

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** January 26, 2017  
**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 17-02
  - 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 \$100,000.00
  - 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 including, without limitation, attending meetings, providing analyses or otherwise supporting the Department in utility rate and financial matters.
  - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager