

**CITY OF HOLLYWOOD
INTEROFFICE MEMORANDUM**

TO: Mayor and Commissioners **DATE:** September 30, 2020
FROM: Douglas R. Gonzales, City Attorney
SUBJECT: Proposed Agreement with Highest Ranked Firm for Marina Master Plan

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 – Parks, Recreation & Cultural Arts
- 2) Type of Agreement – Contract
- 3) Method of Procurement (RFP, bid, etc.) – RFQ-4630-20-RL
- 4) Term of Contract:
 - a) initial – 180 days
 - b) renewals (if any) – 90 days
 - c) who exercises option to renew – Mutual agreement of the parties
- 5) Contract Amount – To be determined
- 6) Termination Rights – Either party may terminate for cause. City may terminate without cause.
- 7) Indemnity/Insurance Requirements – Contractor shall comply with applicable City requirements.
- 8) Scope of Services – Contractor create a Marina Master Plan for the Department.
- 9) Other Significant Provisions: n/a

cc: Dr. Wazir Ishmael, City Manager