

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** February 25, 2019

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

**SUBJECT:** Proposed Authorization to Proceed No. 11 with Saltz Michelson Architects, Inc. for additional professional architectural and engineering services for the construction phase services related to Fire Station 45.

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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 Development Services/Engineering Division.
- 2) Type of Agreement – Authorization to Proceed No. 11 pursuant to Professional Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – Initially, RFQ No. 4436-14-RD (Resolution No. R-2015-042 CCNA); Contract specifically for Fire Station 45 was pursuant to Resolution No. 2015-255.
- 4) Term of Contract
  - a) initial – Continuing contract. Term of the Professional Services Agreement shall be for three years pursuant to Resolution No. R-2015-042, **however, this specific ATP/Work Order will be completed in approximately three 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 (ATP) the cost is in an amount not to exceed \$21,298.83.00 bringing the total cost of said services to \$117,144.18.
- 6) Termination rights – Either party may terminate for cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.

- 8) Scope of Services – Consultant will provide additional professional architectural and engineering services for the construction phase for Fire Station 45.
- 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D, City Manager