

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 3, 2020

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Ranking of Professional Engineering Firms to provide professional engineering services related to updating the Wasterwater Master Plan and authorizing the appropriate City officials to negotiate an agreement with the highest-ranked firm, Hazen and Sawyer, P.C. for consideration by the City Commission at a later date.

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 – Professional Engineering Consultant Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
- 4) Term of Contract:
 - a) initial – to be determined in negotiations
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – to be determined in negotiations
- 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 consulting services to update the wastewater master plan which will include the tasks outlined in the resolution (see 4th whereas clause).
- 9) Other Significant Provisions: The negotiated agreement will be brought back to the City Commission for approval.

cc: Dr. Wazir Ishmael, City Manager