

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** October 14, 2014

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Agreement with Lighthouse Utility Consulting. for Development of FY2014 Large User True Up Reports, FY2016 Large User Rate Estimate and FY2014 Large User Year End Accrual

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I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Public Utilities
- 2) Type of Agreement – Authorization to Proceed pursuant to an existing Professional Services Agreement for Consulting Services
- 3) Method of Procurement (RFP, bid, etc.) – RFQ, although this is an exempt professional service .
- 4) Term of Contract
  - a) initial – FY2014 Large User True Up Reports (120 days), FY2016 Large User Rate Estimate (30 days), FY2014 Large User Year End Accrual (30 days)
  - b) renewals (if any) –
  - c) who exercises option to renew –
- 5) Contract Amount – \$63,000
- 6) Termination rights – City can terminate without cause by giving 30 days’ notice.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will develop FY2014 Large User True Up Reports, a FY2016 Large User Rate Estimate, and a FY2014 Large User Year End Accrual.
- 9) Other significant provisions – None.

cc: Cathy Swanson-Rivenbark, City Manager