

**CITY OF HOLLYWOOD  
INTEROFFICE MEMORANDUM**

**TO:** Mayor and Commissioners **DATE:** March 25, 2020

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

**SUBJECT:** Proposed Authorization to Proceed with Lighthouse Utility Consulting to provide professional services for the development of a water and sewer rate study analysis and report.

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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 Public Utilities
  - 2) Type of Agreement – Authorization to Proceed based upon Professional Services Agreement (Resolution No. R-2015-250 and renewal of agreement by City Manager pursuant to Section 38.48(C)(1) of the Purchasing Ordinance)
  - 3) Method of Procurement (RFP, bid, etc.) – RFQ No. 4464-15-RL (pursuant to Resolution No. 2015-250).
  - 4) Term of Contract:
    - a) initial – Original agreement was for three years. **For this ATP, the duration of the project is approximately 180 days.**
    - b) renewals (if any) – original agreement, yes (agreement was renewed by City Manager for three years which expires on November 14, 2021).
    - c) who exercises option to renew – mutual.
  - 5) Contract Amount – In an amount not to exceed \$103,785.00.
  - 6) Termination Rights – with or without cause
  - 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
  - 8) Scope of Services – Lighthouse Utility Consulting will develop a water and sewer rate study analysis and report.
  - 9) Other Significant Provisions: n/a
- cc: Dr. Wazir Ishmael, City Manager