

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: CRA Chair and Board Members

DATE: June 22, 2017

FROM: Alan Fallik, Acting General Counsel

SUBJECT: Proposed Authorization to Proceed with CPZ Architects, Inc.

I have reviewed the above captioned agreement for form and legality. The general business terms are as follows:

- 1) Department/Division involved – CRA
- 2) Type of Agreement – Authorization to Proceed
- 3) Method of Procurement (RFP, bid, etc.) – Consultants Competitive Negotiation Act (287.055, Florida Statutes)
- 4) Term of Contract
 - a) initial – 24 months (estimated)
 - b) renewals (if any) – no
 - c) who exercises option to renew – n/a
- 5) Contract Amount – \$106,047.00
- 6) Termination rights – The CRA has the right to terminate this Agreement for any reason or no reason, upon seven days' written notice. Upon termination of this Agreement, all charts, sketches, studies, drawings, and other documents related to work authorized under this Agreement, whether finished or not, must be turned over to the CRA. The Consultant shall be paid in accordance with Section 6.04, provided that said documentation be turned over to CRA within ten (10) business days of termination. Failure to timely deliver the documentation shall be cause to withhold any payments due.

The Consultant shall have the right to terminate this agreement, in writing, following breach by the CRA, if breach of contract has not been corrected within sixty (60) days from the date of the CRA's receipt of a statement from Consultant specifying its breach of its duties under this agreement.

- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable CRA requirements.
- 8) Scope of Services - Contractor shall provide architectural and construction drawings, AutoCad drafting, cost estimates and other related projects.
- 9) Other significant provisions – n/a

cc: Jorge Camejo, Executive Director for the CRA