

**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.

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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