

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** March 7, 2018

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Authorization to Proceed for Work Order CTA 18-02 with Craven Thompson & Associates, Inc. to provide Professional Engineering Services for the Driftwood Septic to Sewer Conversion Phase II

---

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 – Professional Services Contract for General Engineering Consulting Services
  - 3) Method of Procurement (RFP, bid, etc.) – Consultants Competitive Negotiation Act
  - 4) Term of Contract
    - a) initial – 15 months from Notice to Proceed
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – \$972,358.08
  - 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
  - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
  - 8) Scope of Services – Consultants shall provide professional engineering services for the design, permitting, bidding and construction services for the proposed sewer system.
  - 9) Other significant provisions – n/a
- cc: Wazir Ishmael, Ph.D., City Manager