

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** May 29, 2015  
**FROM:** Jeffrey P. Sheffel, City Attorney  
**SUBJECT:** Proposed Authorization to Proceed for Lighthouse Utility Consulting, Inc.

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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 16-03
  - 3) Method of Procurement (RFP, bid, etc.) – RFQ-4464-15-RL
  - 4) Term of Contract
    - a) initial – n/a
    - b) renewals (if any) – n/a
    - c) who exercises option to renew – n/a
  - 5) Contract Amount – In an amount not to exceed \$75,000.00
  - 6) Termination rights – Either party may terminate for cause.
  - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide professional and general engineering consulting services to assist with utility rate and financial matter which may include financial analyses, rate ordinance reviews, rate comparison analyses, agreement interpretation analyses, and other miscellaneous tasks.
  - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager