

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 4, 2015
FROM: Jeffrey P. Sheffel, City Attorney
SUBJECT: Proposed Agreement with Lewis Longman & Walker for Legal Services

I have reviewed the above-captioned agreement for form and legality, and the general business terms and other significant provisions are as follows:

- 1) Department/Office involved – Labor Relations and Employees Retirement Board
- 2) Type of Agreement – Engagement letter
- 3) Method of Procurement (RFP, bid, etc.) – RFP
- 4) Term of Contract
 - a) initial – 3 yrs.
 - b) renewals (if any) – Two 1-yr. renewals
 - c) who exercises option to renew – Renewal requires approval of both parties.
- 5) Contract Amount – Original estimate for legal services provided to Employees Pension Board was \$41,500 per yr. This resolution will approve fees not to exceed \$100,000 for all services provided to Employees Pension Board and City.
- 6) Termination rights – City and Employees Pension Board can terminate without cause.
- 7) Indemnity/Insurance Requirements – Vendor indemnifies City.
- 8) Scope of Services – Vendor provides legal services to Employees Pension Board as general counsel. Vendor provides legal services to City regarding IRS determination letter and 13th check.
- 9) City's prior experience with Vendor – Yes.
- 10) Other significant provisions – None.

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