

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** December 19, 2018

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

**SUBJECT:** Proposed Series of Authorization to Proceed with Craven Thompson & Associates

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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 – Development Services
  - 2) Type of Agreement – Professional Services Agreement for General Engineering Consultant Services
  - 3) Method of Procurement (RFP, bid, etc.) – Florida Statute 287.055, Consultants Competitive Negotiation Act
  - 4) Term of Contract
    - a) initial – 3 years
    - b) renewals (if any) – 2 one year renewals
    - c) who exercises option to renew – mutual agreement of the parties
  - 5) Contract Amount – Not to exceed \$98,450.00
  - 6) Termination Rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
  - 8) Scope of Services – Consultant shall provide Civil, Landscape Architecture, Planning and Engineering Services related to designing improvements at the Hollywood Marina Boat Ramps and parking lot.
  - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager