

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 24, 2021

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Authorization to Proceed with Atkins North America, Inc. to provide professional engineering services for Phase II of the traffic calming program.

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 Development Services/Division of Engineering, Transportation and Mobility
 - 2) Type of Agreement – Authorization to Proceed based upon a Continuing Services Contract for civil/landscape architect/planning/engineering services (Resolution No. R-2018-400).
 - 3) Method of Procurement (RFP, bid, etc.) – CCNA (Section 287.055, Florida Statutes- Resolution No. 2018-400)
 - 4) Term of Contract:
 - a) initial – project will be completed 12 months from the Notice to Proceed issuance date.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
 - 5) Contract Amount – In an amount not to exceed \$166,368.00.
 - 6) Termination Rights – City may terminate with or without cause. Consultant may terminate in the event of a breach by the City.
 - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
 - 8) Scope of Services – Atkins North America, Inc. will provide professional engineering services for Phase II of the traffic calming program that will focus on the preparation of conceptual plans for construction.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager