

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

**THIS FIRST AMENDMENT TO THE CONTRACT FOR CONSULTING/PROFESSIONAL SERVICES** (“First Amendment”) is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_ 2024, 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, dated January 11, 2024 (“Original Agreement”), to provide schedule update services for projects being managed by the Department of Design, Construction and Management (“DCM”); and

WHEREAS, the CITY and CONSULTANT agree to enter into this First Amendment to the Original Agreement to extend the termination date, under Article 2 of the Original Agreement, from September 30, 2024 to December 31, 2024; 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 First Amendment (“Additional Services”); and

WHEREAS, the CITY agrees to increase the Original Agreement’s contract price in an additional amount up to **two hundred fifty-two thousand four hundred fifty-five dollars and zero cents (\$252,455.00)** 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 First Amendment.

2. That the CITY and CONSULTANT agree to amend the Original Agreement to extend the termination date, under Article 2 of the Original Agreement, from September 30, 2024 to December 31, 2024.

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 First Amendment.

4. That the CITY agrees to increase the Original Agreement’s contract price by an additional amount up to two hundred fifty-two thousand four hundred fifty-five dollars and zero cents (\$252,455.00) 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 the Original Agreement 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 and this First Amendment, the terms and provisions of this First Amendment shall control to the extent of any such conflict and ambiguity.

**IN WITNESS OF THE FOREGOING**, the CITY and CONSULTANT have executed this First 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

\_\_\_\_\_  
Douglas R. Gonzales  
City Attorney

CONSULTANT: PMA CONSULTANTS, LLC.

Richard S. Johnson  
Title: MANAGING DIRECTOR  
Date: 6/28/2024

# EXHIBIT “A”

## 1.0 Summary

The City of Hollywood (“City”) has requested PMA to provide professional work related to the procurement activities of the City, including purchasing and contract administration for the DCM. It is our understanding that the requested services will be contracted on or about May 20, 2024, and will continue until December 31, 2024.

## 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 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 Mrs. Adriana Rodriguez as the resource who will perform the above scope based on previous experience working on DCM projects, availability, and the execution of the professional services agreement. Mrs. Rodriguez has the experience, 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. These services require full-time engagement onsite and assume that the services will be performed at the City's DCM office.

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

Tasks	Description	Est. Hours	Est. Costs
<b>2.1</b>	<i>Procurement and Purchasing Support</i>		
	DCM Procurement and Purchasing	1,284	\$ \$154,080
<b>Totals</b>		<b>1,284</b>	<b>\$ \$154,080</b>