

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** October 22, 2019

**FROM:** Douglas R. Gonzales, City Attorney

**SUBJECT:** Proposed Client Engagement Letter with the Urban Land Institute's  
Southeast Florida and Caribbean District Council

---

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 – Communications, Marketing and Economic Development
- 2) Type of Agreement – Engagement Letter
- 3) Method of Procurement (RFP, bid, etc.) – n/a
- 4) Term of Contract:
  - a) initial – Eight-month period commencing on October 21, 2019 and terminating on May 1, 2020
  - b) renewals (if any) – n/a
  - c) who exercises option to renew – n/a
- 5) Contract Amount – n/a
- 6) Termination Rights – Either party may terminate with cause. City may terminate without cause.
- 7) Indemnity/Insurance Requirements – City shall indemnify, defend and hold harmless ULI and its officers, directors, employees and agents from any and all third party claims, damages, suits, costs and expenses (including reasonable attorneys' fees) arising out of or relating to any act or failure to act by the Client pursuant to the Agreement.
- 8) Scope of Services – See scope of work.
- 9) Other Significant Provisions: n/a

cc: Dr. Wazir Ishmael, City Manager