

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: July 28, 2021

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Ranking of Firms to provide various engineering services for city-wide projects and execution of continuing services agreement with each highest rank firm in each discipline.

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 Design, Construction and Management Services
 - 2) Type of Agreement – Continuing Services Agreement
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes) Request for Qualification No. RFQ-4666-21-DCM
 - 4) Term of Contract:
 - a) initial – three years
 - b) renewals (if any) – two additional one year periods
 - c) who exercises option to renew – mutual
 - 5) Contract Amount – to be determined at time of each project and based upon proposal negotiated between DCM and firm.
 - 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 various engineering services that may be required to implement future city-wide projects based upon the proposal from the firm for the specific project and the issuance of an Authorization to Proceed.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager