

DELIVER TO:
 City of Fort Pierce, Purchasing Division
 Room 101
 100 North U.S. #1
 Fort Pierce, FL 34950

MAIL TO:
 City of Fort Pierce Purchasing Division,
 Room 101
 P.O. Box 1480
 Fort Pierce, FL 34954-1480

CITY OF FORT PIERCE



**REQUEST FOR PROPOSALS
 and
 PROPOSER ACKNOWLEDGMENT**

Proposal Writer: Gelencia Carter, 772-467-3102

RFP NO: 2026-021

Pre-Qualification Conference Time & Date:
 N/A

RFP Title: STRATEGIC PLAN CONSULTING SERVICES

Pre-Qualification Conference Location:
 N/A

RFP Opening Location:
 City of Ft. Pierce Purchasing Division
 Room 101
 100 North U.S. #1, 1st Floor
 Ft. Pierce, Florida 34950

Proposal Due Date & Time:
 11:00 AM, WEDNESDAY, JANUARY 21, 2026

If you need any reasonable accommodation for any type of disability in order to participate in this procurement, please contact this division as soon as possible.

Proposer Name:

 Mailing Address:

I hereby certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to a Proposal by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer.

X _____
 Authorized Signature (Manual)

City, State, Zip Code:

Typed or Printed Name:

Type of Entity (Select one):
 Corporation _____
 Partnership _____
 Proprietorship _____

Title:

Incorporated in the State of: _____ Year: _____

Delivery in _____ days, ARO

Phone Number:

Payment Terms: Net 30 Days

Fax Number:

FEIN or SS Number:

E-Mail Address:

Local Business: __Y__N MWBE: __Y__N

Proposal Security is attached, when required, in the amount
 of \$ _____
 F.O.B. DESTINATION

If returning as a "No Proposal " state reason:

THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

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PUBLIC NOTICE

REQUEST FOR PROPOSAL NO. 2026-021

ALL INTERESTED PARTIES:

The City of Fort Pierce, Florida hereinafter referred to as CITY, will receive sealed proposals at the office of the Purchasing Division, City Hall, 1st Floor, 100 North U.S. Highway 1, Fort Pierce, FL 34950 for the services described below:

Strategic Plan Consulting Services

Sealed proposals must be received, and time stamped in by the Purchasing Division, either by mail or electronically, no later than 11:00 AM, local time on Wednesday, January 21, 2026. Any proposals received after 11:00A.M. local time on said date will not be accepted under any circumstances. Any uncertainty regarding the time a proposal is received will be resolved against the Offeror.

Copies of the RFP will be available on the City website at www.cityoffortpiece.com/187/Purchasing-Divison or and on Euna Open Bids (formerly Demandstar) at www.demandstar.com.

CITY reserves the right to reject any or all proposals, to waive any informalities or irregularities in any proposals received, to re-advertise for proposals, to award in whole or in part to one or more offerors, or take any other such actions that may be deemed to be in the best interests of the CITY.

SECTION I

GENERAL CONDITIONS

1. GENERAL INFORMATION

These documents constitute the complete set of specification requirements and Proposal forms. All Proposal sheets and attachments must be executed and submitted in a sealed envelope. **DO NOT INCLUDE MORE THAN ONE PROPOSAL PER ENVELOPE (CLEARLY MARK PROPOSAL AS “ORIGINAL” AND REQUESTED NUMBER OF COPIES AS “COPY” ON EACH SET ENCLOSED).** The face to the envelope shall contain Proposer’s name, return address, the date and time of the Proposal opening, the Proposal number and title. Proposal not submitted on the enclosed Proposal Form shall be rejected. By submitting a Proposal, the Proposer agrees to be subject to all terms and conditions specified herein. No exceptions to the terms and conditions shall be allowed. Proposers shall submit two (2) complete sets (one [1] original and one [1] electronic copy (PDF) on a Flash Drive) of their Proposal complete with all supporting documentation. **SUBMITTAL OF A PROPOSAL IN RESPONSE TO THIS INVITATION TO PROPOSAL CONSTITUTES AN OFFER BY THE PROPOSER.** Proposal / Proposals, which do not comply with the requirements, may be rejected at the option of the City.

2. DELAYS

The City, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the City to do so. The City will notify Proposers of all changes in scheduled due dates by written addendum.

3. EXECUTION OF PROPOSAL

Proposal must contain a manual signature, in ink, of an authorized representative who has the legal ability to bind the Proposer in contractual obligations in the space provided on Page 1 of Proposal/Proposer Acknowledgment and on the Proposal/Proposal Response Form. FAILURE TO PROPERLY SIGN THE PROPOSAL SHALL INVALIDATE SAME, AND IT SHALL NOT BE CONSIDERED FOR AN AWARD. Proposal must be typed or legibly printed in ink. All corrections made by Proposer to any part of the Proposal document must be initialed in ink. The original Proposal conditions and specifications cannot be changed or altered in any way. Altered Proposal will not be considered. Clarification of Proposal submitted shall be in letter form, signed by Proposers and attached to the Proposal.

4. NO PROPOSAL

If not submitting a Proposal, respond by returning only the Proposer Acknowledgment form, marking it “No Proposal,” and give the reason in the space provided.

5. PROPOSAL OPENING

Shall be public, at the address, date, and time specified on the Proposer Acknowledgment form. The Proposal time must be and shall be scrupulously observed. Under no

circumstances shall Proposal delivered after the time specified be considered; such Proposal will be returned unopened. The City will not be responsible for late deliveries or delayed mail. The time/date stamp clock located in the Purchasing Division shall serve as the official authority to determine lateness of any Proposal . It is the Proposers' sole responsibility to assure that his/her Proposal is complete and delivered at the proper time and place of the Proposal opening. Proposal , which for any reason are not so delivered, will not be considered. Offers by facsimile, telegram, or telephone are not acceptable. A Proposal may NOT be altered by the Proposer after opening of the Proposal . Proposal tabulations will be furnished on the web site: <https://www.cityoffortpierce.com/957/Proposal -Tabulations>

6. TAXES

The City is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. The City exemption number is on the face of the Purchase Order. If requested, the Purchasing Director will provide an exemption certificate to the awarded Proposer. Vendors or contractors doing business with the City shall not be exempt from paying sales tax to their suppliers for materials to fulfill contractual obligations with the City Tax Exemption Number in securing such materials. This exemption does not apply to purchases of tangible personal property in the performance of contracts for the City.

7. DISCOUNTS

Cash discounts for prompt payment shall not be considered in determining the lowest net cost for Proposal evaluation purposes.

8. MISTAKES

- a. Proposers are expected to examine the specifications, delivery schedule, Proposal prices, extensions and all instructions pertaining to supplies and services. **FAILURE TO DO SO WILL BE AT PROPOSER'S RISK.** In the event of extension error(s), the unit price will prevail, and the Proposer's total offer will be corrected accordingly.
- b. Written amounts shall take precedence over numerical amounts. In the event of addition error(s), the unit price and extension thereof will prevail, and Proposer's total offer will be corrected accordingly. Proposal having erasures or corrections must be initialed in ink by the Proposer.

9. INVOICING AND PAYMENT

Payment for any and all invoice(s) that may arise as a result of a contract or purchase order issued pursuant to this Proposal specification shall minimally meet the following conditions to be considered as a valid payment request:

- a. A timely submission of a properly certified invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the contract or purchase order document, and to be submitted to the Finance Department at the address as stipulated on the Purchase Order.
- b. All invoices submitted shall consist of an original and one (1) copy; clearly reference the subject contract or purchase order number; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; Proposal number, original or legible copy of signed delivery receipt including both a manual signature and printed name of a designated City employee or authorized agent; be clearly marked as "partial", "complete", or "final" invoice. The City will accept partial deliveries

unless otherwise specified into contract or purchase order document.

c. The invoice shall contain the Proposer's Federal Employer Identification Number (F.E.I.N.).

10. DELIVERY

Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order or contract in space provided. Delivery time may be a basis for making of award. Delivery shall be during the normal working hours of the user department, Monday through Friday, unless otherwise specified and incorporated into contract or purchase order document. Delivery shall be to the location specified in the Proposal specifications.

11. NO ADDITIONAL TERMS AND CONDITIONS

No additional terms and conditions included with the Proposal response shall be evaluated or considered. Any and all such additional terms and conditions shall have no force and effect and are inapplicable to this Proposal if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Proposal Documents are the only conditions applicable to this Proposal and the Proposer's authorized signature on the Proposal Form attests to this.

12. INTERPRETATION

All Proposers shall carefully examine the Proposal Documents. Any ambiguities or inconsistencies shall be brought to the attention of the City in writing prior to the opening of Proposal, failure to do so, on the part of the Proposer, will constitute an acceptance by the Proposer of any subsequent decision. Any questions concerning the intent, meaning, and interpretation of the Proposal Documents shall be requested in writing, and received by the City at least seven (7) days prior to the Proposal Opening. Inquiries shall be addressed to the attention of the Contact person as indicated on Page 11. No person is authorized to give oral interpretations of, or make oral changes to, the Proposal. Therefore, oral statements given before the Proposal opening will not be binding. Any interpretation of or changes to the Proposal will be made in the form of a written Addendum to the Proposal and will be furnished to all Proposers. Receipt of all addenda shall be acknowledged by the Proposers by signing and enclosing said addenda with their Proposal.

The City will record its responses to inquiries and any supplemental instructions in the form of a written addendum. The City will send a written addendum to all Proposers who requested a Proposal directly from the City Purchasing Division. All Proposers should contact the City at least seven (7) calendar days before the Proposal opening date to ascertain whether any addendums have been issued. Failure to do so could result in rejection of the Proposal as unresponsive. The City shall not be responsible for providing said addendum to Proposers who receive Proposal packages.

13. ADDENDUMS

Should revisions to the Proposal Documents become necessary, the City will provide a written addendum to all Proposers who received a Proposal package from the City Purchasing

Division. Proposers who obtain Proposal Documents from other sources must officially register with the City Purchasing Division in order to be placed on the mailing list for any forthcoming addendum or their official communications. Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if you have failed to submit a Proposal without an addendum acknowledgment for the most current addendum. Previous addenda are deemed received when a subsequent addendum is acknowledged. It is the Proposer's responsibility to contact the City in the event that a previous addendum is not received. Latest addendum shall be signed and returned with the Proposal as acknowledgment of addendums from other sources.

14. DISPUTES

Any Proposer who disputes the Proposal selection or contract award recommendation shall file such dispute according to the Proposal protest procedures. These procedures are available upon request from the City.

15. CONFLICT OF INTEREST

All Proposers must disclose with their Proposal the name of any officer, director, or agent who is also an employee of the City. All Proposers must disclose the name of any City employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Proposer's firm or any of its branches.

16. LEGAL REQUIREMENTS

Proposers are required to comply with all provisions of Federal, State, County and local laws and ordinances, rules and regulations, that are applicable to the items being proposed. Lack of knowledge by the Proposer shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effect thereof.

17. DRUG-FREE WORKPLACE (DFW)

Preference shall be given to business with Drug-Free Workplace (DFW) Programs. Whenever two or more Proposal which are equal with respect to price, quality, and service are received by the City for the procurement of commodities or contractual services, a Proposal received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

18. MINORITY/WOMEN OWNED BUSINESS ENTERPRISE (MWBE)

Minority/Women Owned Business Enterprise (MWBE) indicates a business entity which is owned and operated by a minority. In this instance, minority group members are citizens of the United States or lawfully admitted permanent residents who are Black, Hispanics, Women, Native Americans, Asian-Pacific, Asian-Indian, and eligible others. An MWBE wishing to participate in the city procurement process may contact the Purchasing Division for information and assistance.

19. PUBLIC ENTITY CRIMES

No award will be executed with any person or affiliate identified on the Department of Management Services "convicted vendor" list. This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because

they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, Florida Statutes for Category Two (currently \$10,000.00) with any person or affiliated on the “convicted vendor” list for a period of thirty-six (36) months from the date that person or affiliate was placed on the “convicted vendor” list unless that person or affiliate has been removed from the list pursuant to Section 287.133(3)(f) Florida Statutes.

20. AWARD

As the best interest of the City may require, the right is reserved to make award(s) by individual item, group of items, “All or None”, or a combination thereof; with one or more suppliers; to reject any or all proposals or waive any minor irregularity or technicality in Proposal received, and may, at its sole discretion, request a Proposal . Proposers are cautioned to make no assumption until the City has entered into a contract or issued a purchase order.

21. EEO STATEMENT

The City is committed to assuring equal opportunity in the award of contracts and therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.

22. TIE BREAKERS

Preference must be given to vendors submitting a certification with their Proposal certifying they have a drug-free workplace in accordance with Section 287.087, Florida Statutes. This requirement affects all public entities of the State and becomes effective January 1, 1991. The special condition is as follows: Preference shall be given to businesses with drug-free workplace programs.

Whenever two or more Proposal which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a Proposal received from a business that certifies that has implemented a drug- free workplace program shall be given preference in the award process. Established procedures for processing tie Proposal will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- b. Inform employees about the dangers of drug abuse in the workplace, the business policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- c. Impose a sanction on or require satisfactory participation in a drug abuse assist and/or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- d. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

e. In the event of any tie between contractors that have a Drug Free Workplace program in place in accordance with Section 287.087, Florida State Statutes, a coin toss will determine who will be awarded the contract or receive the first opportunity to negotiate, as applicable.

23. CONTRACTUAL AGREEMENT AND/OR PURCHASE ORDER

The terms, conditions, and provisions in this Invitation to Proposal shall be included and incorporated in any final contract or purchase order. The order of precedence will be Proposal Document and response, purchase order or contract, and general law. Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the laws of Florida. The venue shall be Fort Pierce, FL.

24. GOVERNMENTAL RESTRICTION

In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the Proposer to notify the Purchasing Division at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The City reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the City.

25. PATENTS AND ROYALTIES

The Proposer, without exemption, shall indemnify and save harmless, the City, its employees and/or any of its Commission/Board from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Proposer. Further, if such claim is made, or is pending, the Proposer may, at its option and expense, procure for the City the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the City agrees to return the article on request to the Proposer and receive reimbursement. If the Proposer used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

26. ADVERTISING

In submitting a proposal, Proposer agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the City.

27. ASSIGNMENT

Any purchase order or contract issued pursuant to this Invitation to Proposal and the monies which may become due hereunder are not assignable except with the prior written approval of the City, through the Purchasing Division.

28. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH (O.S.H.A.)

Proposer certifies that all material, equipment, etc., contained in his/her Proposal meets all applicable O.S.H.A. requirements. Proposer further certifies that, if he/she is the successful Proposer, and the material, equipment, etc., delivered is subsequently found to be defective in applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply

with the requirements shall be borne by the Proposer.

29. FACILITIES

The City reserves the right to inspect the Proposer's facilities at any reasonable time, during normal working hours, with prior notice to determine that Proposer has a Bonafide place of business and is a responsible Proposer.

30. REPRESENTATION

A Proposer must have at the time of Proposal opening, a manufacturing plant in operation, or be a fully authorized agent or representative of the product Proposal , capable of producing or providing items Proposal , and so certified upon request.

31. DISQUALIFICATION OF PROPOSER

More than one Proposal from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Proposer is involved in more than one Proposal submittal will be cause for rejection of all Proposals in which such Proposers are believed to be involved. Any or all Proposals will be rejected if there is reason to believe that collusion exists between Proposer's Proposal in which the prices obviously are unbalanced will be subject to rejection.

32. ADJUSTMENTS / CHANGES / DEVIATIONS

No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a Proposal expressly so provide. Any other adjustments, changes or deviations shall require prior written approval and shall be binding ONLY if issued by the City's Purchasing Division. The Proposer shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.

33. INSURANCE

The awarded Proposer(s) shall maintain insurance coverage reflecting the minimum amounts and conditions specified in the attached specifications or the Insurance Requirements. In the event the Proposer is a governmental entity or a self-insured organization, different requirements may apply. Misrepresentation of any material fact, whether intentional or not, regarding the Proposer's insurance coverage, policies or capabilities may be grounds for rejection of the Proposal and rescission of any ensuing contract.

34. PUBLIC RECORDS

Sealed Proposal , proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from § 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the

Proposal , proposals, or final replies, whichever is earlier.

35. PROPOSAL PREPARATION COSTS

Neither the City nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this Invitation to Proposal . Proposers should prepare their Proposal simply and economically, providing all information and prices as required.

36. COOPERATIVE PURCHASING

Any governmental purchasing authority may participate in this purchase for services and commodities from this successful award.

37. CANCELLATION / REJECTION OF PROPOSAL

This request may be cancelled, and any response, proposer or proposal may be rejected in whole or in part at any time for good cause when in the best interest of the City of Fort Pierce. The City reserves the rights pursuant to Section 2-439 (a)(7) of the City Code to accept all or any part of the submittal and to increase or decrease quantities to meet additional or reduced requirements of the City. Any sole response received by the submission date may or may not be rejected by the City depending on the available competition and the current needs of the City. Reasons for rejection shall be provided upon request by unsuccessful Proposers or offerors.

38. REGISTRATION WITH FLORIDA DEPARTMENT OF STATE

In accordance with Florida Statute 607.0505, each corporation, foreign corporation, or alien business organization that transacts business in this state shall have and continuously maintain in this state a registered office and a registered agent and shall file with the Department of State. The awarded Proposer shall be registered with the Florida Department of State, Division of Corporations.

39. RESERVED RIGHTS

- a. To be **responsive**, a Proposer shall submit qualifications which conform in all material respects to the requirements set forth in the Proposer / Proposal document. To be a **responsible** Proposer, the Proposer shall have the capability in all respects to fulfill fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. The City reserves the right to conduct such an investigation, as it deems necessary to determine the ability of any Proposer to deliver the goods or service requested. This information may be obtained from the Proposer or any credible source. All information requests will be done through the Purchasing Division. Such information may include but shall not be limited to current financial statements, verification of availability of equipment and personnel, and past performance records.
- b. The City may disqualify a Proposer from being awarded a City contract if the Purchasing Manager determines after an investigation that the Proposer is “not responsible,” based on a poor performance record with the City, a lack of adequate equipment and personnel, insufficient financial wherewithal, or other factors that indicate the Proposer is not capable of performing the contract.
- c. Unless otherwise stated in this Proposal specification, any contracts resulting from this Proposal are non-exclusive. The City reserves the right, in its sole opinion, to purchase

goods or services listed in this Proposal through the State of Florida Contracts, cooperatives, other current government contracts, and non-profit contracts as provided in the City of Fort Pierce Procurement Code. The City reserves the rights to solicit separate requirements that are a portion of a larger contract as a whole. Additionally, at the City's sole option, additional contracts may be entered into as a result of such situations as unusual volumes, time/delivery requirements, special requirements, other brands, lease, project specific requirements, or similar situations.

- d. If any contract awarded as a result of this Proposal is terminated, the City reserves the right to go to the next lowest responsive Proposer with the balance of the contract, unless otherwise stated in the Proposal specification.

40. **APPLICABLE LAWS**

Proposers must be authorized to transact business in the State of Florida. Copy of the Registration Certificate and information should be submitted with Proposal but is not required. Registration must be completed before a contract can be signed. Applicable provisions of all federal, state, county and local laws and of all ordinances, rules and regulations shall govern development submittal and evaluation of all Proposal received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a Proposal response hereto and the City of Fort Pierce, by and through its officers, employees and authorized representatives, or any other person, natural or otherwise and lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof. This includes revisions as amended thereof. Any involvement with the City of Fort Pierce shall be in accordance with but not limited to the following:

- a. City of Fort Pierce Ordinances
- b. Pursuant to Florida Statutes Section 119.071, Public Records, General exemptions from inspection or copying of public records, sealed Proposal received by the City.
- c. It shall be the responsibility of the Proposer to ensure compliance with all other federal, state, county, or city codes, rules, regulations or other requirements, as each may apply.
- d. **Pursuant to this solicitation, the responses are exempt from s. 119.07(1) and s. 24(a), Art. I, of the Florida Constitution, until the agency provides notice of a decision or intended decision in accordance with s. 119.071(2), or within 30 days after the Proposal opening, whichever occurs first.**

41. **PROFESSIONAL STANDARDS**

- a. The successful Proposer shall covenant and agree that it and its employees have complied with the Florida Statutes pertaining to the licensing of employees, as applicable.
- b. In the event the successful Proposer shall be placed in any form of bankruptcy or make an assignment for the benefit of creditors, the City may declare the same a default of the agreement which may be terminated pursuant to these terms and conditions.

- c. Section 287.055(6)(a), Florida Statutes, requires the following provisions to be made a part of the Agreement.
- d. The successful Proposer warrants that it has not employed or retained any company or person, other than a Bonafide employee working solely for the successful Proposer, to solicit or secure the agreement, and that it will not pay or agree to pay any person, company, corporation, individual or firm other than a Bonafide employee working solely for the successful Proposer any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of the agreement. For breach or violation of this condition, the City shall have the right to terminate the agreement without liability and at its discretion to deduct from the agreement price or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.
- e. Performance of Contract Holder it is understood and agreed that the City will not permit or authorize contractors to perform less than 51 percent of the contract.

42. PROHIBITION AGAINST CONTINGENT FEES

It shall be unethical for a person to be retained, or to retain any company or person, other than a Bonafide employee working solely for the Proposer to solicit or secure a Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a Bonafide employee working solely for the Proposer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Contract. For the breach or violation of this provision, The City of Fort Pierce shall have the right to terminate the Contract at its sole discretion, without liability and to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

43. REQUEST FOR ADDITIONAL INFORMATION

The Proposer shall furnish such additional information as the City of Fort Pierce may reasonably require. The City reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate. During the Proposal evaluation, the City of Fort Piece reserves the right to request additional written information to assist in the evaluation of these qualifications.

44. ACCURACY OF PROPOSAL

Any Proposer which submits in its Proposal to the City of Fort Pierce any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

ANY AND ALL SPECIAL TERMS AND CONDITIONS, TECHNICAL REQUIREMENTS, SCOPE OF WORK OR SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

SECTION II

INSTRUCTIONS TO PROPOSERS

1. **PROPOSAL OPENING**

Proposals are due on or before **11:00AM, WEDNESDAY, JANUARY 21, 2026**

2. **SUBMISSION OF PROPOSALS**

Proposal response may be submitted as hard copy or electronically. Any proposals received after the designated time and date listed above will be returned unopened. Please see below instructions for submitting your RFP response.

2.1 **OPTIONS FOR ELECTRONIC SUBMISSIONS**

- Via Demandstar Website, (www.demandstar.com) Electronic Proposal (E-Proposal). Instructions are provided, see Related Documents section for this Proposal on the City's website, <https://www.cityoffortpierce.com/Proposal.aspx?CatID=17>
- By forwarding your response, pdf format to purchasing@cityoffortpierce.com no later than 11:00AM EST. **If you decide to use this submission option, your entire submission must be submitted electronically. Please do not mail hard-copies.**

2.2 **HARD COPY SUBMISSIONS**

One (1) original and one (1) USB drive copy of sealed proposals. DO NOT USE RINGED BINDERS OF ANY KIND. All copies will be on 8 ½" x 11" plain, white paper, typed or printed, and signed by the Proposer's contractually binding authority and shall be mailed or delivered to the address below.

NOTE: Please ensure that if a third-party carrier (Federal Express, UPS, etc.) is used, that the third party is properly instructed to deliver the Proposal Submittal **only** to Room 101, in the Purchasing Division on the first (1st) floor at the below address.

Proposals mailed to 100 N.US Highway 1 via the United States Postal Services (USPS) are delivered to the Post Office, not to the physical address and, therefore, may not meet the requirements of Selection 2 above. To be considered, a Proposal must be received and accepted in the Purchasing Division before the Proposal closing date and time.

Delivery Address:
City of Fort Pierce
Attn: Purchasing Division,
Room 101
100 North U.S. #1
Fort Pierce, FL 34950

Mailing Address:
City of Fort Pierce
Attn: Purchasing Division,
Room 101
P.O. Box 1480
Fort Pierce, FL 34954-1480

Copies of official Proposal / Proposal documents issued by the city are available electronically from the Purchasing Division by email request to purchasing@cityoffortpierce.com or on the following websites: Demandstar (www.demandstar.com) and the web site of the City of Fort Pierce (<http://www.cityoffortpierce.com/187/Purchasing>).

All proposals and qualifications will be publicly opened at the time and place specified. In accordance with **Section 2-439 (a) (2)d** of the City of Fort Pierce Code of Ordinances, no proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A list of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. **The register of proposals shall be open for public viewing only after contract award.**

3. INQUIRIES/QUESTIONS

All inquiries must be in a written format and addressed to Shyanne Harnage, Director of Community and Economic Development with a copy to the Purchasing Division by January 14, 2026, at 5:00PM.

TO

Shyanne Harnage

Director of Community & Economic Development

100 North U.S. Hwy 1

Fort Pierce, FL 34954-1480

Email: sharnage@cityoffortpierce.com

COPY

Gelencia Carter

Purchasing Manager

100 North U.S. Hwy 1

Fort Pierce, FL 34950

Email: purchasing@cityoffortpierce.com

4. SUBMITTAL REQUIREMENTS (PASS/FAIL)

It is not necessary to return the entire document with your bid response; the documentation outlined below requires signatures or contains requested information that is needed for your submission.

- Completed Invitation to Bid Cover Page
- Any documentation requested in the **Statement of Work, Section III.**
- Certificate of Use, required for businesses within the city limits of the City of Fort Pierce. (See item number 9 below)
- Business Tax Receipt, required for businesses located outside of the city limits of the City of For Pierce (See item number 10 below)
- All required forms. See **Required Forms, Section IV.**
- Attachment A – Price Proposal

5. PROOF OF INSURANCE (PASS/FAIL)

The Proposer shall procure and maintain at its own expense and keep in effect during the full term of the Contract a policy or policies of insurance which shall be determined by the City. Additionally, any subcontractor hired by the Proposer for this contract shall provide insurance coverage as well. The City shall be named “additional insured” under the appropriate policies. Refer to the attached sample insurance certificate.

Proposer shall submit a Certificate of Insurance (photocopy acceptable) indicating proof of Proposer's current coverage (current policy).

- The awarded Proposer is also required to provide the City of Fort Pierce with proof of insurance for all subcontractors, if applicable.
- Additionally, the Proposer must be the policyholder for all insurance coverage that will be provided by the successful Proposer.

6. ADMINISTRATIVE REVIEW BASED ON (PASS/FAIL) CRITERIA

Proposal will undergo an initial review, or a PASS/FAIL determination, where indicated; To verify that mandatory requirements are met . Failure to meet mandatory requirements may result in the rejection of the Proposal .

7. TIME EXTENSION AND CONTINUATION OF WORK

7.1. TIME EXTENSION

The City may extend this Contract up to one hundred eighty (180) days beyond the expiration date of the existing contract. The rates in effect on the last day of the contract shall remain in effect for the contract extension period. Additional extensions shall be subject to agreement of both parties.

7.2. CONTINUATION OF WORK

Any work that commences prior to and will extend beyond the expiration date of the current contract period shall, unless terminated by mutual written agreement between the City and the successful Proposer, continue until completion at the same rates, terms and conditions. This must be approved in advance by the Purchasing Manager, or designee.

8. W-9 TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION FORM (PASS / FAIL)

The Proposers will be required to return a completed W-9 Taxpayer Identification Form with your submittal.

9. ADDENDUM

Should revisions to the Proposal Documents become necessary, the City will provide a written addendum to all Proposers who received a Proposal package from the City's Purchasing Department. Proposers who obtain Proposal Documents from other sources must officially register with the City's Purchasing Division in order to be placed on the mailing list for any forthcoming addendum or their official communications. Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if you have failed to submit a Proposal with an addendum acknowledgment for the most current addendum. Previous addenda are deemed received when a subsequent addendum is acknowledged. It is the Proposer's responsibility to contact the City in the event that a previous addendum is not

received. Latest addendum shall be signed and returned with the Proposal as acknowledgment of addendum.

10. LICENSES

Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida and the City of Fort Pierce prior to signing a contract. Should the Proposer not be able to obtain licenses and certifications, then contract negotiations will be terminated. Any permits, licenses, or fees required shall be the responsibility of the Proposer. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, County, the City of Fort Pierce, etc., are the responsibility of the Proposer. The selected Proposer shall be responsible for knowledge of and compliance with all relative local, state and Federal codes and regulations.

11. PROPOSAL PREPARATION COST

The cost to prepare the proposal in its entirety shall be the full responsibility of the Proposer.

12. MINORITY PARTICIPATION AND OUTREACH PROGRAM

Describe your firm's program and/or policies in regard to minority and non-discrimination, including the firm's history of Minority and Women Owned Business Enterprise (M/WBE) participation. Include a strategy for promoting minority participation in this project and a realistic goal for participation. List references of Owners, M/WBE firms or consultants who can speak to your firm's utilization of M/WBE on previous projects.

13. INDEMNIFICATION

The parties recognize that the Proposer is an independent Contractor. Proposer agrees to assume liability for and indemnify, hold harmless, and defend The City of Fort Pierce, its commissioners, mayor, officers, any appointed committee members, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of the Proposer, its officers, employees, agents, and representatives. Proposer's liability hereunder shall include all attorney's fees and costs incurred by The City of Fort Pierce in the enforcement of this indemnification provision. This includes claims made by the employees of the Proposer against the City of Ft. Pierce and the Proposer hereby waives its entitlement, if any, to immunity under Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City of Fort Pierce may have under the doctrine of sovereign immunity or Florida Statutes.

14. ACCURACY OF QUALIFICATION INFORMATION

Any Proposer which submits in its proposal to The City of Fort Pierce any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

15. PROHIBITION AGAINST CONTINGENT FEES

It shall be unethical for a person to be retained, or to retain any company or person, other than a Bonafide employee working solely for the Proposer to solicit or secure a Contract and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than a Bonafide employee working solely for the Proposer, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from award or making of this Contract. For the breach or violation of this provision, the City of Fort Pierce shall have the right to terminate the Contract at its sole discretion, without liability and to deduct from the Contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

16. CONTRACTOR'S AUTHORIZED SIGNATURE.

The Proposal shall be signed by an official authorized to bind the contractor in a contractual agreement. The contractor shall provide the following information: Name, address, and telephone number, and email address of the individual(s) with authority to negotiate and contractually bind the contractor. It is also necessary that the name of a contact individual be given to those who can respond to questions generated during the evaluation process.

17. NOTIFICATIONS

The City of Fort Pierce official website for notices, Proposal , addendums, and other documents is located at <https://www.cityoffortpierce.com> . Proposers are also advised that www.demandstar.com is one of the City's sourcing methods of notices, addendums, Proposal ,and other documented communications for the procurement process. The City is not under any obligation and does not guarantee that Proposers will received email notifications concerning the posting, amendment or close of solicitations. Proposers are responsible for checking www.demandstar.com or <https://www.cityoffortpierce.com> for information and updates concerning solicitations or contract the Purchasing Division.

18. CONE OF SILENCE

The City observes a cone of silence and policies for ethical and professional behavior on all advertised solicitations. Potential Proposers and their agents must not communicate in any way with the City Commission, City Manager or the City Staff other than the Purchasing Manager in reference to or relation to this solicitation. This restriction is effective from the time of Proposal advertisement until an award is made by the City Commission. Such communication may result in disqualification.

SECTION III

STATEMENT OF WORK

INTRODUCTION

The City of Fort Pierce is committed to maintaining a clear and actionable Strategic Plan that guides the City Commission, administration, and departments in achieving long-term goals and delivering high-quality services to the community. To that end, the City seeks a qualified consultant to lead the process of updating its Strategic Plan to reflect current priorities, emerging challenges, and community aspirations.

SCOPE OF SERVICES

The scope of services, developed in collaboration with the consultant, shall at a minimum include the following activities and focus areas:

- 1. Strategic Direction and Resource Alignment**
Develop a strategic planning document that outlines key focus areas, goals, and priorities to guide annual budget appropriations. This includes providing directions for budget development and capital project planning.
- 2. Measurable Outcomes and Accountability**
Establish specific, measurable benchmarks and deliverable actions to measure the City's progress toward achieving its goals. Execution of the plan is tracked via a "Route for Next Year" and subsequent Progress Matrix or Status Reports.
- 3. Stakeholder Engagement**
Conduct background interviews with the Mayor, City Commission members, and City Manager, to gain background, identify key issues, and focus workshop topics. The plan may also incorporate an optional Citizen Summit or Community Conversation to solicit candid input from residents and stakeholders on community perceptions and critical issues facing the City.
- 4. Organizational and Operational Review**
Analyze existing City organizational strategies and performance. This includes reviewing past accomplishments and utilizing Department Head feedback to assess departmental successes, major challenges, current management activities, and short-term priorities.
- 5. Executive Collaboration**
Work closely with the Fort Pierce City Commission and City Manager to define the strategic planning process, deliverables, activities, and timelines. Interviews will specifically identify and discuss current issues and opportunities on the horizon.

6. Foundational Principles and Strategic Framework

Define the City's fundamental values and guiding principles that will shape strategic decision-making. Construct the Strategic Framework anchored by our core beliefs to establish the foundation for organizational conduct and performance expectations.

7. Work Plan and Facilitated Workshops

Implement a comprehensive work plan involving intensive internal participation, conducted through a series of facilitated workshops. Including:

- **Strategic Planning Workshops I and II for the Management Team** (e.g., full-day sessions focused on vision review, goal setting, and action item planning).
- **Leadership and Strategic Planning Workshop I and II for the Mayor and City Commission** (e.g., sessions focused on vision, mission, goal development, plan drafting, refinement, and finalization of the 2026 Action Agenda).

DELIVERABLES

The consultant will produce a draft strategic plan, participate in review sessions, and deliver a final Strategic Plan that includes:

- a. **Vision and Mission Statements:** Assist in defining the City's long-term Vision and Mission Statement, articulating its core purpose and operational principles.
- b. **Strategic Goals and Action Agenda:** Develop a comprehensive strategic framework that includes a Five-Year Plan, Ten-Year Plan, and Fifteen-Year Plan (e.g., 2026–2031, 2031–2036, and 2036–2041) to achieve the City's Vision and Strategic Goals. Include the identification of measurable short-term, mid-term, and long-term goals, along with corresponding action items, timelines, and performance indicators. The plan should clearly define annual targets and establish a roadmap for sustained progress over each planning horizon.
- c. **Annual Priorities and Resource Guiding:** Produce the Action Agenda for the current year (e.g., 2026), which includes:
 - A **Policy Agenda** (Top "10" list of Top and High Priority policy-related actions for the Mayor and City Commission).
 - A **Management Agenda** (Top "10" list of Top and High Priority management or administrative actions for the current year, 2026).
 - Detailed **Action Outlines** for prioritized actions, including key issues, activities, milestones, time frames, and responsible parties.
- d. **Final Reports and Supporting Documents:** Deliver the final Strategic Plan 2026-2031-2041 document along with the supporting documents:
 - Action Agenda 2026
 - Executive Summary 2026-2031-2041
 - Performance Report 2025
 - Leader's Guide 2026
 - Plan in Brief 2026-2031-2041.

PROJECT TIMELINE

- **Project Kickoff:** February 2026
- **Strategic Planning Workshops:** February 2026

- **Draft Strategic Plan:** March 2026

CONSULTANT QUALIFICATIONS

Proposers should demonstrate:

- Proven experience in municipal strategic planning and facilitation.
- Familiarity with local government operations and policy development.
- Strong writing, design, and project management skills.
- A portfolio of similar work with other cities or public agencies.

PROPOSAL REQUIREMENTS

Proposals shall be concise, well organized, and address all requirements outlined below. Proposals that do not include all required information may be deemed non-responsive.

1. Cover Letter

- Briefly introduce the firm and identify the primary contact.
- Include a statement confirming the firm's understanding of the project and commitment to the proposed schedule.
- Identify the individuals authorized to make representations or negotiate on behalf of the Proposer (including titles, phone numbers, and email addresses).

2. Firm Profile and Qualifications

- Legal name, address, and years in business.
- Description of the firm's background and experience in municipal strategic planning, facilitation, and organizational assessment.

3. Project Team and Key Personnel

- Identification of the project manager and key team members who will be assigned to the project.
- Resumes highlighting relevant experience, particularly with local governments, and elected bodies.
- Description of each team member's role and level of involvement.
- Statement confirming availability of proposed staff throughout the project duration.

4. Relevant Experience and References

- Description of at least three (3) comparable projects completed within the last five (5) years, preferably for municipalities or public agencies.
- For each project, include:
 - Client name and location
 - Scope of services
 - Project timeline
 - Roles of team members
 - Outcomes and deliverables

- Provide a minimum of three (3) professional references, including phone number and email address. These references will be contacted directly by the City of Fort Pierce at their sole discretion.

6. Project Approach

- Demonstrate understanding of the City of Fort Pierce's goals, organizational structure, and strategic planning needs as described in the Scope of Services.
- Describe the proposed methodology for developing the Strategic Plan, including:
 - Stakeholder engagement
 - Facilitation approach
 - Integration of measurable outcomes and accountability tools
 - Alignment with budget development and capital planning
- Identify any optional enhancements or best practices that would add value to the process.

7. Work Plan and Schedule

- Detailed work plan outlining major tasks, milestones, and deliverables consistent with the City's anticipated timeline.
- Proposed schedule for interviews, workshops, draft review, and final deliverables.
- Identification of City staff roles and anticipated level of participation.

8. Deliverables

- Confirmation of the ability to deliver all required deliverables outlined in the Scope of Services.
- Description of format, design, and usability of final documents (print-ready and digital).
- Approach to revisions, review cycles, and final adoption support.

9. Cost Proposal / Fee Schedule

- Detailed cost proposal including:
 - Total project cost
 - Itemization by tasks, phases, or deliverables
 - Any reimbursable expenses
- Identify any optional services or value-added services with associated fees, if applicable
- Costs shall be inclusive of all labor, materials, travel and overhead unless otherwise noted.

10. Additional Information

Proposers may include any supplementary information that demonstrates the firm's capabilities or enhances the proposal, such as sample work products, project schedules, or letters of support.

EVALUATION CRITERIA

A selection committee appointed by the City of Fort Pierce will evaluate proposals submitted. Proposals will be evaluated in accordance with weighted criteria listed below. The City reserves the right to request additional information, conduct interviews, or negotiate with one or more proposers.

Evaluation Criteria	Description	Points
Qualifications	<ul style="list-style-type: none"> • Demonstrated experience in municipal strategic planning and facilitation. • Experience working with elected officials, executive leadership, and department heads. • Quality and relevance of past projects and references. 	30
Project Team and Capacity	<ul style="list-style-type: none"> • Qualifications, experience, and availability of the proposed project team. • Clear roles and demonstrated ability to manage complex, multi-stakeholder processes. 	20
Project Understanding and Methodology	<ul style="list-style-type: none"> • Demonstrated understanding of the City’s objectives, challenges, and planning environment. • Clarity and feasibility of the proposed approach. • Strength of engagement strategy, workshop facilitation, and accountability framework. • Ability to translate strategic goals into actionable, measurable outcomes. 	25
Work Plan and Schedule	<ul style="list-style-type: none"> • Clarity and feasibility of the proposed work plan and timeline. • Alignment with the City’s desired schedule and deliverables. 	10
Cost Proposal	<ul style="list-style-type: none"> • Overall cost competitiveness and value. • Transparency and reasonableness of pricing. • Alignment of cost with proposed scope and deliverables. 	15
Total		100

SECTION IV

REQUIRED FORMS

The forms listed in this section are to be complete and submitted with your proposal.

SUMMARY OF REQUIRED FORMS

Form No. 1 – Certificate Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (1 page)

The prospective contractor of the project must certify by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.

Form No. 2 – Drug Free Workplace Certification (1 page)

If your company does not have a Drug Free Workplace Program, you must mark this form N/A and return it with your Proposal package. If your company has a Program, sign and return the form.

shall be attached to the proposal form.

Form No. 3 – Public Entity Crimes (3 pages)

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit Proposal on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of CATEGORY TWO for a period of thirty- six (36) months from the date of being placed on the convicted vendor list.

Form No. 3 – E-Verify Affidavit (1 page)

Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Consultant during the term of the contract; and shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

Form No. 4 – Affidavit Regarding the Use Coercion for Labor or Service (2 page)

The Affidavit must be completed by a person authorized to make this attestation to make this attestation on behalf of the Proposal / Proposer for the purpose of submitting a Proposal, proposal, quote, or other response, or otherwise entering into a contract with the County. The associated Proposal , proposal, quote, or other response will not be accepted unless and until this completed and executed Affidavit is submitted to the County.



CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180

- (1). The prospective recipient of Federal assistance funds certifies, by Response, that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Response.

ATTESTATION

By signing this report, I certify to the best of my knowledge and belief that the foregoing is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Sections 3729-3730 and 3801-3812).

Company Name

Name and Title of Authorized Representative

Signature

Date



DRUG~FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certified that _____ does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Proposal , the employee will proposal by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employees community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Proposer's Signature

Date

PUBLIC ENTITY CRIMES AFFIDAVIT

SWORN STATEMENT UNDER SECTION 287.133(3)(a), FLORIDA STATUTES,
ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by City of Fort Pierce
(Print name of the public entity).
by _____
(Print individual's name and title)
for _____
whose business address is _____
(If applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: On the attached sheet). Required as per the IRS Form W-9.

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any Proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person.
 - c. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall

be considered an affiliate. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the

laws of any state or of the United States with the legal power to enter into a binding contract and which Proposal or applies to Proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

5. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **(Please indicate which statement applies.)**

_____ Neither the entity submitted this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, member, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearing and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(Attach a copy of the final order)**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

(Date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority

(Name of individual signing)

Who, after first being sworn by me, affixed his/her signature in the space provided above on

this day _____ of _____, 20____.

(NOTARY PUBLIC)

My Commission Expires: _____



E-VERIFY AFFIRMATION STATEMENT

Description: STRATEGIC PLAN CONSULTING SERVICES

Pursuant to Section 448.095, Florida Statutes, Contractor/Proposer/Responder acknowledges and agrees:

- (a) to register with and use the E-Verify System to verify the work authorization status of all persons employed by the Contractor/Proposer/Responder to perform employment duties during the term of the Contract, and
- (b) to require any subcontractor (as defined in Section 448.095, Florida Statutes) assigned by Contractor/Proposer/Respondent to perform work pursuant to the Contract to register with and use the E-Verify System to verify the work authorization status of all persons employed by the subcontractor during the term of the Contract, and
- (c) if Contractor/Proposer/Responder enters into a contract with a subcontractor, Contractor/Proposer/Responder shall obtain an affidavit from every subcontractor stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien and the Contractor/Proposer/Responder shall maintain a copy of such affidavit for the term of the Contract, and
- (d) the Contractor/Proposer/Proposal der shall use the E-Verify System during the term of the Contract, as a condition of the Contract.

Contractor/Proposer/Proposal der Company Name: _____
 Authorized Company Person's Signature: _____
 Authorized Company Person's Title: _____
 Date: _____

STATE OF FLORIDA
 COUNTY OF _____

Sworn (or affirmed) and subscribed before me by means of physical presence or online
 notarization this _____ day of _____, 20____ by
 _____, who is personally known or produced identification
 (ID produced: _____).

Signature: _____(Seal) NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENT A

PRICE PROPOSAL FORM

The rates for each service shall be based on providing the services and associated amenities as per the Scope of Services and including all costs, plus all applicable overhead and profit.

Description of Services	Total Proposal Fee
<p>Total Proposal Fee inclusive of all tasks and deliverables described in the Scope of Services</p> <p style="text-align: center;">Proposer shall attach to this page a summary of total project cost broken down by task.</p> <p>Total proposal fee will be used as the basis for assigning point in evaluation.</p>	<p style="font-size: 24px;">\$ _____</p>

For additional professional services:

STANDARD HOURLY RATE SCHEDULE

Position	Hourly Rate

Proposer's Name: _____

Proposer's Signature: _____ Date: _____