

**SECOND AMENDMENT TO THE CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES BETWEEN THE CITY OF HOLLYWOOD AND PMA CONSULTANTS, LLC.**

**THIS SECOND AMENDMENT TO THE CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES** ("Second Amendment") is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_ 2025, by and between the City of Hollywood, a municipal corporation of the State of Florida (hereinafter "CITY"), and PMA Consultants, LLC., a limited liability corporation authorized to do business in the State of Florida (hereinafter referred to as "CONSULTANT").

**WITNESSETH:**

WHEREAS, the CITY and the CONSULTANT previously entered into a Contract for Consulting/Professional Services ("Original Agreement") to provide project controls services for projects being managed by the Department of Design, Construction and Management ("DCM"); and

WHEREAS, the CITY and the CONSULTANT previously entered into a First Amendment ("First Amendment") to the Original Agreement, dated September 26, 2024, to increase the contract amount and extend the contract term for additional procurement and purchasing support; and

WHEREAS, the CITY and CONSULTANT agree to enter into this Second Amendment to the Original Agreement to extend the termination date to September 30, 2025; and

WHEREAS, the CITY and CONSULTANT agree to amend the scope of work to the Original Agreement to include the additional services as outlined in Exhibit “A” of this Second Amendment (“Additional Services”); and

WHEREAS, the CITY agrees to increase the Original Agreement’s total contract price in an amount up to **two hundred ninety five thousand three hundred ninety six dollars and zero cents (\$295,396.00)** for the Additional Services.

**NOW THEREFORE**, in consideration of the promises, mutual covenants, provisions and undertakings contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. That the foregoing “WHEREAS” clauses are ratified and confirmed as being true and correct and are incorporated in this Second Amendment.
2. That the CITY and CONSULTANT agree to extend the termination date of the Original Agreement to September 30, 2025.
3. That the CITY and CONSULTANT agree to amend the scope of work to the Original Agreement to include the Additional Services as outlined in Exhibit “A” of this Second Amendment.
4. That the CITY agrees to increase the Original Agreement total contract price in an amount up to two hundred ninety five thousand three hundred ninety six dollars and zero cents (\$295,396.00) for the Additional Services.
5. That except as amended herein, the CITY and CONSULTANT ratify, approve and reaffirm the terms of the Original Agreement and First Amendment, and the Original

Agreement and First Amendment shall remain in full force and effect, except as amended herein. In the event of any conflict or ambiguity by and between the terms and provisions of the Original Agreement or First Amendment and this Second Amendment, the terms and provisions of this Second Amendment shall control to the extent of any such conflict and ambiguity.

**IN WITNESS OF THE FOREGOING**, the CITY and CONSULTANT have executed this Second Amendment to the Original Agreement on the date first written above.

CITY OF HOLLYWOOD

By: \_\_\_\_\_  
Josh Levy, Mayor

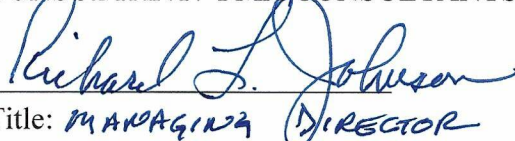
ATTEST:

\_\_\_\_\_  
Patricia A. Cerny, MMC, City Clerk

APPROVED AS TO FORM.

\_\_\_\_\_  
Damaris Henlon  
Interim City Attorney

CONSULTANT: PMA CONSULTANTS, LLC.

  
Title: *MANAGING DIRECTOR*  
Date: *3/18/2025*

**EXHIBIT “A”**



April 15, 2025

**Jose Cortes**

Director of Design and Construction Management

Department of Design & Construction Management (DCM)

City of Hollywood

2207 Raleigh St,

Hollywood, FL 33020

Subject: **Project Controls and Procurement Support Services in Fiscal Year 2025**

Dear Mr. Cortes:

PMA Consultants, LLC (PMA) is pleased to submit its proposal to provide project controls services for the General Obligation (GO) Bond projects and other projects outside the GO Bond program ("the Project"). It also includes professional work related to the procurement activities of the City, including purchasing and contract administration for DCM. This letter outlines our proposal for the work and provides information on the approach to the Project. It also outlines our understanding of the scope as generally discussed with you and based on our previous experience with multiple City projects.

We thank you for considering PMA and look forward to serving the City's needs on this assignment. Should you have any questions or concerns, or simply wish to discuss any aspect of this proposal, please feel free to contact Richard Johnson at (321) 217-5182 or Francisco Cruz at (305) 203-2254 or via email at [rjohnson@pmaconsultants.com](mailto:rjohnson@pmaconsultants.com) and [fcruz@pmaconsultants.com](mailto:fcruz@pmaconsultants.com), respectively.

Sincerely,

Richard Johnson, PE, CVS-Life  
Managing Director

RLJ

cc: Eduardo Nazario – PMA Consultants  
Francisco Cruz – PMA Consultants  
South Florida - Proposals FILE



## 1.0 Summary

The City of Hollywood (“City”) has requested PMA to provide project controls services for the General Obligation (GO) Bond projects and other projects outside the GO Bond program, and professional work related to the procurement activities of the City, including purchasing and contract administration for DCM. It is our understanding that the project controls services will be contracted on or about January 1, 2025, and will continue until September 30, 2025, and the procurement services will be contracted on or about January 1, 2025, and will continue until April 25, 2025.

## 2.0 PMA’s Scope of Work

Our understanding is that PMA will function as staff extension to the City and work alongside the Design and Construction Management (DCM) staff. PMA’s general tasks include incorporating the schedule edits that will be provided by DCM project managers (PM), performing quality control based on defined key performance indicators, conducting a meeting with DCM PMs to validate the schedule updates, review contractors’ schedule performance, perform site walkthroughs to confirm schedule progress, and performing a schedule validation within the dashboard. PMA will maintain and update the Primavera P6 database, and the DCM dashboard. PMA will also prepare a report comparing the baseline with the latest schedule update, and will provide change order and notice of delay reviews. The schedule updates will be performed on six (6) schedules where their update frequency in the P6 database is marked as monthly. These schedules are part of the work breakdown structures related to GOB and capital improvement plan projects. PMA will provide the monthly updates by the 10<sup>th</sup> of each month under the premise that DCM will provide the schedule updates and edits by the 27<sup>th</sup> of each preceding month.

In terms of procurement support, PMA’s general tasks include participating in and supervising purchasing professionals involved in procuring and coordinating the procurement of architectural and engineering services, construction, technology, supplies, and professional services. PMA will prepare highly technical solicitation and contract documents containing complex specifications, including all related research and value analysis. PMA will prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and requests for qualifications, and other solicitation documents that result in contract types such as, Construction Manager at Risk, Construction Manager, Design Build, Design-Bid-Build, General Contractor, ITB, Lump Sum, and Owners' Representative. PMA will also identify and notify potential bidders and sources, conduct pre-bid and pre-proposal conferences, coordinate and supervise



activities of evaluation committees, and recommend on the most advantageous offer on RFP's and most qualified architects/engineers.

PMA will also engage in procurement planning with City's departments to routinely identify and provide high quality service to meet the City's delivery requirements on a timely basis. PMA will prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up. PMA will work alongside the City's Procurement department to ensure all work is completed and is commensurate with that expected from a competent consulting firm providing similar services, following the City's quality and procurement standards.

### 3.0 Resources

PMA Consultants proposes Mr. Stephen Daly, Mr. Siavash Almasi, Mr. Ernesto Toxqui, Mr. Alejandro Lanz, Mr. Daniel Posada, and Mr. Francisco Cruz to support the schedule updates, and maintain the Primavera P6 database and the DCM Dashboard. Mrs. Adriana Rodriguez as the resource who will perform support the procurement and purchasing tasks based on previous experience working on DCM projects, availability, and the execution of the professional services agreement. The PMA staff has experience with City projects and processes, industry knowledge, and recent work in the relevant market.

### 4.0 Professional Services Costs

PMA proposes to perform the above outlined scope of work but will require the City's written authorization for the said services. The procurement support services require full-time engagement for Mrs. Adriana Rodriguez onsite and assume that the services will be performed at the City's DCM office. The project controls support services are not anticipated to require full-time engagement onsite and assume that the services will be performed virtually. PMA staff may visit the DCM offices to perform the updates live with the PMs.

The proposed costs, excluding any travel expenses, are as follows:

Tasks	Description	Est. Hours	Est. Cost
<b>2.1</b>	<i>Procurement and Purchasing Support</i>		
	DCM Procurement	610	\$75,396
<b>2.2</b>	<i>Project Controls Support</i>		
	Project Controls Services	1,065	\$220,000
<b>Total</b>		<b>1,675</b>	<b>\$295,396</b>