

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** January 28, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Authorization to Proceed with Brown and Caldwell for Professional Engineering and Administrative Services

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 for General Engineering Consulting Services (initially approved by Resolution No. 2017-283).
 - 3) Method of Procurement (RFP, bid, etc.) – Consultants Competitive Negotiation Act
 - 4) Term of Contract
 - a) initial – As needed
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – \$100,000.00
 - 6) Termination rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor will provide professional engineering and administrative services with ongoing regulatory compliance activities with FDEP, Broward County as well as legislative, regulatory, permitting and contractual issues on an as needed basis. The professional services will include, without limitation: response to City's request for information; meeting with City's personnel to discuss matters of importance to the utility; meeting with regulatory agencies; response to requests for information; conference calls; review of materials; development of conceptual planning framework; technical assessment; support of compliance initiatives and reporting requirements; preparation of material; presentations at meetings/workshops.
 - 9) Other significant provisions – n/a
- cc: Wazir Ishmael, Ph.D., City Manager