

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** October 3, 2017  
**FROM:** Alan Fallik, Acting City Attorney  
**SUBJECT:** Proposed Authorization to Proceed for Lighthouse Utility Consulting, 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 – Public Utilities
  - 2) Type of Agreement – Work Order LH 18-01 pursuant to the Professional Services Agreement
  - 3) Method of Procurement (RFP, bid, etc.) – RFQ-4464-15-RL
  - 4) Term of Contract
    - a) initial – Three year term
    - b) renewals (if any) – One additional three-year period
    - c) who exercises option to renew – Mutual agreement of the parties
  - 5) Contract Amount – In an amount not to exceed \$67,320.00
  - 6) Termination rights – Consultant may terminate upon 30 days prior written notice in the event of a substantial failure by the City to perform in accordance with the Contract. City may terminate with or without cause immediately upon written notice to the Consultant.
  - 7) Indemnity/Insurance Requirements – Consultant shall comply with applicable City requirements.
  - 8) Scope of Services – Contractor shall provide annual Large User True-up Reports (Large User True-up and RRI True-up) and the FY 2019 Large User Rate Estimate per the Large User Agreement dated October 1, 1990.
  - 9) Other significant provisions – n/a
- cc: Dr. Wazir Ishmael, City Manager