

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners

DATE: August 3, 2015

FROM: Jeffrey P. Sheffel, City Attorney

SUBJECT: Proposed Agreement with Lighthouse Utility Consulting for Rate Consulting and Large User True-Up Financial and Technical Services

I have discussed the above Agreement with the participating Department/Office, and the general business terms and other significant provisions which are proposed are as follows:

- 1) Department/Office involved – Public Utilities
- 2) Type of Agreement – Professional Services Agreement for Consulting Services
- 3) Method of Procurement (RFP, bid, etc.) – RFQ,
- 4) Term of Contract
 - a) initial – 3 yrs.
 - b) renewals (if any) – One 3-yr. renewal
 - c) who exercises option to renew – Renewal requires the approval of both parties.
- 5) Contract Amount – To be negotiated.
- 6) Termination rights – City can terminate without cause.
- 7) Indemnity/Insurance Requirements – Vendor will indemnify City and provide insurance.
- 8) Scope of Services – Vendor will provide rate consultant and large user true-up financial and technical Services.
- 9) Other significant provisions – None.

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