

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** June 3, 2026

FROM: Damaris Henlon, City Attorney

SUBJECT: Authorization to Proceed with Work Order No. TTH 26-02 with Tetra Tech, Inc. for emergency engineering support services to meet permitting requirements in an amount up to \$300,000.00

I have reviewed the above referenced Agreement with the participating Department, and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Department of Public Utilities
 - 2) Type of Agreement – Authorization to Proceed with Work Order No. TTH 26-02
 - 3) Method of Procurement (RFP, bid, etc.) – Request for Qualifications RFQ-042-23-JJ for professional consulting engineering services
 - 4) Term of Contract: continuing consulting engineering services contract on as-needed basis
 - 5) Contract Amount – in an amount up to \$300,000.00
 - 6) Termination Rights – at City’s discretion for any or no reason upon seven days’ written notice
 - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City insurance requirements, and indemnify and hold harmless the City.
 - 8) Scope of Services – Authorization to Proceed for Work Order No. TTH 26-02 for emergency engineering support services related to permitting requirements
 - 9) Other Significant Provisions:
- cc: Raelin Storey, City Manager