

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: October 24, 2017

FROM: Alan Fallik, Acting City Attorney

SUBJECT: Authorizing the negotiation and execution of an Agreement with the Highest Ranked Firm to provide a parking study for the Barrier Island and Lakes Community

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 – Dept. of Development Services/Planning Division.
- 2) Type of Agreement – n/a
- 3) Method of Procurement (RFP, bid, etc.) – RFP No. 4559-17-JE
- 4) Term of Contract
 - a) initial – not to exceed 5 months from the notice to proceed.
 - b) renewals (if any) – n/a
 - c) who exercises option to renew – n/a
- 5) Contract Amount – In an amount not to exceed \$93,200.00.
- 6) Termination rights – City can terminate without cause.
- 7) Indemnity/Insurance Requirements – Vendor shall indemnify and comply with applicable City requirements.
- 8) Scope of Services – The highest ranked firm will provide a parking study for the Barrier Island and Lakes Community.
- 9) City's prior experience with Vendor (if any) – n/a.
- 10) Other significant provisions – n/a

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