

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** August 28, 2018
FROM: Douglas R. Gonzales, City Attorney
SUBJECT: Proposed Authorization to Proceed for Work Order Number LH-18-03
with Lighthouse Utility Consulting, Inc.

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

- 1) Department/Division involved – Public Utilities
 - 2) Type of Agreement – Work Order LH 18-03
 - 3) Method of Procurement (RFP, bid, etc.) – RFQ-4464-15-RL
 - 4) Term of Contract
 - a) initial – Three years
 - b) renewals (if any) – One three year renewal
 - c) who exercises option to renew – Mutual agreement of the parties
 - 5) Contract Amount - \$115,566.00
 - 6) Termination rights – Consultant may terminate upon 30 days prior written notice in the event of a substantial failure by the City to perform in accordance with the Contract. City may terminate with or without cause immediately upon written notice to the Consultant.
 - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide professional and general engineering consulting services for the development of a retail water and sewer rate study analysis and report.
 - 9) Other significant provisions – Existing Professional Services Agreement for Consulting Services.
- cc: Dr. Wazir Ishmael, City Manager