

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 3, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Issuance of a Series of Authorizations to Proceed with Synalovski Romanik Saye, LLC. to provide architectural design services for interior completion of the 2nd floor of the City Hall Library.

I have reviewed the above referenced Agreement with the participating Department/Office(s), 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 based upon Professional Services Agreement (Resolution No. R-2019-102)
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
 - 4) Term of Contract:
 - a) initial – as needed basis for this project.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – In an amount not to exceed \$195,000.00.
 - 6) Termination Rights – Either party may terminate for cause.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – On an as needed basis, Synalovski Romanik Saye, LLC. will provide architectural design services to complete the 2nd floor library.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager