

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** February 25, 2021

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Amendment to the Consultant Services Agreement for Design and Construction Administration Services for back up electrical generators for sewer lift stations with Craven Thompson & Associates, Inc. to comply with mandatory Federal FEMA Uniform Rules.

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 – Amendment to the Professional Services Agreement
- 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes). Original agreement approved pursuant to Resolution No. R-2020-253.
- 4) Term of Contract:
 - a) initial – approximately 1 year (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 – n/a for amendments to the agreement.
- 6) Termination Rights – with or without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Pursuant to the existing agreement 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.

Term Sheet continued:

- 9) Significant provisions: The proposed amendment is required by the Florida Division of Emergency Management in conjunction with the Hazard Mitigation Grant Program in order to include specific mandatory provisions established by the Federal FEMA Uniform Rules.

cc: Dr. Wazir Ishmael, City Manager