

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners

**DATE:** June 3, 2019

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Agreement with Liberia, Economic and Social Development, Inc. (LES/CHDO) for the construction of a single family home on vacant property located in the Liberia neighborhood.

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I have reviewed the above referenced Agreement with the participating Department/Office(s), and the proposed general business terms and other significant provisions are as follows:

- 1) Department/Division involved – Dept. of Development Services/Community Development Division
- 2) Type of Agreement – Agreement
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract:
  - a) initial – commences on July 3, 2019 and expires on September 30, 2021.
  - b) renewals (if any) – extension permitted.
  - c) who exercises option to renew – mutual
- 5) Contract Amount – City's CHDO Home funding for this project shall not exceed \$109,734.15. Funding will be on a reimbursement basis as follows: (a) Draw 1- \$54,867.80 for start-up costs; (b) Draw 2- \$43,893.65 for drywall, insulation, interior painting, flooring and concrete finish work when completed; and (c) Draw 3 - \$10,973.42 retainage held until the issuance of a Certification of Completion.
- 6) Termination Rights – for convenience or for cause by the City.
- 7) Indemnity/Insurance Requirements – LES indemnifies and provides insurance. In addition, any subcontractors retained by LES will indemnify the City and provide insurance.
- 8) Scope of Services – LES will construct a single family home on the vacant property in the Liberia neighborhood which has a legal description of Lots 12 and 13 of Block 18, Liberia 1-34.

Term Sheet continued for LES construction of single family home

- 9) Other Significant Provisions: This project is subject to ongoing compliance requirements for a 15 year period from the date of initial occupancy. LES will be responsible for assuring compliance with the HOME requirements which includes the monitoring of the single family home for principal residency and recapture of funds at the time of resale.

cc: Dr. Wazir Ishmael, City Manager