

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** May 22, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Ranking the top three firms to provide Golf Course Management Services and authorizing the negotiation of an Agreement for said services.

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 – Parks, Recreation and Cultural Arts
- 2) Type of Agreement – n/a
- 3) Method of Procurement (RFP, bid, etc.) – RFP No. 4442-14-IS
- 4) Term of Contract
 - a) initial – minimum of 10 years to be considered and negotiated, however, a longer term may be available depending on the cost and magnitude of the capital improvement program.
 - b) renewals (if any) – to be negotiated.
 - c) who exercises option to renew – to be negotiated
- 5) Contract Amount – To be negotiated. The RFP provided for two options, a lease contract or a management/lease hybrid contract.
- 6) Termination rights – Termination for convenience. City may at any time, in its sole discretion, terminate with or without cause.
- 7) Indemnity/Insurance Requirements – Vendor shall comply with applicable City requirements.
- 8) Scope of Services – The highest ranked firm will provide Golf Course Management Services.
- 9) City's prior experience with Vendor (if any) – n/a.
- 10) Other significant provisions – Upon staff finalizing the negotiation of an agreement, City Staff will bring the proposed agreement back to the City Commission at a later date for consideration.

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