

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING THE FINAL RANKING OF CONTRACTORS FOR UTILITY LOCATION SERVICES; AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AN AGREEMENT WITH THE HIGHEST-RANKED FIRM, CRAIG A. SMITH & ASSOCIATES, LLC, FOR UTILITY LOCATION SERVICES IN AN ANNUAL AMOUNT UP TO \$300,000.00, FROM MAY 12, 2026, THROUGH MAY 11, 2028.

WHEREAS, the Department of Public Utilities (“Department”) requires utility location services to ensure the accurate identification and marking of underground utilities and to prevent accidental damage to essential equipment; and

WHEREAS, Section 38.43 of the Procurement Code provides that when the estimated annual cost of goods, supplies, materials, equipment, or services exceeds \$50,000.00, a formal solicitation process shall be completed, which may result in one or more written contracts and/or purchase orders, after due public notice inviting bids or proposals; and

WHEREAS, on December 3, 2026, Request for Proposals Number RFP-366-26-JJ (“RFP”) was electronically advertised on OpenGov.com to solicit utility location services in accordance with Section 38.43(A) of the Procurement Code; and

WHEREAS, the RFP resulted in proposals from the following three firms by the response due date (listed in alphabetical order):

1.	Craig A Smith & Associates LLC
2.	High Tech Engineering Incorporated
3.	Venegroup Services Inc.

; and

WHEREAS, on February 2, 2026, the Selection Committee held a publicly advertised meeting to evaluate and rank the proposals based on the following approved Evaluation Criteria established in the RFP: Understanding of the City's overall needs, Qualifications and Experience, Approach to Scope of Work, Product/Service Costs, and References & Past Performance; and

WHEREAS, based on the Evaluation Criteria, the Selection Committee evaluated the three proposals, and the scores were compiled to produce the following rankings, with the highest score ranked highest:

1.	Craig A. Smith & Associates, LLC	88.75 Points
2.	High Tech Engineering Incorporated	67.75 Points
3.	Venegroup Services Inc	67 Points

; and

WHEREAS, the Selection Committee recommends that the City Commission authorize the execution of an agreement with the highest-ranked firm, Craig A. Smith & Associates, LLC, for a two-year term with an option to renew for two additional one-year periods to provide utility location services; and

WHEREAS, a portion of the funding for this service is available in the FY 2026 Operating Budget in account numbers 442.400201.53600.552250.000000.000.000; 442.400202.53600.552250.000000.000.000 and 443.410101.53800.531170.000000.000.000 and will be budgeted in subsequent fiscal years' operating budgets subject to approval and adoption by the City Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA.

Section 1: That the foregoing "WHEREAS" clauses are ratified and confirmed as being true and correct and are incorporated in this Resolution.

Section 2: That it approves the Selection Committee's ranking of the firms with Craig A. Smith & Associates, LLC as the highest ranked firm.

Section 3: That it authorizes the appropriate City officials to execute an agreement with Craig A. Smith & Associates, LLC, in an annual amount of up to \$300,000.00, embodying the terms and conditions approved by the City Commission on this date, in a form acceptable to the City Manager and approved as to form and legal sufficiency by the City Attorney.

Section 4: That this Resolution shall be in full force and effect immediately upon its passage and adoption.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF HOLLYWOOD, FLORIDA, APPROVING THE FINAL RANKING OF CONTRACTORS FOR UTILITY LOCATION SERVICES; AND AUTHORIZING THE APPROPRIATE CITY OFFICIALS TO EXECUTE AN AGREEMENT WITH THE HIGHEST RANKED FIRM, CRAIG A. SMITH & ASSOCIATES, LLC, FOR UTILITY LOCATION SERVICES IN AN ANNUAL AMOUNT UP TO \$300,000.00, FROM MAY 12, 2026, THROUGH MAY 11, 2028.

PASSED AND ADOPTED this _____ day of _____, 2026.

JOSH LEVY, MAYOR

ATTEST:

PATRICIA A. CERNY, MMC
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

DAMARIS HENLON
CITY ATTORNEY