

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** January 17, 2019

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

**SUBJECT:** Proposed Authorization to Proceed with Hazen & Sawyer, P.A. to provide professional engineering services for the North Central Septic to Sewer Conversion Phase II Project

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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 – Dept. of Public Utilities
- 2) Type of Agreement – Authorization to Proceed pursuant to Professional Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Statement of Qualifications/Consultants’ Competitive Negotiation Act (Resolution 2017-284).
- 4) Term of Contract
  - a) initial – Continuing contract. Term of the Professional Services Agreement shall be for four years, **however, this specific ATP/Work Order will be completed in approximately 14 months..**
  - b) renewals (if any) – for the Professional Services Agreement, there are two additional one year periods.
  - c) who exercises option to renew – Mutual Agreement of the parties.
- 5) Contract Amount – For this specific project the cost is in an amount not to exceed \$638,836.00.
- 6) Termination rights – City may terminate for cause. Upon seven days’ written notice to the Contractor, the City may, without cause and without prejudice to any other right or remedy, elect to abandon the work and terminate the Contract. In such case the Contractor shall be paid for all work executed and any expense sustained plus reasonable termination expenses, which will include, but not be limited to direct, indirect and consequential costs (including, but not limited to, fees and charges of engineers, architects, attorneys and other professionals and court and arbitration costs).
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.

- 8) Scope of Services – Under the Professional Services Agreement initially approved pursuant to Resolution R-2017-284, three firms were ranked to be utilized on a rotating basis with the five firms to provide professional services for civil/landscape architecture/planning projects on an as needed basis. This specific project will be for the Consultant Hazen & Sawyer, P.A to provide professional engineering services which include the design, permitting and bidding assistance services for the North Central Septic to Sewer Conversion Phase II project.
  - 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D, City Manager