

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 28, 2018
FROM: Douglas R. Gonzales, City Attorney
SUBJECT: Proposed Work Order No. GLS 18-02 with Gibbs Land Surveyors, Inc.

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 – Department of Public Utilities
 - 2) Type of Agreement – Professional Services Agreement for Surveying and Mapping Services
 - 3) Method of Procurement (RFP, bid, etc.) – Florida Statute 287.55, Consultants Competitive Negotiation Act
 - 4) Term of Contract
 - a) initial – Three years
 - b) renewals (if any) – Two additional one year terms
 - c) who exercises option to renew – Mutual agreement of the parties
 - 5) Contract Amount – \$100,000.00
 - 6) Termination Rights – Either party may terminate for cause. City may terminate for convenience.
 - 7) Indemnity/Insurance Requirements – Consultants shall comply with applicable City requirements.
 - 8) Scope of Services – Consultants shall provide surveying and mapping services related to the design, preparation of studies and evaluation of capital improvement project.
 - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager