

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** January 21, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Authorization to Proceed with Craven Thompson & Associates to provide professional engineering services for design and construction related to the sanitary sewer system isolation valve and flowmeter at Park Road and Taft Street.

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-2017-284)
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes- Resolution No. 2017-283)
 - 4) Term of Contract:
 - a) initial – 12 months
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – In an amount not to exceed \$69,532.44.
 - 6) Termination Rights – Either party may terminate for convenience.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Craven Thompson & Associates will provide professional engineering services for the design, permitting, bidding and construction services for the sanitary sewer system isolation valve and flowmeter at Park Road and Taft Street.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager