

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** May 26, 2020

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

**SUBJECT:** Proposed Issuance of a Series of Authorizations to Proceed with Chen & Moore Associates to provide professional engineering services for the design of three mast arm traffic signal structures.

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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– Design, Construction and Management
- 2) Type of Agreement – Authorizations to Proceed based upon Professional Services Agreement (Resolution No. R-2018-400)
- 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
- 4) Term of Contract:
  - a) initial – continual, as each portion of the project proceeds.
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a
- 5) Contract Amount – In an amount not to exceed \$149,865.00. Fees to be paid through a series of ATP's as each portion of the project proceeds.
- 6) Termination Rights – Either party may terminate for cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Chen & Moore Associates will provide professional engineering services for the design of three mast arm traffic signal structures at Hollywood Boulevard and 26<sup>th</sup> Avenue at Van Buren Street.
- 9) Other Significant Provisions: The Broward County Traffic Engineering Division has agreed to take over maintenance responsibility for any standard mast arms that are installed, even if only part of the intersection is upgrade. The project scope includes project surveying, utility coordination and subsurface utility exploration, geotechnical investigation, the design of three new signal mast arms and related design work, design of temporary signals if required, and construction administration services.

cc: Dr. Wazir Ishmael, City Manager