

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 9, 2018

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed Authorization to Proceed for Work Order No. LH-19-01 with Lighthouse Utility Consulting, Inc. to provide professional services relating to the development of FY 2018 Large User True-Up Related reports and FY 2020 Large User Rates.

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 – Authorization to Proceed for Work Order No. LH-19-01 (Project No. 18-1325A).
- 3) Method of Procurement (RFP, bid, etc.) – Professional Services Agreement for Consulting Services pursuant to Resolution No. R-2015-250 in accordance with RFQ-4464-15-RL
- 4) Term of Contract
 - a) initial – The initial contract was for a 3 year period. The work for this item will be upon issuance of the Authorization to Proceed (completion schedule for all work is set forth on the Authorization to Proceed attached to the item).
 - b) renewals (if any) – one three year period (renewal was done pursuant to Section 38.48(C)(1) of the Purchasing Ordinance).
 - c) who exercises option to renew – none
- 5) Contract Amount – For this specific project the cost is \$67,320.00.
- 6) Termination rights – Either party may terminate the Professional Services Agreement with or without cause upon ninety (90) days written notice.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Consultant will develop the FY 2018 Large User True-Up Related Reports and the FY 2020 Large User Rate Estimate.

TERM SHEET CONTINUED FOR LIGHTHOUSE UTILITY CONSULTING, INC.

9) Other significant provisions – n/a

cc: Wazir A. Ishmael, Ph.D, City Manager