

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** June 23, 2020

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

**SUBJECT:** Proposed Authorization to Proceed with Hazen and Sawyer, P.C. to provide miscellaneous professional engineering services for water and wastewater projects on an as needed basis.

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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 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 – this ATP is on a as needed basis.
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a
- 5) Contract Amount – In an amount not to exceed \$100,000.00.
- 6) Termination Rights – In accordance with the continuing service agreement, City may terminate for cause. Upon seven days' written notice to Hazen and Sawyer, the City may, without cause and without prejudice to any other right or remedy, elect to abandon the work and terminate the Contract. In such case, Hazen and Sawyer shall be paid for all work executed and any expense sustained plus reasonable termination expenses, which will include, but not be limited to, direct, indirect, and consequential costs (including, but not limited to, fees and charges of engineers, architects, attorneys and other professionals and court and arbitration costs).
- 7) Indemnity/Insurance Requirements – Hazen and Sawyer shall comply with applicable City requirements.
- 8) Scope of Services – On an as needed basis, Hazen and Sawyer will provide professional engineering services for the following tasks and/or issues as more specifically delineated in the resolution for water and wastewater projects: (1) Regulatory compliance; (2) Large User Agreement issues; and (3) Engineering Services.

Term Sheet continued

9) Other Significant Provisions: n/a

cc: Dr. Wazir Ishmael, City Manager