

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** April 22, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Authorization to Proceed with Arcadis US, Inc. to provide professional engineering services for the Emergency Response Plan 2020 Update

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-2017-283- continuing contract)
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes- Resolution No. 2017-283)
 - 4) Term of Contract:
 - a) initial – 120 days
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – In a lump sum amount of \$84,040.00.
 - 6) Termination Rights – Either party may terminate for convenience.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Arcadis will prepare an update to the City's Water Infrastructure Emergency Response Plan that will include the findings of the Risk and Resilience Assessment completed in August, 2019.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager