STANDARD CONTRACT

CONTRACTOR: **Northstar Geomatics**
617 NW Baker Rd.
Stuart, Florida 34994

PROJECT: RFP #2019-203: Geographical Information System Services

CONTRACT FOR SERVICES

THIS AGREEMENT, hereinafter "Contract," made and entered into the 2nd day of December 2019 by and between Northstar Geomatics hereinafter referred to as "Professional" and the City of Stuart, Florida, a municipal corporation, 121 SW Flagler Avenue, Stuart, Florida 34994, hereinafter referred to as "City", for and in consideration of the following terms, conditions and covenants.

I. PURPOSE OF CONTRACT

The City intends to enter into a contract with Professional for provision of Geographical Information System Services by the Professional and the payment for those services by City as set forth below.

II. SCOPE OF SERVICES

The Professional shall provide Geographical Information System Services on an as needed basis in all phases of any Projects for which a PURCHASE ORDER has been issued by the City pursuant to this Agreement as hereinafter provided. These services will include serving as City's professional consulting representative for the Project, providing professional consulting consultation and advice and furnishing customary Geographical Information System Services and customary services incidental thereto as described in the Purchase Order. The detailed scope of services to be performed and schedule of fees for those services shall be detailed in each Purchase Order.

Section 1. Scope of Service

The Professional shall perform the work with City staff in advising the City and the City Commission regarding Geographical Information System Services. The services will be those customarily attendant Geographical Information System Services including, but not limited to the following:

Provide all labor and expertise necessary to maintain, support, analyze and augment a comprehensive Geographical Information System. Project will include but not necessarily be limited to GIS layers denoting City parcels, zoning, land use, annexations, water system, wastewater system,

stormwater system, roadway pavement, utility poles, bridges, crosswalks, traffic signs, pavement markings, railroad crossings, street lights, median type, curb, shoulder, number of lanes, road width and sidewalks. Information will be provided in Arc/GIS spatial database features or shape files at the discretion of the City and supplied by the Professional in accordance with the "Additional Services" clause of the final, executed contract for this project.

III. CONTRACT PROVISIONS

Section 1. Period of Service

1.1 Term of Contract

Upon award of this Contract, the effective date of this Contract shall be the date of execution of this Contract by both City and Professional. Term of this contract shall be for an initial period of two (2) year with the option of three (3) additional one (1) year renewals, upon the mutual written agreement of the parties.

Section 2. Compensation and Method of Payment

2.1 Fee Schedule

The Professional agrees to provide the services and/or materials as specified in the Contract Documents at the cost specified in Exhibit A. Except as otherwise provided in the solicitation, no amount shall be paid to Professional to reimburse Professional's expenses.

2.2 Invoices

Professional may submit invoices for compensation no more often than monthly, but only after the services for which the invoices are submitted have been completed. An original invoice is due within fifteen (15) days of the end of the month except the final invoice which must be received no later than sixty (60) days after this Agreement expires. Invoices shall designate the nature of the services performed and/or the goods provided.

2.3 Payment

City shall pay Professional within forty-five (45) days of receipt of Contractor's proper invoice, as provided in the Florida Local Government Prompt Payment Act.

To be deemed proper, all invoices must comply with the requirements set forth in this Agreement and must be submitted pursuant to instructions prescribed in this agreement. Payment may be withheld for failure of Contractor to comply with a term, condition, or requirement of this Agreement.

Notwithstanding any provision of this Agreement to the contrary, City may withhold, in whole or in part, payment to the extent necessary to protect itself from loss on account of inadequate or defective work that has not been remedied or resolved in a manner satisfactory to the City or failure to comply with this Agreement.

Section 3. Guarantee

The Professional guarantees to repair, replace or otherwise make good to the satisfaction of the City any damage caused during the work. Contractor further guarantees the successful performance of the work for the service intended. If the City deems it inexpedient to require the Contractor to correct deficient or defective materials or labor, an equitable deduction from the contract price shall be made

therefore or in the alternative the City may sue for damages, or both.

Section 4. Audit

The Professional agrees that the City or any of its duly authorized representatives shall, until the expiration of three years after expenditure of funds under this Agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this Agreement. The Professional agrees that payment(s) made under this Agreement shall be subject to reduction for amounts charged thereto which are found on the basis of audit examination not to constitute allowable costs under this Agreement. The Professional shall refund by check payable to the City the amount of such reduction of payments. All required records shall be maintained until an audit is completed and all questions arising therefrom are resolved, or three years after completion of the project and issuance of the final certificate, whichever is sooner.

Section 5. Professional Responsibility

5.1 Independent Contractor

The Professional is an independent contractor and is not an employee or agent of the City. Nothing in this Agreement shall be interpreted to establish any relationship other than that of an independent contractor, between the City and the Contractor, its employees, agents, subcontractors, or assigns, during or after the performance of this Agreement.

5.2 Responsibility for Work

The Professional shall take the whole responsibility of the Agreement Work and shall bear all losses resulting to him because of bad weather, or because of errors or omissions in his or its bid on the Agreement price, or except as otherwise provided in the Agreement Documents because of any other causes whatsoever.

5.3 Contractor's Records

As a condition precedent to Contractor filing any claim against City, Contractor shall make available to City all of Contractor's books and records (directly or indirectly related to the claim of Contractor's business) requested by City. Refusal to do so shall constitute a material breach of this contract and cause for dismissal of any litigation.

Section 6. Termination

6.1 Termination for Convenience

Either party upon a thirty (30) day written notice to the other party may terminate this Contract. In the event of any termination, Contractor shall be paid for all services rendered to the date of termination including all authorized reimbursable expenses.

6.2 Termination for Cause

The performance of the Contract may be terminated by the City of Stuart in accordance with this clause, in whole or in part, in writing, whenever the City shall determine that the contractor has failed to meet performance requirement(s) of the Contract. If the successful bidder should be adjudged bankrupt,

or if he should make a general assignment for the benefit of his creditors, or if a receiver should be appointed on account of his insolvency, or if he should fail to provide properly skilled personnel or proper service in the sole discretion of the City, then the City can, after giving the successful bidder seven (7) days written notice, and without prejudice to any other right or remedy, terminate this Contract.

Section 7. City's Obligations

7.1 Project Manager

The Project Manager for the City with the authority to act on the City's behalf with respect to all aspects of the Project is:

Michele Jett
772-288-5307
mjett@ci.stuart.fl.us

The Project Manager for the Contractor with authority to act on the Contractor's behalf with respect to all aspects of the Project is:

Frank Veldhuis, PSM
772-485-3490
info@nsgeo.com

Section 8. Persons Bound by Contract

8.1 Parties to the Contract

The persons bound by this Contract are the Contractor and the City and their respective partners, successors, heirs, executors, administrators, assigns and other legal representative.

8.2 Assignment of Interest in Contract

This Contract and any interest or services associated with this Contract may not be assigned, sublet or transferred to another by either party without the prior written consent of the other party. Nothing contained herein shall be construed to prevent Contractor from employing such independent Contractors, associates and subcontractors as Contractor may deem appropriate to assist in the performance of the services hereunder.

8.3 Other Entity Use

The successful Contractor may be requested to convey its proposal prices, contract terms and conditions, to municipalities or other governmental agencies within the State of Florida.

8.4 Rights and Benefits

Nothing herein shall be construed to give any rights or benefits arising from this Contract to anyone other than Contractor and the City.

Section 9. Indemnification of City

Contractor assumes the entire responsibility and liability for all damages or injury to all persons, and to all property, caused by the Contractor or Contractor's employees, agents, consultants or sub-contractors, and Contractor shall to the fullest extent allowed by law, indemnify and hold harmless the CITY, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, omission, or intentional conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of the contract. Specific consideration for this indemnity is $10.00, the receipt and sufficiency of which are hereby acknowledged by Contractor.

Section 10. Insurance.

10.1. Requirements

Contractor shall procure and maintain insurance, in the amounts noted in the Request for Proposal which names the Contractor, its officers, board members, employees and agents as additional insured on General Liability and Automobile Liability insurance policies. Such certificate must contain a provision for notification of the City 30 days in advance of any material change or cancellation. The City by and through its Risk Manager, reserves the right to review, modify, reject or accept any required policies of insurance, including limits coverages or endorsements, herein from time to time throughout the term of this contract. All insurance carriers must have an A.M. Best Rating of at least A:VII or better. When a self-insured retention or deductible exceeds $5,000, the City reserves the right, but not the obligation, to review and request a copy of contractor's most recent annual report or audited financial statement. All contractors, including any independent contractors and subcontractors utilized, must comply with the insurance requirements as set forth in the documents identified and listed in the Request for Proposal.

10.2 Certificate of Insurance

Certificates of all insurance required from the Contractor shall be attached to this agreement and shall be subject to the City's approval for adequacy.

Section 11. Professional Standards

All work performed by Contractor will be in accordance with the highest professional standards and in accordance with all applicable governmental regulations.

Section 12. Non-Appropriation

This Contract is deemed effective only to the extent of the annual appropriations available.

Section 13. General Conditions

13.1 Venue in Martin County

Jurisdiction a venue for any lawsuit to enforce the terms and obligations of this Contract shall lie exclusively in the County Court or the Circuit Court in and for Martin County, Florida.

13.2 Laws of Florida

The validity, interpretation, construction, and effect of this Contract shall be in accordance with and governed by the laws of the State of Florida.

13.3 Attorney's Fees and Costs

In the event the Contractor breaches or defaults in the performance of any of the terms, covenants and conditions of this Contract, the Contractor agrees to pay all damages and costs incurred by the CITY in the enforcement of this Contract, including reasonable attorney's fees, court costs and all expenses, even if not taxable as court costs, including, without limitation, all such fees, costs and expenses incident to appeals incurred in such action or proceeding.

13.4 Mediation as Condition Precedent to Litigation

Prior to the initiation of any litigation by the parties concerning this Contract, and as a condition precedent to initiating any litigation, the parties agree to first seek resolution of the dispute through non-binding mediation. Mediation shall be initiated by any party by serving a written request for same on the other party. The parties shall, by mutual agreement, select a mediator within 15 days of the date of the request for mediation. If the parties cannot agree on the selection of a mediator then the CITY shall select the mediator who, if selected solely by the CITY, shall be a mediator certified by the Supreme Court of Florida. The mediator's fee shall be paid in equal shares by each party to the mediation.

13.5 Contract Amendment

The City reserves the right to delete, add or revise locations under this proposal at any time during the contract term when and where deemed necessary. If any locations are added or deleted from the contract, the rate quoted shall be used to determine the adjusted contract price.

No modification, amendment or alteration in the terms or conditions contained in this Contract shall be effective unless contained in a written documents executed with the same formality and of equal dignity herewith. This Contract constitutes the entire agreement between the parties, and no prior, or contemporaneous oral agreement shall be binding on either party. If either party fails to enforce a portion of this entire Contract, it shall not constitute a waiver of the same.

13.6 Contractual Authority

By signing this Contract the Contractor swears or affirms, under penalty of perjury, that this is a valid act of the Contractor, and that no later claim shall be made by the CONTRACTOR that the Contract is invalid or an *ultra vires* act, by reason of a failure to have the proper authority to execute the Contract. In the event that a court of competent jurisdiction later determines that the Contract is or would be null and void for failure of the signatory to have proper or complete authority, this Contract shall nonetheless be deemed valid under the theory of "apparent authority," or in the sole alternative of the City, shall be deemed to be the act of the signatory, as an individual, who shall be fully responsible for its complete performance.

13.7 Sovereign Immunity

Nothing contained herein shall be construed or interpreted as a waiver of the sovereign immunity liability limits established under chapter 768.20 Florida Statutes as amended.

Section 14. Public Records

Note: If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor's duty to provide public records relating to this contract, contact the office of the

City Clerk as the custodian of Public Records for the City of Stuart, and all the respective departments at 772-288-5306 or email mkindel@ci.stuart.fl.us, City of Stuart, City Clerk 121 SW Flagler Avenue, Stuart, Fl. 34994 per F.S. 119.12.

In compliance with F.S. 119.0701 the Contractor shall:

a) Keep and maintain public records required by the public agency to perform the service.
b) Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Contractor does not transfer the records to the public agency.
d) Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the Contractor or keep and maintain public records required by the public agency to perform the service. If the Contractor transfers all public records to the public agency upon completion of the contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

A request to inspect or copy public records relating to a public agency's contract for services must be made directly to the public agency. If the public agency does not possess the requested records, the public agency shall immediately notify the Contractor of the request, and the Contractor must provide the records to the public agency or allow the records to be inspected or copied within a reasonable time.

If a Contractor does not comply with the public agency's request for records, the public agency shall enforce the contract provisions in accordance with the contract.

A Contractor who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.

If a civil action is filed against a Contractor to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the Contractor the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the Contractor unlawfully refused to comply with the public records request within a reasonable time; and
2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Contractor has not complied with the request, to the public agency and to the Contractor.

A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the Contractor at the Contractor's address listed on its contract with the public agency or to the Contractor's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A Contractor who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

Section 15. Exhibits

The following Exhibits are attached to and made a part of this Contract:

Exhibit A - "Proposal as Submitted by Respondent and Accepted by City"

Exhibit B - "Original Request for Proposal as Issued by City, including all Addenda"

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

Signatures are on following page

IN WITNESS WHEREOF, the City has hereunto subscribed and the Contractor has signed his, its, or their name, or names the date aforesaid.

CITY OF STUART, FLORIDA

ATTEST:

MARY R. KINDEL
CITY CLERK

DAVID DYESS
CITY MANAGER

APPROVED AS TO FORM AND CORRECTNESS:

MICHAEL MORTELL
CITY ATTORNEY

WITNESSES:

(Signature)

(Signature)

CONTRACTOR

(Signature)

Frank Veldhuis
Printed Name

Vice President
Title

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 09/27/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Sandy Feys
Brown & Brown of Florida, Inc. 817 Beachland Blvd. Vero Beach FL 32963	PHONE (A/C, No, Ext): (772) 231-2828 FAX (A/C, No): E-MAIL ADDRESS: sfeys@bbccfl.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Continental Casualty Company	20443
INSURER B :	National Fire Insurance Company of Hartford	20478
INSURER C :	Landmark American Insurance Company	
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
NorthStar Geomatics, Inc.
PO Box 2371
Stuart FL 34995

COVERAGES **CERTIFICATE NUMBER:** 19-20 Liab **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y		6021290812	10/23/2019	10/23/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Employment Pratices	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 10,000
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			6021234904	09/23/2019	09/23/2020	~~COMB~~INED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	[X] UMBRELLA LIAB [X] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			6021290826	10/23/2019	10/23/2020	EACH OCCURRENCE AGGREGATE	$ 1,000,000 $ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
C	Profesisonal Liability			LHR778925	10/23/2019	10/23/2020	Per Claim/Aggregate	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is included as an Additional Insured with respects to General Liability as required by written contract.

CERTIFICATE HOLDER

City of Stuart c/o City Manager
121 SW Flagler Avenue
Stuart FL 34994

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

L Ashmore

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/22/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
PAYCHEX INSURANCE AGENCY INC 76210758 150 SAWGRASS DRIVE ROCHESTER NY 14620	PHONE (A/C, No, Ext): (800) 472-0072	FAX (A/C, No): (585) 389-7894
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC#
	INSURER A : Hartford Casualty Insurance Company	29424
INSURED NORTHSTAR GEOMATICS, INC. 617 NW BAKER RD STUART FL 34994-1032	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	
							MED EXP (Any one person)	
							PERSONAL & ADV INJURY	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	
	☐ OTHER:							
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	☐ ANY AUTO						BODILY INJURY (Per person)	
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	
	☐ **UMBRELLA LIAB** ☐ OCCUR						EACH OCCURRENCE	
	☐ **EXCESS LIAB** ☐ CLAIMS-MADE						AGGREGATE	
	☐ DED ☐ RETENTION $							
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N ☐ **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		76 WEG AE0DYD	10/23/2019	10/23/2020	X PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE-EA EMPLOYEE	$1,000,000
							E.L. DISEASE- POLICY LIMIT	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES **(ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Those usual to the Insured's Operations. RE:RFP#2019-203 - Geographic Information System Services.

CERTIFICATE HOLDER

City of Stuart
121 SW FLAGLER AVE
STUART FL 34994-2139

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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Stuart

Response to

Request for Proposal (RFP)
No. 2019-203

Geographical Information System
Services

October 16, 2019

NORTHSTAR GEOMATICS

SURVEYING/MAPPING
GEOGRAPHIC INFORMATION SYSTEMS
ASSET INVENTORY

NORTHSTAR GEOMATICS

SURVEYING/MAPPING
GEOGRAPHIC INFORMATION SYSTEMS
ASSET INVENTORY

CORPORATE STRUCTURE

History

NorthStar Geomatics, Inc. was founded in July, 2002, for the purpose of creating a firm that specializes in providing Surveying/Mapping and Geographic Information Systems (GIS) services to government clients. The founders and principals of NorthStar Geomatics, Gregory S. Fleming and Frank C. Veldhuis, are known for their technical excellence and for providing superior client service. Together, they have over two decades of experience in providing GIS consulting services and ESRI product support to city, county and state agencies.

NorthStar has continuously served as the City's primary GIS consultant since December, 2002. NorthStar through this relationship, has become infinitely familiar with the City's Geographic Information System. Our firm was awarded multiple GIS continuing services contracts with the City of Stuart covering the last 17 years. We strongly believe that the NorthStar team of professionals is uniquely qualified to continue to serve needs of the City as they relate to improvements to the Geographic Information System.

Office Location

The office of NorthStar Geomatics is located at 617 NW Baker Rd, within the limits of the City of Stuart. NorthStar has maintained our office in the City of Stuart since 2002.

Corporate Structure and Ownership Interest

NorthStar Geomatics Inc. is a corporation organized under the laws of the State of Florida, filed on July 2, 2002. The document number of the corporation is P02000072218.
The corporation is wholly owned by shareholders Gregory S. Fleming (50%) and Frank C. Veldhuis (50%) who serve as the board of directors of the firm.

Officers of the Corporation	
President and Treasurer	Gregory S. Fleming
Vice President and Secretary	Frank C. Veldhuis.

Length of corporate existence is seventeen years.

P.O. Box 2371, Stuart, Florida, 34995 Ph.772-781-6400 Fax 772-781-646

NORTHSTAR GEOMATICS

SURVEYING/MAPPING
GEOGRAPHIC INFORMATION SYSTEMS
ASSET INVENTORY

Florida Department of Corporations Annual Report

2019 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# P02000072218

Entity Name: NORTHSTAR GEOMATICS, INC.

Current Principal Place of Business:

617 NW BAKER RD
STUART, FL 34994

Current Mailing Address:

P.O. BOX 2371
STUART, FL 34995

FEI Number: 02-0634183

FILED
May 06, 2019
Secretary of State
0432073592CC

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

FLEMING, GREGORY S
617 NW BAKER RD
STUART, FL 34994 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent — Date

Officer/Director Detail :

Title	P	Title	V
Name	FLEMING, GREGORY S	Name	VELDHUIS, FRANK C
Address	617 NW BAKER RD	Address	617 NW BAKER RD
City-State-Zip:	STUART FL 34994	City-State-Zip:	STUART FL 34994

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE GREGORY S FLEMING — PRESIDENT — 05/06/2019

Electronic Signature of Signing Officer/Director Detail — Date

NORTHSTAR GEOMATICS

SURVEYING/MAPPING
GEOGRAPHIC INFORMATION SYSTEMS
ASSET INVENTORY

City of Stuart Business Tax Receipt for Licensed professionals

CITY OF STUART
LOCAL BUSINESS TAX RECEIPT
2019-2020

RECEIPT NO.	ACCOUNT NO.	CATEGORY NO.
8169	26108	170370

TAX YEAR BEGINS OCTOBER 1 AND ENDS SEPTEMBER 30.
PAYMENT OCTOBER 1 CONSTITUTES VIOLATION
OF CITY CODE OF ORDINANCES

BUSINESS TYPE	SURVEYOR
OWNER AND LOCATION	FLEMING, GREGORY S. 617 NW BAKER RD G-617
ST/CTY LICENSE	LS4530
DESCRIPT	

This local business tax receipt does not permit the holder to operate in violation of any City law, ordinance, or regulation. Any changes in location or ownership must be approved by the City License Section, subject to zoning restrictions. This receipt does not constitute an endorsement, approval, or disapproval of the holder's skill or competence or of the compliance or non-compliance of the holder with other laws, regulations, or standards.

Local Business Taxing Questions 772-288-5319

FEE	PENALTY	TRANSFER	MISCELLANEOUS	PAID
100.00	0.00	0.00	0.00	100.00

BUSINESS NAME AND MAILING ADDRESS	NORTHSTAR GEOMATICS, INC. FLEMING, GREGORY S. P.O. BOX 2371 STUART FL 34995-2371

DATE
07/12/2019

MARY KINDEL
CITY CLERK

KEEP THIS RECEIPT - NO TRANSFER WITHOUT ORIGINAL RECEIPT

CITY OF STUART
LOCAL BUSINESS TAX RECEIPT
2019-2020

RECEIPT NO.	ACCOUNT NO.	CATEGORY NO.
8168	26107	170370

TAX YEAR BEGINS OCTOBER 1 AND ENDS SEPTEMBER 30.
PAYMENT OCTOBER 1 CONSTITUTES VIOLATION
OF CITY CODE OF ORDINANCES

BUSINESS TYPE	SURVEYOR
OWNER AND LOCATION	VELDHUIS, FRANK 617 NW BAKER RD G-617
ST/CTY LICENSE	LS6582
DESCRIPT	

This local business tax receipt does not permit the holder to operate in violation of any City law, ordinance, or regulation. Any changes in location or ownership must be approved by the City License Section, subject to zoning restrictions. This receipt does not constitute an endorsement, approval, or disapproval of the holder's skill or competence or of the compliance or non-compliance of the holder with other laws, regulations, or standards.

Local Business Taxing Questions 772-288-5319

FEE	PENALTY	TRANSFER	MISCELLANEOUS	PAID
100.00	0.00	0.00	0.00	100.00

BUSINESS NAME AND MAILING ADDRESS	NORTHSTAR GEOMATICS, INC. VELDHUIS, FRANK P.O. BOX 2371 STUART FL 34995-2371

DATE
07/12/2019

MARY KINDEL
CITY CLERK

KEEP THIS RECEIPT - NO TRANSFER WITHOUT ORIGINAL RECEIPT

NORTHSTAR GEOMATICS

SURVEYING/MAPPING
GEOGRAPHIC INFORMATION SYSTEMS
ASSET INVENTORY

FAMILIARITY

For the past seventeen years, NorthStar has been instrumental in working with City staff in the development and maintenance of the City's GIS. During this period, the City's GIS has developed into a mature GIS role model for other local governments. NorthStar services have included the creation of key GIS layers, custom application development, GIS software upgrades, implementation of the City's GIS database, staff training on GIS desktop applications, spatial analysis for Development review and Public Works, addressing, water, wastewater, and stormwater GIS layer development and maintenance, ArcGIS Server implementation, sailfish compass web mapping application, and much more.

NorthStar has an excellent working knowledge of the existing GIS system. We know and understand the City's multiuser GIS database, ArcSDE. We understand the different GIS layers within the database, how they can be utilized in future projects. We understand the spatial accuracy of the City's GIS layers and how to accurately maintain them in an efficiently. We understand the current ArcGIS Server implementation and how to maintain this infrastructure while following best practices. We understand the web services hosted by the ArcGIS Server infrastructure and how they can be utilized to answer question quickly and efficiently.

Key GIS Layers: NorthStar has a clear understanding of the GIS layers. We worked with City staff to build the layers. We understand the data attributes in the GIS layers and how to use them in a spatial analysis. We also know how to combine these layers into a useful map product that tells a clear story to the end user.

Parcel Layer: The parcel layer is probably the most utilized layer in the City. It gives location to an owner. NorthStar staff built the first parcel layer for the City in 1999. The City's parcel layer went on to become the basis for the Martin County parcel layer in 2001. We have since assisted the City in keeping their parcel layer current.

City of Stuart GIS Memorandum of Understanding (MOU): NorthStar prinipals were instrumental in helping the City create an MOU for GIS data. This MOU calls for the City, County, and Property Appraiser to share GIS data. This sharing provides the City with current GIS data for layers like parcels, utilities, land use, zoning, and addresses. The MOU is a two-way street between all of the entities. For example, the Property Appraiser uses the City's zoning to make sure that property is appraised at a correctly. Furthermore, the City can use the county's roads and imagery. The MOU has provided great cost saving by not duplicating work on GIS layers.

Through our years of experience with the City, NorthStar is very familiar with the organizational structure of the City and with the GIS needs of the organization as a whole. NorthStar is also very familiar with the GIS needs of the various departments within the City. Over these years, NorthStar has developed excellent working relationships with City management and staff members throughout the organization.

P.O. Box 2371, Stuart, Florida, 34995 Ph.772-781-6400 Fax 772-781-646

NORTHSTAR GEOMATICS

SURVEYING/MAPPING
GEOGRAPHIC INFORMATION SYSTEMS
ASSET INVENTORY

INSURANCE STATEMENT

The request for proposal indicates that insurance coverage will be required prior to award of contract. NorthStar agrees to maintain the insurance coverage as required by the City of Stuart.

NorthStar currently maintains the following insurance coverage.

Professional Liability Insurance -	$1,000,000
General Commercial Liability -	$1,000,000
Automobile Liability -	$1,000,000

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NORTHSTAR GEOMATICS

SURVEYING/MAPPING
GEOGRAPHIC INFORMATION SYSTEMS
ASSET INVENTORY

OTHER GIS EXPERIENCE

For the past seventeen years, NorthStar has been instrumental in working with City staff in the development of the City's GIS and in numerous surveying and mapping projects.

NorthStar GIS experience includes:

Creation and maintenance of key GIS layers
Sub-meter or centimeter level GIS data collection of GIS layers in the Field
Custom ArcGIS Desktop/Pro application development
    ArcPy Python scripting (parks inspections, mapbook automation)
    ArcPy Python Toolboxes (select and extract gis data with hyperlinked attachemnts)
Web based mapping
    Custom web applications (embedded maps in damage system)
    Web app builder configuration (setup apps using public and developer editions)
    Web app builder widget development (parcel search and images slider widgets)
ArcGIS Enterprise implementation and upgrades (single server and multi-server sites)
ArcGIS Portal implementation and upgrades
    ArcGIS Insights (911 call data exploration)
ArcGIS Online administration (support and user administration)
ArcGIS Portal administration (support and user administration)
ArcGIS GeoEvent Server Implementation and management
    Real-time data streams (911 call data and vehicle location)
    Stream services (vehicle locations moving on map)
    On the fly spatial analysis (Fire Rescue vehicle coverage)
    Live ArcGIS dashboards (Vehicle locations and availability)
ArcGIS Images Server (Fast image based GIS web services)
Raster compression for ArcGIS Image Server (smaller image storage and optimized)
ArcGIS Dashboards (GIS project tracking)
ArcGIS Pro support services (assist users migrating from ArcMap to Pro)
ArcSDE Implementation, support, and upgrades
ArcSDE versioning support (assist users with understanding versioning)
ArcSDE integration with non-ESRI enterprise applications
ArcGIS Collector iOS/Android field data collection (parks amenities collection)
ArcGIS Explorer iOS/Android public and private maps (utilities as-builts)
ArcGIS Story map development (Sales tax referendum, historic properties)
GIS Staff training using agency data (on-site training with real data and scenarios)
GIS technical support (in-person, phone, online screen sharing)
GIS analysis and results mapping (TCRPC Complete Streets)
Large format map printing from GIS Analysis (Indiantown Future Landuse Maps)
Addressing GIS support (Stuart and Martin County Address enumeration support)
Water and wastewater GIS development and maintenance (Martin County Utilities)
ArcGIS geometric networks for water and sewer (Seacoast Utilities, Loxahatchee River)
Utility GPS field data collection and GPS training (Martin County Utilities)
Stuart Compass web mapping application implementation
Damage tracking and reporting application (Martin County)
GIS integration with asset management (Martin County integration with Infor)
Utility map book automation (Martin County Survey)

Public Entity Crimes Form
NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes, you are hereby notified that a person or affiliate who has been placed on the convicted contractors 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 proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-Proposer, 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 [F.S.] for Category Two [$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

NorthStar Geomatics Inc.

Company Name

Signature

Frank Veldhuis, Vice President

Name and title (Print or Type)

10/13/2019

Date

City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994
Department of Financial Services
Procurement Division
purchasing@ci.stuart.fl.us
PH: 772-288-5320 • FAX: 772-600-1202

Date: October 10, 2019

To: Prospective Bidders

Subject: **Addendum #1 to RFP #2019-203: Geographical Information System Services**

ADDENDUM #1

The purpose of this addendum is to provide clarification to questions submitted by prospective bidders and

1. **Question:** Are you selecting one vendor or a pool of vendors?

   Answer: **We will be selecting one vendor.**

2. **Question:** Is the surveying component mentioned in the solicitation mandatory?

   Answer: **It is not mandatory.**

3. **Question:** Section 1.13: Please clarify the ability to use subcontractors to perform specific work tasks?

   Answer: **The selected vendor will not be permitted to subcontract.**

4. **Question:** Will the work be to provide GIS support to the City of Stuart staff (e.g. internal) OR will the work include hosting of GIS services (maps, apps, etc..) for public consumption (e.g. external) OR will work include providing support for a combination of internal and external GIS services?

   Answer: **GIS support to internal staff only**

5. **Question:** What in-house GIS software (and version) is the City of Stuart currently using?

   Answer: **The internal software we are using is Arc Desktop 10.3, Arc Server 10.0, ArcCatalog 10.3 and (Internal) ESRI Viewer for Flex Version 2.**

City of Stuart

121 SW Flagler Avenue • Stuart • Florida 34994
Department of Financial Services
Procurement Division
purchasing@ci.stuart.fl.us
PH: 772-288-5320 • FAX: 772-600-1202

Request for Proposal (RFP) No. 2019-203

Geographical Information System Services

Event	Date
Date RFP Issued	September 18, 2019
Due date for proposer questions	October 9, 2019
RFP Due Date	October 16, 2019

PART 1 - GENERAL INFORMATION

1.1. OVERVIEW

This Request for Proposal (RFP) provides guidelines for the submission of proposals in response to the City of Stuart's solicitation for firms and individuals to provide a Geographical Information System Services as described herein.

1.2. PROPOSERS' COSTS

The City shall not be liable for any costs incurred by Proposers in connection with preparation of a response to this RFP.

1.3. INQUIRIES

The City will not respond to oral inquiries. Interested proposers may contact the Procurement Office regarding questions about the proposal at the Procurement Division, City Hall, 121 SW Flagler Avenue, Stuart, FL 34994, email: purchasing@ci.stuart.fl.us. The Procurement Office will also receive written requests for clarification concerning the meaning or interpretation of this RFP, until October 9, 2019. Questions shall be faxed or emailed with reference to the RFP number. All proposers are expected to carefully examine the proposal documents. Any ambiguities or inconsistencies should be brought to the attention of the City through written communication with the City prior to opening of the proposals.

Respondents may not contact any member of the selection committee, City employee or City elected official during this solicitation process. All questions or requests for clarification must be routed through the Procurement Office.

1.4. DELAYS

The City may delay scheduled due dates, 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 addenda submitted to the City.

1.5. QUALIFICATION SUBMISSION AND WITHDRAWAL

The City will receive all proposals at the following address:

Stuart City Hall
Procurement Division
121 S.W. Flagler Avenue
Stuart, Florida 34994

To facilitate processing, please mark the outside of the envelope as follows: **RFP 2019-203 Geographical Information System Services.** The envelope shall also include the proposer's return address. Respondents shall submit one (1) original, six (6) copies and one (1) electronic copy (PDF format preferred) on a CD or flash drive of their proposal submittal in a sealed envelope marked as noted above. A proposer may submit the proposal by personal delivery, mail, or express shipping service.

THE CITY MUST RECEIVE ALL PROPOSALS BY
2:30 P.M. ON Wednesday October 16, 2019

Due to the irregularity of mail service, the City cautions proposers to assure actual delivery of mailed or hand-delivered proposals directly to the City's Procurement Office, as specified above, prior to the deadline set for receiving proposals. A proposal received by the City Procurement Office after the established deadline will be returned unopened to the proposer.

contractual liability, products and completed operations, and personal injury with limits of not less than $1,000,000 per occurrence, $1,000,000 aggregate covering all work performed under this Contract. Include broad form property damage (provide insurance for damage to property under the care custody and control of the contractor)

Business Automobile: The professional/service provider shall during the life of this agreement take out and maintain Business Automobile Liability form with coverage for symbol I (any auto) with limits of not less than $1,000,000.00 combined single limit or $500,000.00 per person/ $1,000,000.00 per accident bodily injury and $250,000.00 per accident property damage.

Certificates of Insurance: The Proposer, upon notice of award, will furnish Certificate of Insurance Forms. These shall be completed by the authorized Resident Agent and returned to the Procurement g Office. This certificate shall be dated and show:

a) The name of the insured contractor, the specified job by name and job number, the name of insurer, the number of the policy, its effective date, and its termination date.

b) Statement that the Insurer will mail notice to the City at least thirty (30) days prior to any material changes in provisions or cancellation of the policy.

c) The City of Stuart is to be specifically included as an ADDITIONAL INSURED on General Liability Insurance and Business Automobile Liability Insurance.

d) The City of Stuart shall be named as Certificate Holder. Please Note that the Certificate Holder should read as follows:

City of Stuart
121S.W. Flager Avenue
Stuart, FL 34994

e) No City Division, Department, or individual name should appear on the certificate. NO OTHER FORMAT WILL BE ACCEPTABLE.

f) The "Acord" certification of insurance form should be used.

1.11. PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit proposals or contract with the City for construction of a public building or public works; may not submit bids for 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 for in s. 287 for CATEGORY TWO for a period of 36 months from the date being placed on the convicted vendor list. Questions regarding this statement should be directed to the State of Florida, Bureau of State Procurement (850) 488-8440.

1.12. SUSPENDED VENDOR

An entity or affiliate who has been placed on the State of Florida Suspended Vendor List will not be considered for award. The Suspended Vendor List is available on the State's website at:

http://dms.myflorida.com/business_operations/state_purchasing/vendor_information

1.13. ASSIGNMENT & SUBCONTRACTING

A Proposer who fails to provide the public records to the public agency within a reasonable time may be subject to penalties under F.S. 119.10.

If a civil action is filed against a Proposer to compel production of public records relating to a public agency's contract for services, the court shall assess and award against the Proposer the reasonable costs of enforcement, including reasonable attorney fees, if:

1. The court determines that the Proposer unlawfully refused to comply with the public records request within a reasonable time; and
2. At least 8 business days before filing the action, the plaintiff provided written notice of the public records request, including a statement that the Proposer has not complied with the request, to the public agency and to the Proposer.

A notice complies with subparagraph 2 above, if it is sent to the public agency's custodian of public records and to the Proposer at the Proposer's address listed on its contract with the public agency or to the Proposer's registered agent. Such notices must be sent by common carrier delivery service or by registered, Global Express Guaranteed, or certified mail, with postage or shipping paid by the sender and with evidence of delivery, which may be in an electronic format.

A Proposer who complies with a public records request within eight (8) business days after the notice is sent is not liable for the reasonable costs of enforcement.

1.16. TAXES & LICENSES

Proposer shall, at his own expense, pay all licenses, fees and taxes on labor, insurance benefits, vacations, holidays, and all manner of other charges, levies or fees of every description, and comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.

a) Licenses: Firms utilizing employee leasing companies, Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the State of Florida at the time of receipt. The submittal of any Proposer that is not fully licensed and/or certified shall be rejected.
b) Sunbiz: Proposers, both corporate and individual, must provide proof that their firm is registered with the Division of Corporations for the State of Florida.
c) Business Tax Receipt: Proposer shall comply with Business Tax Receipt requirements for their business location. A copy of the business tax receipt or proof of exemption must be included with the submittal package, if applicable.

1.17. BACKGROUND INFORMATION

As part of the evaluation process, the City reserves the right, to require a Proposer to submit such evidence of his/her qualifications as it may deem necessary, and may consider any evidence available to it as to the qualifications and abilities of the Proposer, including past performance (experience) with the City by the Proposer or any of their Owners.

1.18. REFERENCES/RECORD CHECK

As part of the evaluation process, the City may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Proposer's submission of their RFP constitutes acknowledgment of the process and consent to investigate. City is the sole judge in determining Proposer's qualifications.

1.19. DRUG-FREE WORKPLACE

Preference shall be given to businesses with Drug-Free Work Place (DFW) programs. Whenever two or more proposals which are equal with respect to price, quality, and service are received by the Ctiy for the procurement of commodities or contractual services, a proposal received from a business that

PART 2 - STATEMENT OF WORK

2-1. BACKGROUND

A general description of the scope of professional services required is, but not limited to, the following:

GIS layers assistance, web-based mapping assistance and programmatic assistance for the creation of tool sets to make user experiences more efficient and relevant.

Professional to provide all labor, material and expertise necessary to maintain, support, analyze and augment a comprehensive Geographical Information System. GIS layers denoting City parcels, zoning, land use, annexations, water system, wastewater system, stormwater system, roadway pavement, utility poles, bridges, crosswalks, traffic signs, pavement markings, railroad crossings, streetlights, median type, curb shoulder, number of lanes, road width and sidewalks. Analysis of GIS layers and hard copy (map) production. Information will be provided in Arc/GIS spatial database features or shape files at the discretion of the City.

Professional to provide surveying and mapping services designed to capture, store, manipulate, analyze, manage, and present all types of geographical data. The GIS database stores, manipulates and maps geographic and hydrologic information that supports the City's planning, environmental and regulatory activities.

Professional shall view and understand, question, interpret, and visualize data in many ways that reveal relationships, patterns and trends in the form of maps, reports, and charts.
GIS Professional/Analyst shall provide the City:

- Cost Savings and Increased Efficiency
- Opportunity for better decision making
- Management, maintenance and organization of GIS data and layers
- Maps and layers produced from specific analysis and enquiry

PART 4 - INSTRUCTIONS FOR PREPARING SUBMISSIONS

4-1. RULES FOR SUBMISSIONS

The submission must name all persons or entities interested in the submission as principals. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to the RFP. The interested firm or individual must submit one (1) original, six (6) copies and **one (1) electronic copy (PDF format preferred) on a CD or flash drive** of their proposal. Please tab all support documents or attachments according to the order established in the following paragraph.

IMPORTANT NOTE:
To expedite the evaluation of responses, it is mandatory that all respondents follow the format and instructions contained herein. The City retains the option to reject any response that does not conform to the stated requirements.

4-2. PROPOSAL FORMAT

Proposers should prepare their proposals using the following format. Proposers shall label, tab and organize proposal submittal documents utilizing the following format as outlined below. All attachments as requested shall be inserted in the back of each corresponding section.

In preparing your proposal, proposer should assume that the City has no previous knowledge of their product or capabilities. Each response shall be prepared simply and economically, providing a straightforward and concise description of the respondent's capabilities regarding the specific work to be performed pursuant to this solicitation. Emphasis should be concentrated on conformance to the solicitation instructions, responsiveness to the solicitation requirements, and on completeness and clarity of content.

All abbreviations and acronyms used in the response shall be kept to a minimum and defined upon their first usage. Page size shall be 8.5 x 11 inches, foldouts are not acceptable. The text size should be 11 point or larger using Arial or Times New Roman font only.

Letter of Transmittal: The response format shall contain a letter of transmittal. The Letter of Transmittal will summarize in a brief and concise manner the Proposer's understanding of the scope of work and make a positive commitment to timely perform the work. Provide a statement indicating the respondent's interest in, knowledge of, and resources necessary to provide the services described in this RFP. An agent authorized to contractually bind Proposer must sign the Letter of Transmittal indicating the agent's title or authority. The transmittal letter shall not exceed two pages in length.

Tab 1 ~ Corporate Structure and Location
Firms shall provide a brief profile of their company, which should include their history, locations of their corporate and satellite offices, location of their project team, corporate structure, ownership interest, and the length of company's existence.

Tab 2 ~ Experience
Indicate the company's number of years of experience in providing services with other governmental entities in the State of Florida. List all Florida Clients within the last five years with agency name and dates of contract (from and to).

PART 5 – FORMS

PRICE PROPOSAL FORM

Position	Hourly Rate

Public Entity Crimes Form
NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

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Acknowledged by:

_____
Company Name

_____
Signature

_____
Name and title (Print or Type)

_____
Date