

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** April 1, 2019  
**FROM:** Douglas R. Gonzales, City Attorney  
**SUBJECT:** Proposed Agreement for Strategic Planning

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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 – Civic Affairs
- 2) Type of Agreement – Agreement for Consulting Services
- 3) Method of Procurement (RFP, bid, etc.) – RFQ
- 4) Term of Contract:
  - a) initial – One year
  - b) renewals (if any) – One 1-yr. renewal
  - c) who exercises option to renew – Renewal requires agreement of both parties.
- 5) Contract Amount – To be negotiated.
- 6) Termination Rights – City can terminate without cause by giving notice.
- 7) Indemnity/Insurance Requirements – Consultant will indemnify City and provide insurance.
- 8) Scope of Services – Consultant will provide strategic planning and execution, engaging a broad and deep cross section of the community that usually does not participate in such matters.
- 9) Other Significant Provisions: To be negotiated.

cc: Dr. Wazir Ishmael, City Manager