

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** March 13, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Execution of An Authorization to Proceed with Hazen and Sawyer, PA to provide professional engineering services for the 2020 Water Supply Plan Update

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/Continuing Contract
 - 3) Method of Procurement (RFP, bid, etc.) – Request for Qualifications in accordance with the Consultants’ Competitive Negotiation Act (Resolution 2017-284).
 - 4) Term of Contract
 - a) initial – Continuing contract. This ATP project will be completed in approximately six months.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – For this specific project the cost is \$39,971.00.
 - 6) Termination rights – City may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – For this specific project the Consultant will assist the Dept. of Public Utilities with updating the 2020 Water Supply Plan for incorporation into the City’s Comprehensive Plan as required by Section 163.3177(6)(c)3., Florida Statutes
 - 9) Other significant provisions – n/a
- cc: Wazir A. Ishmael, Ph.D, City Manager

