

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** January 27, 2020

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

**SUBJECT:** Proposed Authorization to Proceed with Atkins North America, Inc. to provide professional engineering services for the establishment of a traffic calming program.

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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 Development Services/Division of Engineering, Transportation and Mobility
- 2) Type of Agreement – Authorization to Proceed based upon a Continuing Services Contract for civil/landscape architect/planning/engineering services (Resolution No. R-2018-400)
- 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes- Resolution No. 2018-400)
- 4) Term of Contract:
  - a) initial – 12 months
  - b) renewals (if any) – none
  - c) who exercises option to renew – n/a
- 5) Contract Amount – In an amount not to exceed \$119,993.00.
- 6) Termination Rights – City may terminate with or without cause. Consultant may terminate in the event of a breach by the City.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Atkins North America, Inc. will provide professional engineering services for the establishment of a traffic calming program which includes preparing studies necessary to evaluate and prioritize the various locations where traffic calming treatments could be effective to reduce vehicular speeds and cut-through traffic in previously identified neighborhoods.
- 9) Other Significant Provisions: n/a

cc: Dr. Wazir Ishmael, City Manager