

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** March 2, 2020

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

**SUBJECT:** Proposed Ranking of Professional Engineering, Survey and General Consultant Firms and Authorizing the Appropriate City Officials to Negotiate An Agreement with the Highest Ranked Firm to provide said services for the tidal flood mitigation and shoreline protection general obligation bond project.

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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 Design, Construction and Management Services
  - 2) Type of Agreement – Professional Services Agreement
  - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
  - 4) Term of Contract:
    - a) initial – five years
    - b) renewals (if any) – two additional one year periods
    - c) who exercises option to renew – mutual
  - 5) Contract Amount – to be negotiated.
  - 6) Termination Rights – with or without cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Firm shall provide professional engineering design services for the Tidal Flooding and Shoreline Protection Project that includes permitting and construction phase services as more specifically set forth in the Scope of the Bid.
  - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager