

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:**

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

**SUBJECT:** Proposed Authorization to Proceed with DeRose Design Consultants, 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 – Development Services
  - 2) Type of Agreement – Authorization to Proceed No. 3
  - 3) Method of Procurement (RFP, bid, etc.) – RFQ
  - 4) Term of Contract
    - a) initial – 3 years (2015)
    - b) renewals (if any) – 2 additional 1 year periods
    - c) who exercises option to renew – Mutual agreement of the parties
  - 5) Contract Amount – \$57,104.00
  - 6) Termination Rights – Either party may terminate with cause.
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide professional electrical engineering design services for a schematic design based on the results of a completed lighting level study for sea turtles.
  - 9) Other Significant Provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager