

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** December 23, 2019

FROM: Douglas R. Gonzales, City Attorney

SUBJECT: Proposed negotiation of an with the Highest Ranked Firm to provide an update to the City's Comprehensive Plan for consideration by City Commission at a later date.

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/ Planning and Urban Design Division
 - 2) Type of Agreement – Contract
 - 3) Method of Procurement (RFP, bid, etc.) – RFQ No. 4611-19-AP
 - 4) Term of Contract:
 - a) initial – to be negotiated
 - b) renewals – to be negotiated
 - c) who exercises option to renew – mutual
 - 5) Contract Amount: To be negotiated
 - 6) Termination Rights: With or without cause.
 - 7) Indemnity/Insurance Requirements – Yes.
 - 8) Scope of Services: Highest ranked firm will provide an update to the City's Comprehensive Plan.
 - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager