapping services.
 - 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D., City Manager

