

**CITY OF HOLLYWOOD
COMMUNITY REDEVELOPMENT AGENCY
INTEROFFICE MEMORANDUM**

TO: CRA Board Members **DATE:** February 22, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Agreement with Kimley-Horn and Associates, Inc. for Construction Administration Services for A1A Lane Improvements and Undergrounding of Utilities

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – CRA
- 2) Type of Agreement – Notice to Proceed with proposal received from Vendor, all pursuant to a continuing contract under the Consultants’ Competitive Negotiation Act.
- 3) Method of Procurement (RFP, bid, etc.) – RFQ
- 4) Term of Contract
 - a) initial – 6 mths.
 - b) renewals (if any) –
 - c) who exercises option to renew –
- 5) Contract Amount – Not to exceed \$105,921.
- 6) Termination rights – City party can terminate without cause.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide construction administration services for A1A lane improvements and undergrounding of utilities.
- 9) City’s prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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