

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

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

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Ranking of Professional Consulting Engineering Firms and Authorization to execute a Consultant Services Agreement with the Two Highest Ranked Firms (Kimley-Horn and Associates, and Craven Thompson & Associates) to provide design and construction administration services related to the installation of generators at certain sanitary sewer lift stations.

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 Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes).
- 4) Term of Contract:
 - a) initial – two years (tasks will be implemented in phases).
 - b) renewals (if any) – two additional one year terms
 - c) who exercises option to renew – mutual
- 5) Contract Amount – (a) Kimley-Horn and Associates: in a lump sum amount of \$179,361.00; and (b) Craven Thompson and Associates: in a lump sum amount of \$234,273.52.
- 6) Termination Rights – with or without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – (a) Craven Thompson & Associates shall furnish professional engineering services for the Design, Permitting and Bidding and Construction Administration services for the design and construction of permanent electrical generators for the sanitary sewer lift stations E-01, W-14 and W-15 as part of the “Design and Construction Administration Services For Backup Electrical Power Generators For Sewer Lift Stations; E-01, E-03, E-06, W-14, W-15 & Stormwater Pump Station SW-08 project; and (b) Kimley-Horn and Associates shall furnish professional engineering services for the Design, Permitting and Bidding and Construction Administration services for the design and construction of permanent electrical generators

for the sanitary sewer lift stations E-03, E-06 and stormwater pump station SW-08, as part of the "Design and Construction Administration Services For Backup Electrical Power Generators For Sewer Lift Stations; E-01, E-03, E-06, W-14, W-15 & Stormwater Pump Station SW-08 project.

cc: Dr. Wazir Ishmael, City Manager