

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** August 2, 2016

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Authorization to Proceed for Work Order No. B&C 16-03 with Brown and Caldwell to provide professional engineering services for the assessment of alternatives for backup disposal of concentrate study.

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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 – Authorization to Proceed for Work Order No. B&C 16-03 pursuant to Professional Services Agreement (Project No. 16-4041).
- 3) Method of Procurement (RFP, bid, etc.) – Professional Services Agreement for General Engineering Consulting Services for Water and Sewer Infrastructure Project pursuant to Resolution Nos. R-2009-214, R-2013-110, R-2015-068)
- 4) Term of Contract
  - a) initial – 6 months after the issuance of the Authorization to Proceed.
  - b) renewals (if any) – n/a.
  - c) who exercises option to renew – n/a
- 5) Contract Amount – For this specific project the cost is \$42,694. (Cumulative as of today's date cumulative contract amount is an amount not to exceed \$835,337.00).
- 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 Continuing Professional Services Agreement initially approved pursuant to Resolution No. R-2009-214 on July 1, 2009 by the City Commission, Brown and Caldwell was one of four consultants retained to provide professional services for professional engineering services related to water and sewer infrastructure projects. This specific project will be for the Consultant to provide the engineering services for the assessment of alternative methods of providing for backup disposal of concentrate once the outfall is closed.

TERM SHEET CONTINUED FOR BROWN AND CALDWELL

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9) Other significant provisions – n/a

cc: Wazir A. Ishmael, Ph.D, City Manager