

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** October 3, 2016
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Authorization to Proceed for Lighthouse Utility Consulting

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-17-01
 - 3) Method of Procurement (RFP, bid, etc.) – Per Florida Statute 287.055, Consultants’ Competitive Negotiation Act
 - 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 \$67,320.00
 - 6) Termination rights – Either party may terminate for cause. City may terminate for convenience.
 - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
 - 8) Scope of Services – Contractor shall provide consulting services with regard to various water and sewer rates, financial analysis and revenue projections, financial reports, installation and training on a rate model to be used for all rate studies and financial projection and true up report and other services.
 - 9) Other significant provisions – RFQ 4464-15-RL
- cc: Wazir Ishmael, City Manager