

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** October 28, 2015

**FROM:** Jeffrey P. Sheffel, City Attorney

**SUBJECT:** Proposed Authorization to Proceed for Lighthouse Utility Consulting

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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-16-02
  - 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 \$52,360.00
  - 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 – n/a
- cc: Wazir Ishmael, City Manager