

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: CRA Chair and Board Members **DATE:** February 27, 2020
FROM: Douglas R. Gonzales, General Counsel
SUBJECT: Proposed Authorization to Proceed with Brooks and Scarpa Architects

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 – CRA
- 2) Type of Agreement – Authorization to Proceed
- 3) Method of Procurement (RFP, bid, etc.) – Florida Statute Section 287.055, Consultants' Competitive Negotiation Act
- 4) Term of Contract:
 - a) initial – Estimated six months
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – \$15,500.00
- 6) Termination Rights – Either party may terminate for cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable CRA requirements.
- 8) Scope of Services – Contractor shall provide design for the placement of signs within the Florida East Coast Railway rights of way.
- 9) Other Significant Provisions: n/a

cc: Jorge Camejo, Executive Director for the CRA