



City of Naples
REQUEST FOR (FWQ) FORMAL WRITTEN QUOTES
FWQ No. 20-012 FWP - Professional Writer
FWQ'S ARE DUE ON/BEFORE 4:00 PM, 12-09-2019
Minimum time frame 10 business days

Section A:

PRODUCT (COMMODITY) / SCOPE OF SERVICES:

This is a REQUEST FOR A FORMAL WRITTEN PROPOSAL, an award will be based on the submittal criteria listed in Section E. This is NOT a request for professional services under the Competitive Consultants' Negotiations Act. The City desires to contract with a writer, familiar with municipal planning documents such as comprehensive and strategic plans, to translate the City of Naples Vision Assessment Report and Interim Report, into an engaging, graphically illustrated, and easy to understand document that provides guiding principles of the City's Vision over the next ten years.

Section B:

REQUEST COMMODITY CODE(S):

946-52 926-72 920-75

Section C:

DEPARTMENT INFO / DELIVERY ADDRESS, ETC:

City of Naples, Purchasing Division
735 8th Street S., Naples, FL 34102
Office 239-213-7100 - Email: Purchasing@naplesgov.com

Section D:

SPECIAL CONDITIONS:

1. **Award:** An award, if any, will be made based on the evaluation of requested criteria and in the best interest of the City.
2. **Price:** Will remain firm for the contract period. The pricing schedule shall be inclusive of any freight, transportation, handling, delivery, surcharges, or any other incidental charges. The pricing shall be exclusive of any Federal or State taxes, as the City of Naples is exempt from payment of such taxes, unless otherwise stated in this solicitation. The City will not be obligated to pay any sales tax, and the overall pricing schedule shall be completed accordingly.
3. **Payment:** Shall be made after satisfactory completion of the delivery or work.
4. **Respondents:** Before submitting a FWP, respondent shall become fully informed as to the extent and character of the product and/or work and shall carry all required license(s) of the City, County, State and Federal Government if applicable. It is understood by the respondent that the submission of a FWP is agreement with all conditions referred to herein.
5. **IRS Form:** Submit signed IRS W-9 form. Latest version (November 2018)
6. **Insurance:** Certificate of Insurance shall be provided by Awarded Vendor prior to the start of work.

Company Name: _____ Authorized Signature: _____

7. **References:** City reserves the right to request references with whom your company has provided stated products and/or services within the last 3 years.
8. **Submittal:** Submit all pages of the FWP and required Criteria with Vendor name and signature.
9. **Other:** N/A - All products and/or materials shall be new, and shall be warranted against any defects in materials and workmanship. This period of manufacturer's warranty shall begin to run at the time the item or materials are received, inspected, and accepted by a representative of the City.

Section E:

The City of Naples has undergone a visioning process commencing in the fall of 2018 that included public workshops and an online survey resulting in a Vision Assessment Report and Interim Report. The City's Planning Advisory Board (PAB) has been tasked with leading this community wide effort.

The City desires to contract with a writer/planner, familiar with and experienced in drafting municipal planning documents such as comprehensive and strategic plans, to communicate the concepts and conclusions of the City of Naples Vision Assessment Report and Interim Report, into an engaging, graphically illustrated, and easy to understand document that showcases the guiding principles of the City's Vision over the next ten years. The Vision document will be based on the goals, features and issues established through the past year's visioning process as have been identified by the PAB in their interim report. The writer will not be expected to conduct new research and will be able to draw almost exclusively from the data and reports that have been prepared to date. The resulting vision document will guide the community, elected officials, advisory boards and committees, and city staff in efforts to achieve the vision goals.

The proposal should anticipate the following tasks in their timeline and budget:

1. The writer will be expected to review the 2007 Vision, the Comprehensive Plan, Vision Assessment Report, Interim Report and is encouraged to review the minutes and videos of PAB and City Council meetings where the vision has been discussed since August 2018. The review of the Vision Assessment report should include a review of all survey and workshop responses.
 - a. Additional information, including the 2007 Vision, Vision Assessment Report, and the Interim Report may be found at the following link to the City's website: <https://www.naplesgov.com/planning/page/vision-assessment-survey-results>
 - b. Naples Comprehensive Plan may be found at the following link: <https://library.municode.com/fl/naples/codes/comprehensiveplan>
 - c. City staff will identify the relevant meetings and provide links to the minutes and videos for the selected writer.
2. The selected writer will be expected to meet with City staff and City officials as necessary to further define the task and explain the process.
3. The selected writer will attend PAB meetings and City Council meetings, prior to drafting the document and during and after the document preparation, where the written work product will be discussed. Please include the cost of attendance at one or more public meeting, identified separately as a sub-item, in the cost of this proposal. The total project may involve up to six such meetings.
4. The final deliverable will be a vision narrative (including graphics) of approximately 20 pages presented in a professional and engaging format. The written narrative should refer to and include a firm foundation in the data and be supplemented with photos and other graphics that vividly illustrate the goals, features and issues in a way that will be easy to understand by city residents. The writer can coordinate with City staff on the graphics and with any and all aspects of the final document.
 - a. Delivery of a draft report is expected 45 days after notice to proceed is issued to the selected writer.
 - b. The final product should be in an agreed upon editable format and a format suitable for publication in electronic and printed formats.
 - c. The City will have all rights to the document and will be responsible for printing.

Interested parties shall include the following in response to this request for a FWQ:

1. Cover letter expressing interest, not to exceed one page.
 - a. A resume, or other summary of qualifications and experience, not to exceed four pages.
 - b. One to three examples of similar reports written and produced by the submitting party.
 - c. Two Client references for similar projects in the past three years. (Attachment A: required Reference Questionnaire must be received from references to be considered responsive.)

Company Name: _____ Authorized Signature: _____

2. A document describing the approach to complete the project and describing the software to be used in producing the report, not to exceed two pages.
3. The proposed timeline for the project. There is an expected timeline for the project to be completed in 45 days.
4. The charge for the desired services (on this form only):
 - a. Total price to complete the project
 - b. Cost of attendance at one public meeting
 - c. Hourly rate to complete tasks that may be added to the scope of services.

Proposals will be evaluated and ranked based on the following criteria:

1. Qualifications and experience – 30 points
 2. Approach – 20 points
 3. Timeline – 20 points
 4. Price – 30 points
- Maximum total – 100 points

Attachment A: Required Reference Questionnaire

FWQ No. 20-012 FWP - Professional Writer

Section F: Pricing Schedule

Item No.	DESCRIPTION	QTY	UNIT OF MEASURE	UNIT COST	LINE ITEM COST
1	4a. Total price to complete the project	1	LS		\$0.00
2	4b. Cost of attendance at one public meeting	1	EA		\$0.00
3	4c. Hourly rate to complete tasks that may be added to the scope of services.	1	HR		\$0.00
TOTAL FWQ COST:					\$0.00

Section G: Payment Options

<p>This solicitation has potential for P-Card payment. Does your company accept credit card payment? <input type="checkbox"/> YES <input type="checkbox"/> NO If "yes," please indicate payment options on the chart below.</p>			
PAYMENT OPTIONS	YES	NO	PERCENTAGE AND/OR TERMS FOR EARLY PAYMENT
Is there a discount for a credit card payment?			
Is there an additional charge for credit card payment?			
Discount for early payment?			
Prompt payment terms: _____ % _____ Days; Net 30 Days			

Company Name: _____ Authorized Signature: _____

Section H: (FWQ) Formal Written Quote Submission Information

FWQ'S ARE DUE ON/BEFORE 4:00 PM, 12-09-2019

Minimum time frame 10 business days

- **Delivery FWQ to:** City of Naples; Purchasing Division; 735 8th Street S.; Naples, FL 34102
- **Email To:** purchasing@naplesgov.com
- **Fax to:** (239) 213-7105
- **Questions:** Email preferred. Contact: Danielle Gilbert at (239) 213-7100 / dgilbert@naplesgov.com

Section I: Vendor / Respondent Information

Company Representative Signature: _____

Printed Name and Title: _____

Company Name: _____ FEI/EIN Number: _____

Full Address: _____

Telephone: _____ Email: _____

Company Name: _____ Authorized Signature: _____

PURCHASE ORDER TERMS AND CONDITONS

1. **Description of Goods; Sale and Delivery.** Seller shall sell, transfer, and deliver to Buyer the goods described on this Purchase Order.
2. **Acceptance of Goods.** Acceptance of the goods shall not be deemed to have been made until both Buyer and Seller have agreed that the goods in question are to be appropriate to the performance of this Agreement.
3. **Rate and Time of Payment.** Unless otherwise specified, Buyer shall make payment to Seller for the goods as provided for in Florida Statute Section 218.70 known as the Florida Prompt Payment Act after the goods are received and accepted by Buyer.
4. **Receipt of Goods.** The goods shall be deemed received by Buyer when delivered and inspected, and accepted at the delivery address as stated on the front of this Purchase Order.
5. **Risk of Loss.** The risk of loss from any casualty to the goods, regardless of the cause, shall be on Seller up to the time of receipt of the goods by Buyer at the place of delivery, but only after any proper inspection has been completed without rejection of the goods.
6. **Warranty Against Encumbrances.** Seller warrants that the goods are now free, and at the time of delivery shall be free, from any security interest or other lien or encumbrance.
7. **Warranty of Title.** Seller warrants that the Seller neither knows, nor has reason to know, of the existence of any outstanding title or claim of title hostile to the rights of Seller in the goods.
9. **Product Warranty.** Seller provides general warranties of fitness and general warranties that the goods are free from defects, for 1 year from acceptance of the goods, except as may otherwise be set forth in the Description/Proposal, or other attached warranty.
10. **Right of Inspection.** Buyer shall have the right to inspect the goods at the time and place of delivery, and within 5 business days after delivery, Buyer must give notice to Seller of any claim for damages on account of the condition, quality, or grade of the goods, and Buyer must specify in detail the basis of such claim.
11. **Procedure as to Rejected Goods.** On receipt of notification of rejection, Seller will immediately arrange to receive back the goods for shipment and return. However, within 5 days, Seller may have an agent inspect such goods for nonconformity; otherwise, such inspection will be made on return to Seller's storage facility. When such goods are confirmed or acquiesced in as nonconforming, Seller will ship conforming goods within 30 days of the notice of rejection unless Buyer earlier notifies Seller to forgo such shipment.
12. **Governing Law.** The parties acknowledge that the transaction that is the subject matter of this Agreement bears a reasonable relation to the State of Florida and agree that the law of the State of Florida will govern their rights and duties. The parties specifically intend that the provisions of Article 2 of the Florida Uniform Commercial Code will control as to all aspects of this Purchase Order and its interpretation, and that all the definitions contained therein will be applicable to this Purchase Order except where this Purchase Order may expressly provide otherwise.
13. **Bid Documents.** If this Purchase Order is the result of an Invitation to Bid, or Request for Proposals the terms and conditions of the Bid or Proposal Documents shall apply.
14. **Notices and Address of Record.** All notices required or made pursuant to this Purchase Order to be given by Seller to Buyer shall be in writing and shall be delivered to the following:

Company Name: _____

Authorized Signature: _____