

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** December 14, 2017

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Authorization to Proceed for Work Order No. B&C 17-02 with Brown and Caldwell

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 Utilities
 - 2) Type of Agreement – Continuing Consultant Services Contract
 - 3) Method of Procurement (RFP, bid, etc.) – Consultants Competitive Negotiation Act
 - 4) Term of Contract
 - a) initial – As needed
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$100,000.00
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide the professional services, without limitation: response to City’s request for information; meeting with City’s personnel to discuss matters of importance to the utility; meeting with regulatory agencies; response to requests for information; conference calls; review of materials; development of conceptual planning framework; technical assessment; support of compliance initiatives and reporting requirements; preparation of material; presentations at meetings/workshops.
 - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager