



Please send the invoice for this order to the address shown. Failure to use our order number on any documentation pertaining to this order may result in return of shipment or delayed payment.

Supplier:

EverStrive Solutions
907 W Truman Road
907 W Truman Road

Ship To:

250 N 5th Street
GRAND JUNCTION, CO 81501
UNITED STATES

Bill To:

City Hall
250 N 5th Street
GRAND JUNCTION, CO 81501
UNITED STATES

SUPPLIER #: 11555
FAX#:
EMAIL: lpalmer@everstrivesolutions.com

Order Number
GJPO100326

Order Date
04/29/2025

SOLICITATION #:
NOTES: Award for RFP-5599-25-KN.

<i>Tax Terms</i>		<i>For the tax-exempt purchase, Grand Junction's tax ID is 84-6000592</i>			
		<i>All Library Purchases are Tax Exempt - Tax ID 98-03544</i>			
Requestor johnnym@gjcity.org		Phone 1-970-244-1501	Net Terms Net 30	Date Required 04/29/2025	
QUANTITY	UNIT	ITEM	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
			Strategic Plan Facilitation Consultant		19,700.00
Total					19,700.00

Approved:



CHANGE ORDER Number 1

Date: May 29, 2025
To: EverStrive Solutions
From: City of Grand Junction, General Services Department
Project: Strategic Planning Facilitation Consultant RFP-5599-25-KN
P.O.: GJPO100326

It is agreed to modify the Contract for the Project as follows:

Change Order #1 encompasses the expanded scope of services, with costs detailed as follows:

- Extend the consultant’s planned time onsite to facilitate the Executive staff retreat from 3-4 hours to 5-6 hours. (\$1,400.00)
- Expand the scope of the final deliverable to include a finalized implementation matrix documenting key projects and initiatives. The matrix should include key metrics and expected outcomes and be used internally to guide budget development decision-making and to report to the council on progress made toward the strategic plan priorities. (\$4,800.00)
- One in-person consultant presents the strategic plan priorities to the City Council at a workshop (\$2,850.00) and two consultants virtually be present for final adoption (\$500.00).

Summary of Contract price adjustments:

Original Contract Amount	\$ 19,700.00
Approved Change Orders to Date	\$ 0.00
This Change Order	<u>\$ 9,550.00</u>
Revised Contract Amount	\$ 29,250.00

This modification constitutes compensation in full for all costs and mark-ups directly and/or indirectly attributable to the changes ordered herein, for all delays, impacts and disruptions related thereto and for performance of the changes within the Contract Time.

Owner: City of Grand Junction

Created by: Signed by:
Kassy Nelson
F099F221BF93450
Kassy Nelson, Buyer

Approved by: Signed by:
Mike Bennett
2245B2BCA8F4F3
Mike Bennett, City Manager

Contractor: EverStrive Solutions

Approved by: Signed by:
Lauren Palmer
30692E35197374A
Lauren Palmer Co-Founder & Partner



CITY OF GRAND JUNCTION, COLORADO

CONTRACT

This CONTRACT made and entered into this 30th day of April, 2025 by and between the **City of Grand Junction, Colorado**, a government entity in the County of Mesa, State of Colorado, hereinafter in the Contract Documents referred to as the "Owner" and **EverStrive Solutions** hereinafter in the Contract Documents referred to as the "Firm."

WITNESSETH:

WHEREAS, the Owner advertised that sealed Responses would be received for furnishing all labor, tools, supplies, equipment, materials, and everything necessary and required for the Project described by the Contract Documents and known as **Strategic Planning Facilitation Consultant RFP-5599-25-KN**.

WHEREAS, the Contract has been awarded to the above named Firm by the Owner, and said Firm is now ready, willing and able to perform the Services specified in the Notice of Award, in accordance with the Contract Documents;

NOW, THEREFORE, in consideration of the compensation to be paid the Firm, the mutual covenants hereinafter set forth and subject to the terms hereinafter stated, it is mutually covenanted and agreed as follows:

ARTICLE 1

Contract Documents: It is agreed by the parties hereto that the following list of instruments, drawings, and documents which are attached hereto, bound herewith, or incorporated herein by reference constitute and shall be referred to either as the "Contract Documents" or the "Contract", and all of said instruments, drawings, and documents taken together as a whole constitute the Contract between the parties hereto, and they are fully a part of this agreement as if they were set out verbatim and in full herein:

The order of contract document governance shall be as follows:

- a) The body of this contract agreement
- b) Solicitation Documents for the Project; **Strategic Planning Facilitation Consultant**;
- c) Firms Response to the Solicitation
- d) Services Change Requests (directing that changed Services be performed);
- e) Field Orders
- f) Change Orders.

ARTICLE 2

Definitions: The clauses provided in the Solicitation apply to the terms used in the Contract and all the Contract Documents.

ARTICLE 3

Contract Services: The Firm agrees to furnish all labor, tools, supplies, equipment, materials, and all that is necessary and required to complete the tasks associated with the Services described, set forth, shown, and included in the Contract Documents as indicated in the Solicitation Document.

ARTICLE 4

Contract Time: Time is of the essence with respect to this Contract. The Firm hereby agrees to commence Services under the Contract on or before the date specified in the Solicitation from the Owner, and to achieve Substantial Completion and Final Completion of the Services within the time or times specified in the Firm's negotiated project schedule.

ARTICLE 5

Contract Price and Payment Procedures: The Firm shall accept as full and complete compensation for the performance and completion of all of the Services specified in the Contract Documents, the not to exceed cost of **Nineteen Thousand Seven Hundred and 00/100 Dollars (\$19,700.00)**. If this Contract contains unit price pay items, the Contract Price shall be adjusted in accordance with the actual quantities of items completed and accepted by the Owner at the unit prices quoted in the Solicitation Response. The amount of the Contract Price is and has heretofore been appropriated by the Grand Junction City Council for the use and benefit of this Project. The Contract Price shall not be modified except by Change Order or other written directive of the Owner. The Owner shall not issue a Change Order or other written directive which requires additional Services to be performed, which Services causes the aggregate amount payable under this Contract to exceed the amount appropriated for this Project, unless and until the Owner provides Firm written assurance that lawful appropriations to cover the costs of the additional work have been made.

Unless otherwise provided in the Solicitation, monthly partial payments shall be made as the Work progresses. Applications for partial and Final Payment shall be prepared by the Firm and approved by the Owner in accordance with the Solicitation.

ARTICLE 6

Contract Binding: The Owner and the Firm each binds itself, its partners, successors, assigns and legal representatives to the other party hereto in respect to all covenants, agreements and obligations contained in the Contract Documents. The Contract Documents constitute the entire agreement between the Owner and Firm and may only be altered, amended or repealed by a duly executed written instrument. Neither the Owner nor the Firm shall, without the prior written consent of the other, assign or sublet in whole or in part

its interest under any of the Contract Documents and specifically, the Firm shall not assign any moneys due or to become due without the prior written consent of the Owner.

ARTICLE 7

Severability: If any part, portion or provision of the Contract shall be found or declared null, void or unenforceable for any reason whatsoever by any court of competent jurisdiction or any governmental agency having the authority thereover, only such part, portion or provision shall be effected thereby and all other parts, portions and provisions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, City of Grand Junction, Colorado, has caused this Contract to be subscribed and sealed and attested in its behalf; and the Firm has signed this Contract the day and the year first mentioned herein.

City of Grand Junction, Colorado

By: ^{DocuSigned by:}
Duane Hoff Jr.

Duane Hoff Jr., Contract Administrator

4/30/2025

Date

EverStrive Solutions

By: ^{Signed by:}
Lauren Palmer

Lauren Palmer

Co-Founder & Partner

4/30/2025

Date



The City of Grand Junction New Supplier Portal is Coming!

Hello Supplier,

The City of Grand Junction is transitioning our financial management system to a new online cloud-based solution. The new system is called the GJ Cloud. Beginning **April 1, 2025**, new suppliers will have the opportunity to register, and existing suppliers will access our new cloud Supplier Portal to do business with us. GJ Cloud will streamline the way we do business and provide a more efficient means for payment processing.

NOTE: The Supplier Portal and registration is **not** for bidding opportunities. Suppliers will continue to utilize BidNet Direct, and City's Purchasing website.

The Supplier Portal will be your primary communication channel to the Accounts Payable Division, and as such, you will be able to:

- View and update your supplier profile information
- View purchase orders and invoices, if applicable
- Track payment status, if applicable

Right now, there is no action needed by the supplier. Continue to communicate and do business with us as you have done in the past. Further communications will be provided with specific instructions for viewing and updating your supplier profile in the new system.

Thank you and we look forward to doing business with you through GJ Cloud.



Request for Proposal

RFP-5599-25-KN

Strategic Planning Facilitation Consultant

Responses Due:

March 6, 2025, before 10:00 a.m.

Accepting Electronic Responses Only
Submitted Through the
Rocky Mountain E-Purchasing System (RMEPS)
<https://www.bidnetdirect.com/colorado/city-of-grand-junction>

(The purchasing agent does not have access to or control the vendor side of RMEPS. If the website or other problems arise during response submission, the Proposer **MUST** contact RMEPS to resolve the issue before the response deadline 800-835-4603)

NOTE: All City solicitation openings will be held virtually, information is in Section 1.8.

Purchasing Agent:

Kassy Nelson

kassy.nelson@gjcity.org

970-244-1546

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Section 1.0: Administrative Information & Conditions for Submittal

- 1.1. Americans with Disability Act (ADA) Compliance Mandate:** Following HB21-1110, all documents produced and submitted in response to this solicitation must adhere to the provisions outlined in §§24-85-101, C.R.S., and subsequent sections, as well as the Accessibility Standards for Individuals with a Disability, as established by the Office of Information Technology under section §24-85-103 (2.5), C.R.S. Additionally, all documents must align with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG) as integrated within the State of Colorado's technology standards.
- 1.2. Required Review:** The Proposer is responsible for thoroughly reviewing all solicitation documentation to gain a comprehensive understanding of the scope, specifications, project requirements, and all associated rules, regulations, laws, conditions, instructions, and procurement policies related to the solicitation process and the Project or Work outlined in this Request for Proposal (RFP).
- 1.3. Issuing Office:** This RFP is issued by the City of Grand Junction, Colorado (hereafter "City"). The Purchasing Agent responsible for this procurement is:

Kassy Nelson
kassy.nelson@gjcity.org

Except for pre-proposal or site visit meeting(s), all inquiries, concerns, clarifications, or communications regarding this solicitation—including those about the process, specifications, or project scope—must be submitted in writing to the Purchasing Agent. Any communication directed to other City personnel may result in the disqualification of the Proposer's submission.
- 1.4. Purpose:** The City of Grand Junction, Colorado is seeking comprehensive proposals from qualified and experienced professional firms capable of providing strategic planning facilitation services with the Grand Junction City Council. The detailed Scope of Work can be found in Section 4.0. All services will be provided under the terms and conditions outlined in the solicitation.
- 1.5. The Owner:** The City is the "Owner" which will act by and through its authorized representative(s); "Owner" or "City" may be used interchangeably throughout this Solicitation.
- 1.6. Compliance:** All Proposers, by submitting a proposal, commit to adhere to all terms and conditions, requirements, and instructions in this RFP as stated or implied herein or modified by addenda. Should the Owner omit anything necessary to understand the requirements clearly, or should it appear that various instructions conflict, the Proposer(s) shall secure instructions from the Purchasing Agent before the submittal deadline.

1.7. Controlling Authority: The 2023 version of the City [Procurement Policy](#) applies to this Solicitation.

1.8. Submission: See section 5.0 of this Solicitation for Preparation and Submittal Terms. Proposals shall be formatted as directed in Section 5. To participate in the solicitation opening, please utilize the following information and link:

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/754881261>

Dial in using your phone.

Access Code: 754-881-261

United States: +1 (872) 240-3412

Join from a video-conferencing room or system.

Meeting ID: 754-881-261

Dial in or type: 67.217.95.2 or inroomlink.goto.com

Or dial directly: 754881261@67.217.95.2 or 67.217.95.2##754881261

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

1.9. Public Disclosure: Under the Colorado Open Records Act (CORA), all information (except for items designated as classified, confidential, or proprietary) within any bid or proposal is subject to public disclosure. Upon the issuance of an award and executed contract, both the solicitation file and the bid(s) or proposal(s) contained therein are subject to an [Open Records Request](#). In instances of Solicitation or Project cancellation, public disclosure is contingent upon adherence to pertinent laws.

1.10. Public Disclosure Record: If the Proposer knows its employee(s) or subcontractors having an immediate family relationship with an Owner employee or elected official, the Proposer must provide the Purchasing Agent with the name(s) of the individuals. The individuals are required to file a "Public Disclosure Record", and/or a statement of financial interest, before conducting business with the Owner.

1.11. Collusion Clause: Each Proposer, by submitting a proposal, certifies that it is not involved in any collusive action(s) or activity(ies) that may violate applicable federal or state antitrust laws, rules, and/or regulations. Any proposal(s) found to have evidence or reasonable belief of collusion among the Proposers will be rejected. The Owner reserves the right, at its discretion, to accept future proposals for the same service(s) or work from participants identified in such collusion.

1.12. Gratuities: The Proposer shall certify and agree that no gratuities or kickbacks were or will be paid in connection with this Proposal and/or an award of a Contract, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of a Contract. If the firm breaches or violates this warranty, the Owner may, at its discretion, terminate the Contract without liability to the Owner.

- 1.13. Ethics:** No Proposer shall accept or offer gifts or anything of value and/or enter into any business arrangement with any employee, official, or agent of the Owner.
- 1.14. Altering Proposals:** Any alterations made before the opening date and time must be initiated by the Proposer. Proposals may not be altered or amended after the submission deadline.
- 1.15. Multiple Offers:** If a Proposer submits more than one proposal, THE ALTERNATE PROPOSAL must be marked "ALTERNATE PROPOSAL." The Owner reserves the right to make the award in the best interest of the Owner.
- 1.16. Withdraw of Proposals:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Proposer for ninety (90) days following the submittal deadline date, and only before award.
- 1.17. Exclusions:** No oral, telephonic, emailed, or facsimile proposal will be considered.
- 1.18. Contract Documents:** The Contract Documents consist of the complete solicitation and the Proposer's response. Solicitation documents are available on the City Purchasing website under, [Purchasing Bids](#).
- 1.19. Questions Regarding Specifications or Scope of Services:** All requests for clarification or interpretation of the Scope of Services/Work and Specifications must be submitted in writing via email to the Purchasing Agent by the inquiry deadline. Questions submitted after the deadline may not receive a response.
- 1.20. Acceptance of Proposal Content:** The Proposal selected by the Owner, if any, shall become a part of the Contract Documents. Failure of the successful Proposer to accept the obligations in the Contract may result in cancellation of the award and such Proposer may be removed from future solicitations. When a Contract is executed by and between the Proposer and the City, the Proposer may be referred to as the "Agency," "Agent," "Broker," "Consultant," "Contractor," or "Firm."
- 1.21. Addendum:** Official response to questions, interpretations, corrections, and changes to this solicitation or extensions to the opening/receipt date will be made by the Purchasing Agent by a written Addendum to the solicitation. The sole authority to authorize addenda shall be vested in the Purchasing Division. Addenda will be issued electronically through BidNet Direct Rocky Mountain E-Purchasing System website at <https://www.bidnetdirect.com/colorado/city-of-grand-junction>. A Proposer(s) must acknowledge receipt of all addenda in the proposal(s).
- 1.22. Exceptions and Substitutions:** All proposals meeting the intent of this RFP will be considered for the award. A Proposer that takes exception to the specifications does so at the Proposer's risk. The Owner reserves the right to accept or reject any or all substitutions or alternatives. When offering substitutions and/or alternatives, the Proposer must state any exception(s) in the section to which the exception(s) pertain(s). Exception/substitution, if accepted, must meet, or exceed the stated intent and/or specification(s). The absence of stated exception(s) indicates that the

Proposer has not taken exception(s), and if awarded a Contract, shall hold the Proposer responsible for performing in strict accordance with the Contract Documents.

- 1.23. Confidential Material:** All materials submitted in response to this RFP shall ultimately become public record and shall be subject to inspection after the Contract award. **“Proprietary or Confidential Information”** is defined as any information that is not generally known to competitors, and which provides a competitive advantage. Unrestricted disclosure of proprietary information places it in the public domain. Only submittal information identified with the words **“Confidential Disclosure”** and uploaded as a separate document may establish the information as confidential or proprietary. **Any material the Proposer(s) intends to be treated as confidential or proprietary must include a written explanation for the request. Consistent with the Colorado Open Records Act (CORA),** the request shall be reviewed and decided by the Owner. If denied, the Proposer will have the opportunity to withdraw its proposal or to remove the confidential or proprietary information. Neither cost nor pricing information nor the entire proposal may be claimed as confidential or proprietary.
- 1.24. Response Material Ownership:** All proposals become the property of the Owner upon receipt and may only be returned to the Proposer at the Owner’s option. Selection or rejection of the proposal shall not affect this right. The Owner shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFP, subject to limitations in the materials marked as “Confidential Material.” Disqualification of a proposal does not eliminate the City’s right.
- 1.25. Minimal Standards for Responsible Prospective Proposers:** The Proposer must affirmatively demonstrate its responsibility. To meet the minimum requirements, a prospective Proposer:
- 1.25.1.** Possess adequate financial resources or the ability to secure such resources to ensure the firm’s solvency and project capacity. Refer to Section 5.0.G for information.
 - 1.25.2.** Demonstrate the ability to comply with the required or proposed schedule. Provide documentation of past projects completed within the last two years, including a comparison of original schedules to actual completion dates, and an explanation of the methods used to manage and mitigate delays.
 - 1.25.3.** Show a satisfactory performance record on projects of similar scope and size.
 - 1.25.4.** Maintain a satisfactory record of integrity and ethical practices.
 - 1.25.5.** Be otherwise qualified and eligible to receive an award and enter into a Contract with the Owner.

1.25.6. Ensure that its/his/her Proposal(s) comply with the requirements provided in the “Preparation and Submittal of Proposals.”

1.26. Disqualification of a Proposer: A Proposal will not be accepted from, nor shall a Contract be awarded to, any person, firm, corporation, or entity that is in arrears to the Owner, upon debt or Contract, or that has defaulted, as surety or otherwise, upon any obligation to the Owner, or that is otherwise deemed irresponsible or unreliable.

Proposers may be required to submit satisfactory evidence demonstrating its responsibility, practical knowledge of the Project it is proposing, and possession of the necessary financial and other resources to complete the proposed Service/Work. Either of the following reasons, without limitation, shall be considered sufficient to disqualify a Proposer and Proposal:

1.26.1. More than one Proposal is submitted for the same Service/Work from an individual, firm, consultant, contractor, or corporation under the same or different name; and

1.26.2. Evidence of collusion among Proposers. Any participant in such collusion shall not receive recognition as a Proposer for any future Service/Work of the Owner until such participant has been reinstated as a qualified Proposer.

1.27. Taxes: The Owner is exempt from State, County, and Municipal Taxes and Federal Excise Taxes; therefore, all fees shall not include taxes.

1.28. Sales and Use Taxes: The Firm and all subcontractors are required to obtain exemption certificates from the Colorado Department of Revenue for sales and use taxes. Proposals shall reflect the removal of sales and use tax on materials, fixtures, and equipment.

1.29. Federal Taxpayer Identification Certificate: Successful Proposer(s) new to conducting business with the City must furnish a completed standard “Federal Taxpayer Identification Certificate (W-9)” before the Contract is executed. Additionally, the City reserves the right to request a current W-9 from established business relationships as necessary.

1.30. Public Opening: The opening of the Proposal(s) shall be conducted publicly in a virtual meeting following the proposal deadline. Proposers, representatives, and interested people may be present. Proposals shall be received and acknowledged to maintain transparency in the process. As per the nature of an RFP, only the company name(s) and the business location of the proposing firm(s) will be disclosed.

Section 2.0: General Contract Terms and Conditions

2.1. Acceptance of Terms: A proposal submitted in response to this RFP shall constitute a binding offer which shall be acknowledged by the Proposer on the Letter of Interest

or Cover Letter. The Proposer must be legally authorized to execute a Letter of Interest or Cover Letter together with contractual obligations. By submitting a proposal, the Proposer accepts all terms and conditions including compensation, as set forth herein/the Contract Documents. A Proposer shall identify clearly and thoroughly any variations between its proposal and the Owner's requirements. Failure to do so may be deemed a waiver of any right(s) to subsequently modify the term(s) of performance, except as specified in the RFP.

- 2.2. Execution, Correlation, Intent, and Interpretations:** The Contract Documents shall be signed by the Owner and the Firm. By executing the Contract, the Firm represents that it has familiarized itself with the conditions under which the Service is to be performed and correlated its observations with the requirements of the Contract Documents. The Contract Documents are complementary, and what is required by anyone, shall be as binding as if required by all. The Contract Documents intend to include all labor, materials, equipment, services, and other items necessary for the proper execution and completion of the Scope of Services as defined in the technical specifications contained herein.
- 2.3. Permits, Fees, & Notices:** The Firm shall secure and pay for all permits, governmental fees, and licenses necessary for the proper execution and completion of the Services. The Firm shall give all notices and comply with all laws, ordinances, rules, regulations, and orders of any public authority, including the City, bearing on the performance of the Service(s). If the Firm observes that any of the Contract Documents are at variance in any respect, it shall promptly notify the Purchasing Agent in writing, and necessary changes will be made to reconcile the variation as determined to be in the best interest of the City. If the Firm performs any Services knowing it to be contrary to such laws, ordinances, rules, and regulations, and without such notice to the Owner, it shall assume full responsibility and shall bear all costs attributable to the non-conforming Services.
- 2.4. Responsibility for those Performing the Services/Work:** The Firm shall be responsible to the Owner for the acts and omissions of its employee(s) and all other person(s) performing any of the Services/Work under the Contract.
- 2.5. Payment & Completion:** The Contract Sum is stated in the Contract and is the total amount payable by the Owner to the Firm for the performance of the Service(s) under the Contract. Upon receipt of written notice that the deliverable(s) is ready for final inspection and acceptance and upon receipt of the invoice for payment, the Owner's Project Manager will promptly make such inspection and, when the Owner finds the Service(s) acceptable under the Contract and the Contract fully completed, the Owner shall make payment in the manner provided in the Contract Documents. Partial payments will be based upon estimates prepared by the Firm of the value of Service(s) performed under the Contract Documents. The Service(s) performed by the Firm shall follow generally accepted professional practices and the level of competency presently maintained by other practicing professional Agencies in the same or similar type of Service(s) in the community. The Service(s) to be performed by the Firm

hereunder shall be done in compliance with applicable laws, ordinances, rules, and regulations.

- 2.6. Changes in the Services:** The Owner, without invalidating the Contract, may order changes in the Services within the general scope of the Contract consisting of additions, deletions, or other revisions. All such changes in the Services shall be authorized by Change Order/Amendment and shall be executed under the applicable conditions of the Contract. A Change Order/Amendment is a written order to the Firm signed by the Contact Administrator issued after the execution of the Contract, authorizing a change in the Services or an adjustment in the Contract sum or the Contract time.
- 2.7. Minor Changes in the Services:** The Owner shall have the authority to order minor changes in the Services not involving an adjustment to the Contract Sum or an extension of the Contract Time and not inconsistent with the intent of the Contract.
- 2.8. Correction of Services:** All Services/Deliverables shall meet a standard comparable to the prevailing skill and expertise in the relevant market or industry. If any Services/Deliverables provided by the Firm are found by the Owner to be non-conforming to the terms of the Contract, the Firm shall promptly correct such issues. The Firm shall bear all expenses associated with the correction of the rejected Services, including any additional Services required by the Owner as a result thereof, at no additional cost to the Owner.
- 2.9. Acceptance Not Waiver:** The Owner's acceptance of or approval of Service(s) furnished hereunder shall not in any way relieve the Firm of its responsibility to maintain the high quality, integrity, and timeliness of its Services. The Owner's approval or acceptance of, or payment for, any Services shall not be construed as a future waiver of any right(s) under the Contract, or of any cause of action arising out of performance under this Contract.
- 2.10. Change Order/Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the Contract. All amendments to the Contract shall be made in writing by the City Contract Administrator.
- 2.11. Assignment:** The Firm shall not sell, assign, transfer, or convey the Contract resulting from this RFP, in whole or in part, without the prior written approval from the Owner.
- 2.12. Compliance with Laws:** Proposals must comply with all Federal, State, County, and local laws governing the Service and the fulfillment of the Service(s) for and on behalf of the public. The Firm hereby warrants that it is qualified to assume the responsibilities and render the Services described herein and has all requisite corporate authority and professional licenses in good standing as required by law.

- 2.13. Debarment/Suspension:** The Firm hereby certifies that the Firm is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental department or agency.
- 2.14. Confidentiality:** All information disclosed by the Owner to the Proposer and/or the Firm for the Services to be performed or information that comes to the attention of the Firm during the performance of such Services is to be kept strictly confidential.
- 2.15. Conflict of Interest:** No public official and/or Owner employee shall have interest in the Contract resulting from this RFP.
- 2.16. Cancellation of Solicitation:** Any solicitation may be canceled by the Owner, or any solicitation proposal response may be rejected in whole or in part when it is in the best interest of the City.
- 2.17. Contract:** This solicitation, the Proposer's proposal/submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute an enforceable agreement equally binding between the Owner and the Firm. The Contract represents the entire and integrated agreement between the City and the Firm, collectively the Parties, and supersedes all prior negotiations, representations, or agreements, either written or oral, including the solicitation documents. The Contract may be amended or modified only with Amendment.
- 2.18. Contract Termination:** The Contract shall remain in effect until any of the following occurs: (1) Contract expires; (2) completion of Services; (3) final acceptance of Services; or (4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.
- 2.19. Employment Discrimination:** During the performance of any Services, the Firm agrees to:
- 2.19.1.** Not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Firm. The Firm agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - 2.19.2.** In all solicitations or advertisements for employees placed by or on behalf of the Firm, shall state that such Firm is an Equal Opportunity Employer.
 - 2.19.3.** Notices, advertisements, and solicitations placed following federal law, rule, or regulation shall be deemed sufficient for meeting the requirements of this section.

- 2.20. Immigration Reform and Control Act of 1986 and Immigration Compliance:** The Firm certifies that it does not and will not during the performance of the Contract employ personnel without authorization services or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or law regulating immigration compliance.
- 2.21. Failure to Deliver:** In the event of failure of the Firm to perform under the Contract, the Owner, after due oral or written notice, may procure Services from other sources and hold the Firm responsible for any and all costs resulting in the purchase of additional Services and materials necessary to perform the Service(s). This remedy shall be in addition to any other remedies that the Owner may have.
- 2.22. Failure to Enforce:** Failure by the Owner at any time to enforce the provisions of the Contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the Contract or any part thereof, or the right of the Owner to enforce any provision of the Contract at any time under the terms thereof.
- 2.23. Force Majeure:** The Firm shall not be held responsible for failure to perform the duties and responsibilities imposed by the Contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Firm unless otherwise specified in the Contract.
- 2.24. Indemnification:** The Firm shall defend, indemnify, and save harmless the Owner and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Firm, or of any Firm's agent, employee, subcontractor or supplier in the execution of, or performance under, the Contract which may result from proposal award. The Firm shall pay any judgment concerning costs that may be obtained by and/or against the Owner arising out of or under the performance or non-performance.
- 2.25. Independent Firm:** The Firm shall be legally considered an independent Firm and neither the Firm nor its employees shall, under any circumstances, be considered servants, or agents of the Owner. The Owner shall be at no time legally responsible for any negligence or other wrongdoing by the Firm, its servants, or agents. The Owner shall not withhold from the Contract, payments to the Firm any federal or state unemployment taxes, federal or state income taxes, Social Security, or any other amounts for benefit(s) to the Firm. Further, the Owner shall not provide to the Firm any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Owner to its employees.
- 2.26. Ownership:** All documents, plans, concepts, and work prepared under the Contract, *etc.*, created by the Firm for this Service, shall become the property of the Owner. All information furnished by the Owner is and shall remain the Owner's property.

- 2.27. Patents/Copyrights:** The Firm agrees to indemnify and hold harmless the Owner from any claims, including but not limited to those related to patents, copyrights, trademarks, or any other form of intellectual property rights infringement. In no event shall the Owner be held liable to the Firm for any damages, awards, costs of defense, or other expenses arising from allegations of intellectual property infringement. Any agreement resulting from the response to this Solicitation shall be rendered null and void in the event of patent, copyright, or other intellectual property infringement. This includes but is not limited to the creation of derivative works based on the intellectual property of others.
- 2.28. Governing Law:** The Contract and/or any agreement(s) as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted by, the laws of the City of Grand Junction, Mesa County, Colorado. Any action arising out of or under this Solicitation and/or Contract shall be in District Court 21st Judicial District, Mesa County, Colorado.
- 2.29. Expenses:** Expenses incurred in the preparation, submission, and presentation of a proposal in response to this solicitation are the responsibility of the Firm and shall not be charged to the Owner.
- 2.30. Sovereign Immunity:** The Owner specifically reserves and asserts its rights under Colorado law and the cases applying and construing the same, governmental immunity. See 24-10-101 C.R.S *et seq.*
- 2.31. Public Funds/Non-Appropriation of Funds:** Funds for payment have been provided through the Owner's budget approved by the City Council for the stated fiscal year only. Colorado law prohibits the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated obligations that may arise past the end of the stated Owner's fiscal year shall be subject to budget approval. The Contract will be subject to and provide a non-appropriation of funds clause under Colorado law.
- 2.32. Performance of the Contract:** The Owner reserves the right to enforce the performance of the Contract in any manner prescribed by law or equity as deemed by the Owner to be in the best interest of the Owner (in the event of breach or default) of resulting Contract award.
- 2.33. Default:** The Owner reserves the right to terminate the Contract if the Firm fails to meet delivery or completion schedules, or otherwise fails to perform under the terms of the Contract. In the event of a breach or default, the Owner is authorized to procure similar services from an alternate firm and to hold the defaulting Firm responsible for any additional costs incurred to complete services for the project or property.
- 2.34. Piggyback:** Agreements resulting from this solicitation are intended primarily for the Owner. However, other governmental entities may be extended the opportunity to utilize the awarded Contract, contingent upon the agreement of the successful Proposer and the participating agencies. All participating entities must adhere to the

specifications, terms, conditions, and contract prices established within the agreement. Each governmental entity shall establish its own contract, issue its own orders, be invoiced directly, make its own payments, and issue its own exemption certificates as required.

It is understood and agreed that the City is not a legally binding party to any contractual agreement made between another governmental entity and the Firm as a result of this solicitation. The City shall not be held liable for any costs or damages incurred by any other entity.

2.35. Definitions:

- 2.35.1.** “Agency,” “Agent,” “Broker,” “Consultant,” “Contractor,” or “Firm” is the person, organization, entity, agent, broker, or consultant identified as such in the proposal and throughout the Contract. The term encompasses the Agency, Broker, Consultant, Contractor, Firm, or its authorized representative(s).
- 2.35.2.** “City” or “Owner” is the City of Grand Junction, Colorado, and is referred to throughout the Contract Documents.
- 2.35.3.** “Contract Sum” is the total amount payable, as specified in the Contract Documents, that the City agrees to pay the Firm/Contractor for the full and satisfactory completion of the Services/Work, including all materials, labor, equipment, services, and any other obligation required under the Contract Documents. The Contract Sum may be established as a Fixed Lump Sum, Guaranteed Maximum Price (GMP), or a Not-to-Exceed amount, depending on the terms outlined in the Contract Documents. Any adjustment to the Contract Sum shall be made only following the provisions of the Contract Documents and must be duly authorized by the Parties.
- 2.35.4.** “Deliverable” refers to any tangible or intangible work product, report, document, presentation, or other output produced by the Firm as part of the Service(s). All deliverables must comply with the Americans with Disabilities Act (ADA) and HB21-1110, which mandates adherence to the provisions outlined in §§24-85-101, C.R.S., and subsequent sections, as well as the Accessibility Standards for Individuals with a Disability established by the Office of Information Technology under section §24-85-103(2.5), C.R.S. Additionally, all documents must align with the State of Colorado's technology standards related to accessibility, including Level A.A. conformity with the latest iteration of the Web Content Accessibility Guidelines (WCAG) as integrated within the State of Colorado's technology standards.
- 2.35.5.** “Key Personnel” designates the crucial individual(s) from the Agency or Broker or Consultant or Firm essential for the successful execution and completion of the Services. The individual(s) will possess specialized skills, knowledge, or experience required for the Project’s specific scope of work.

- 2.35.6. “Proposer” refers to the person(s) legally authorized by the Agency, Broker, Consultant, or Firm to make an offer and/or submit a response fee proposal in response to the solicitation.
- 2.35.7. “Project” or “Work” refers to the endeavor outlined in this solicitation to create the product, service, or deliverable.
- 2.35.8. “Services” includes all labor, materials, equipment, and/or professional skills necessary to produce the Work and meet the requirements of the Contract Documents.
- 2.35.9. “Subcontractor” is a person(s) or organization that has a direct contract with the Agency to perform any of the service(s). The term subcontractor is referred to throughout the Contract and means the subcontractor or its authorized representative.

Section 3.0: Insurance Requirements

The selected Broker/Firm agrees to procure and maintain, at its own expense, comprehensive insurance coverage with an insurer rated A- or better by A.M. Best, sufficient to cover all liabilities, claims, demands, and obligations arising under the Contract. This insurance coverage shall meet or exceed any additional insurance requirements imposed by the Contract or by law. The Contractor/Firm’s failure to procure or maintain adequate coverage, in the required amounts, duration, or types, shall not relieve it of any liabilities or obligations assumed under the Contract. Furthermore, the Contractor/Firm shall ensure that all such insurance remains in full force and effect throughout the term of the Contract.

The Broker/Firm shall procure and maintain and shall ensure that any subcontractors, if applicable, also procure and maintain, the insurance coverage specified below. All insurance policies shall be maintained in forms and with insurers acceptable to the Owner. The required coverage must be maintained continuously to address all liabilities, claims, demands, and obligations assumed by the Broker/Firm under the Contract. For any claims-made policies, the Broker/Firm shall secure appropriate retroactive dates and extended reporting periods to ensure continuous coverage. Unless otherwise specified in the Special Conditions, the minimum coverage limits shall be as follows:

- (a) **Commercial General Liability** with minimum combined single limits of:

ONE MILLION DOLLARS (\$1,000,000) each occurrence, and

TWO MILLION DOLLARS (\$2,000,000) general aggregate.

The policy shall apply to all premises, products, and completed operations. The policy shall include coverage for bodily injury, broad form property damage

(including completed operations), personal injury (including coverage for contractual and employee acts), blanket contractual, products, and completed operations. The policy shall contain a severability of interest provision.

(b) **Errors and Omissions Liability**

ONE MILLION DOLLARS (\$1,000,000) per occurrence, and
TWO MILLION DOLLARS (\$2,000,000) aggregate.

(c) **Professional Liability**

ONE MILLION DOLLARS (\$1,000,000) each claim, and
TWO MILLION DOLLARS (\$2,000,000) aggregate.

(d) **Cyber Liability**

ONE MILLION DOLLARS (\$1,000,000) per occurrence, and
TWO MILLION DOLLARS (\$2,000,000) aggregate.

(e) **Automobile Liability** with minimum combined single limits for bodily injury and property damage of not less than:

ONE MILLION DOLLARS (\$1,000,000) each accident

Concerning each of the Broker/Firm's owned, hired, or non-owned vehicles assigned to be used in the performance of the Services/Work.

(f) **Workers Compensation and Employers' Liability:** The Broker/Firm shall, at its own expense, comply with all applicable State of Colorado Laws and Regulations concerning Workers' Compensation and other statutory insurance as required. Additionally, the Broker/Firm agrees to indemnify and hold harmless the City of Grand Junction from any claims or liabilities arising from non-compliance with these requirements.

3.1. Additional Insured Endorsement: The policies required by paragraphs (a), (d), and (e) above shall be endorsed to include the City, its elected and appointed Officials, employees, and volunteers as Additional Insureds. Every required policy above shall be primary insurance, and any insurance carried by the Owner, its officers, or its employees, or carried by or provided through any insurance pool of the Owner, shall be excess and not contributory insurance to that provided by the Broker/Firm. The Broker/Firm shall be solely responsible for any deductible losses under any policy required above.

Section 4.0: Specifications/Scope of Services

4.1. General/Background: The purpose of this RFP is to obtain proposals from qualified professionals to provide strategic planning facilitation services with the Grand Junction City Council.

4.2. Scope of Services: The Service(s) of the awarded consulting Firm or individual include facilitation services as well as a synopsis of key themes/City Council priorities that the City of Grand Junction will utilize in its two-year strategic planning development. The Owner expects the selected consultant to be engaged for the complete project, with a final report at the outcome.

4.2.1. Phase 1

- Review of the City's 2020 Comprehensive Plan.
- Meet individually with each Council member to understand each person's vision and goals over the next two years.
- Identify areas in which individual Councilmember's goals align or not) with the adopted Comprehensive Plan's vision and guiding principles.
- Identify common themes or areas of focus.
- Facilitate a 2-3-hour workshop session with Councilmembers, City Manager and City Attorney resulting in the establishment of expectations for a high-functioning organization.
- Facilitate a 4–6-hour workshop session resulting in the establishment of high-level goals and City Council priorities.

4.2.2. Phase 2

- Facilitate a meeting with executive leadership staff members to develop project-level strategies to achieve the City Council-identified goals/priorities.
- Deliver one final product: A written synopsis capturing the key themes from facilitated discussions detailing the City Council's high-level strategic priorities over the next two years in alignment with the City's Comprehensive Plan and its guiding principles. The City of Grand Junction does not expect the Firm to develop a comprehensive Strategic Plan

4.2.3. Timeline: Individual City Council interviews are expected to be conducted approximately one month after the 2025 election held on April 8, 2025.

4.2.4. Implementation/Final Report: The completion of this project will be determined by the Firm and the proposed timeline will be used as one of the evaluation criteria. A good faith estimate of when the final report can be delivered is expected.

4.3. Special Conditions & Provisions:

4.3.1. Questions Regarding the Solicitation Process or the Scope of Services:

Kassy Nelson, Purchasing Agent
kassy.nelson@gjcity.org

4.3.2. Cost Proposal: The proposed pricing must be **all-inclusive**, covering all costs necessary for the complete and successful delivery of services.

This all-inclusive pricing should encompass but is not limited to, equipment, fees, labor, licensing, materials, meetings, mileage, per diem, permits, technology usage, travel, and any other expenses essential to ensure the effective delivery of the services.

Proposer(s) are required to provide a **not to exceed cost** using the Solicitation Response Form in Section 7.0. Additionally, provide a detailed breakdown of all direct charges, rates, and potential costs associated with the services.

The Owner will not be responsible for, nor liable for, any costs outside of the agreed pricing structure. This includes, but is not limited to, taxes, insurance, interest, penalties, termination fees, attorneys' fees, liquidated damages, or any other unforeseen expenses.

All fees and pricing will be subject to negotiation between the Firm and the Owner.

4.3.3. **Laws, Codes, Rules, and Regulations:** The Firm shall ensure that all Services provided meet all Federal, State, County, and City laws, codes, rules, regulations, and requirements for providing such Services.

4.3.4. **Contract:** A binding Contract shall consist of (1) the RFP and any Addendum(s) thereto, (2) the Proposer's response (Proposal) to the RFP, (3) any clarification of the Proposal, if applicable, and (4) the City's Purchasing Department's acceptance of the proposal through a "Notice of Award." All Exhibits and Attachments within the RFP are incorporated into the contract by reference.

A. The Contract expresses the complete agreement of the parties and, performance shall be governed solely by the specifications and requirements contained therein and other laws as applicable.

B. Any change to the Contract, whether by modification and/or supplementation, must be accomplished by a formal Contract Amendment signed and approved by and between the duly authorized representative of the Proposer and the Contract Administrator or by a modified Purchase Order/Contract before the effective date of such modification. The Proposer expressly and explicitly understands and agrees that no other method and/or no other document, including acts and oral communications by or from any person, shall be used or construed as an amendment or modification to the Contract.

4.3.5. Project Manager: The designated City Project Manager will be responsible for making timely decisions regarding the services or work proposed and performed by the Firm, ensuring alignment with the defined Scope of Services. The Project Manager will also oversee the approval and acceptance of all services and work completed under the Contract.

Throughout the Contract period, all notices, letters, submittals, and other communications intended for the City should be directed to the City Project Manager to ensure effective coordination and communication.

4.3.6. Contract Administrator: The Contract Administrator for the City is Duane Hoff, Jr., CPPB. Contract-related inquiries, issues, change orders, amendments, and communications related to the Contract during the time Services are provided will be directed to:

Duane Hoff, Jr., Contract Administrator
duaneh@gjcity.org
(970) 244-1545

4.4. Attached Documents:

Appendices* *if the link is not functioning, please try an alternate browser and refresh the page.*

Appendix 1 – [2020 Comprehensive Plan](#)

4.5. Tentative Calendar of Events:

- | | |
|--|--------------------------------------|
| • Solicitation available | February 4, 2025 |
| • Inquiry deadline, no questions after this date | February 25, 2025, close of business |
| • Final Addendum Posted, <i>if required</i> | February 27, 2025 |
| • Submittal deadline for proposals | March 6, 2025, 10:00 a.m. |
| • Owner evaluation of proposals | March 6 – March 21, 2025 |
| • Interviews, <i>if required</i> | March 26-28, 2025 |
| • Final Selection | Week of March 31, 2025 |
| • Contract execution | April 14, 2025 |

Section 5.0: Preparation and Submittal of Proposals

Submission: Each proposal shall be submitted in electronic format only, adhering to HB21-1110 and only through BidNet ® Direct Rocky Mountain E-Purchasing System website link: (<https://www.bidnetdirect.com/colorado/city-of-grand-jefferson>). This site offers both “free” and “paying” registration options which allow for full access to the City’s documents and electronic submission of proposals. (Note: “free” registration may take up to 24 hours to process. Proposers are encouraged to submit its proposal as early as possible, allowing enough time for technical difficulties that may be encountered in the BidNet ® system) Please view the “**Electronic Vendor Registration Guide**” at <https://www.gjcity.org/501/Purchasing-Bids> for details. (The purchasing agent does not have access to or control the vendor side of RMEPS. If there are website or other problems that arise during response submission, the Proposer **MUST** contact RMEPS to resolve the issue before the response deadline **800-835-4603**).

To ensure accurate comparison and evaluation, proposals must adhere to the format outlined in Section 5.0 “Preparation and Submittal of Proposals.” The uploaded response to this RFP should be a single PDF document containing all necessary information. Proposers must demonstrate an interest in this Project, highlight relevant experience, and address its capability to fulfill the Scope of Service(s) stated herein. Proposals must be clear, concise, and free of extraneous information, adhering to the specified formatting requirements (Sections **A** to **G**) as outlined below by the Owner to facilitate effective review and evaluation:

Proposals should be limited to a maximum of 40 pages.

- A. Cover Letter:** The Proposer(s) must submit a cover letter that succinctly explains its interest and expertise in providing the services outlined in this solicitation. The letter will include a summary of the Proposer's relevant qualifications and experience.

The cover letter must include the name, address, phone number, and email address of the Firm's principal contact person, as well as identify the individual(s) authorized to make presentations and formal commitments on behalf of the Firm. The letter shall bear the signature of the person having proper authority to legally bind the Firm and specify its role and signature authority.

By submitting a response to this solicitation, the Proposer agrees to all requirements outlined herein, including compliance with all contractual, legal, and ethical standards related to the project.

- B. Solicitation Response Form:** The Proposer(s) shall complete and submit the attached Solicitation Response Form with its proposal
- C. Cost Proposal:** Complete and submit the Solicitation Response Form provided in Section 7.0. Additionally, include all required information as outlined in Section 4.3.2 and any other specified details.

- D. Qualifications, Experience, Credentials, and Capacity:** The proposal should showcase the Firm's relevant experience, capabilities, qualifications, and resources that demonstrate the ability to fulfill the Scope of Services outlined in the solicitation. This should encompass a demonstrated track record of success in managing similar projects.

Also, please include a list or organizational chart for personnel to be assigned to the project. The office of each project team member should be identified. Detailed resumes should be attached to identify the experience and qualifications of the key, individual team members. The Proposer shall describe the relevance of each key individual team member and the relevant sub-consultants (if any) and explain past relationships between the Proposer (the legally responsible entity) and each sub-consultant. Also, please describe the general Service(s) to be completed by each member of the project team.

- E. Strategy and Implementation Plan:** The Proposer(s) must provide a detailed strategy to achieve the objectives outlined in this RFP for strategic planning facilitation consulting services. This strategy should reflect a comprehensive understanding of the Owner's goals and present a logical sequence of tasks from initiation to completion.

The proposal may utilize a written narrative or any other printed technique to demonstrate its ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the Request for Proposal objectives are accomplished. Include a **time schedule** for completion of Firm's implementation plan and an estimate of time commitments from Owner staff.

- F. References:** Proposer(s) must provide at least three (3) recent and relevant references, preferably within Colorado, who can attest to the Firm's experience in delivering the requested services comparable in scope, size, and complexity to those required by the City. The Firm should have worked with these references to acquire properties on behalf of the client. Ideally, references should include at least one municipal agency and validate the Firm's ability to perform in alignment with the Scope of Services.

For each reference, include the following details:

- (a) Client's Name and Address
- (b) Point of Contact (Name, Telephone Number, and Email Address)
- (c) Dates of Service
- (d) Broker Assigned to the Project
- (e) Description of Transaction and Services Provided

- (f) Explanation of Any Variations from Expected Outcomes or Deviations in Scope or Cost

This information will allow the City to thoroughly assess the Firm's effectiveness, reliability, and capability to deliver comparable services.

- G. Additional Data:** Furnish any additional pertinent information that is directly related to the qualifications and capabilities of the Firm. This may include details about specific expertise, innovative technologies, sustainability, approaches, or any other information that will enhance the evaluation of the Firm's suitability to provide the Services outlined in this solicitation.

Section 6.0. Evaluation Criteria and Factors

- 6.1. **Overview:** An evaluation committee, appointed by the City, will assess all qualified responses. Proposal(s) will be selected based on the ability to demonstrate the necessary expertise and capability essential for delivering the scope of services. Additionally, the committee will consider the integrity and reliability of the proposals, to ensure the highest degree of confidence in full faith and performance.
- 6.2. **Intent:** Only Respondents who meet the qualification criteria will be considered. Therefore, the submitted proposal must indicate the Proposer's ability to provide the services described herein.
- 6.3. **Evaluation Summary:** Proposals will be prioritized based on the criteria, categories, and values described below. The City reserves the right to reject any portions of proposals and take into consideration past performance of previous awards and contracts with the Owner of any Proposer, or Firm in determining a final award(s), if any.

Evaluation Criteria & Weighted Values will be worth ninety (90) %

- **Responsiveness of Submittal to the RFP (10) %**
Evaluation of how well the proposal addresses and conforms to all aspects of the RFP, including completeness, accuracy, and adherence to preparation and submittal instructions.
- **Understanding of the Services and Objectives (25) %**
Assessment of the Proposer's demonstrated understanding of the City's specific goals and objectives for the project, including its ability to articulate how its proposed approach aligns with the objectives.
- **Qualifications, Experience, Credentials (30) %**
The Proposer's demonstrated expertise in the successful execution and delivery of comparable Services. The Proposer showcased the ability to exhibit the requisite skill levels, certifications, and all other essential competencies necessary to deliver the services.
- **Strategy & Implementation (25) %**
Proposer has provided a clear interpretation of the City's objectives regarding the required Services, and a fully comprehensive plan to achieve successful completion. See Section 5.0. Item E – Strategy and Implementation Plan for details.

The following Criteria shall be worth twenty (10) %

- **Cost Proposal (10) %**
All fees associated with the Services are provided and are complete and comprehensive.

- 6.4. Shortlisting Proposers:** The City expects to follow the process below to shortlist proposals. The City reserves the right to modify this process if it is in the best interest of the City.
- All proposals will be reviewed for compliance with mandatory requirements as outlined in this RFP. Proposals deemed non-responsive will be eliminated from consideration. The Purchasing Agent may contact Proposers for clarification of its proposal.
 - Committee members will independently evaluate and score proposals and submit scores back to the Purchasing Agent. Scores will be entered into an Evaluation Matrix to assist in analyzing and prioritizing the responsive Proposals.
- 6.5. Negotiations:** The City reserves the right to negotiate with the highest-rated Proposer(s) and will not engage in negotiations with lower-rated Proposer(s) unless negotiations with higher-rated Proposer(s) have been unsuccessful and are subsequently terminated. The selected Firm may submit revisions to its proposal, including but not limited to adjustments to price, best and final offer, and technical aspects, because of negotiations, if deemed in the best interest of the City.
- 6.6. Interview(s):** The Owner reserves the right to invite the highest ranked Proposer(s) to participate in a virtual, or in-person interview(s) if needed. Shortlisted Proposer(s) will be notified of the interview process, including format, duration, and location, following the RFP shortlist selection process.
- 6.7. Reference Checks:** The City reserves the right to conduct reference checks with the top-ranked Proposer(s) to verify its past performance, reliability, experience, and ability to deliver the services outlined in this solicitation. These reference checks will help confirm the Proposer's qualifications, reliability, and adherence to project timelines and budgets, ensuring a successful relationship. In addition, the City reserves the right to check other references as it deems appropriate or in its best interests when evaluating the proposal response.
- 6.8. Award:** Proposer(s) shall be ranked based on the criteria listed in Section 6.3. The City reserves the right to consider all the information submitted and/or presentations, if required, in selecting the Project Firm.

Section 7.0. Solicitation Response Form

RFP-5599-25-KN

“Strategic Planning Facilitation Consultant”

The Proposer must submit the entire form, either typed or printed, fully completed, dated, and signed

- 1) All inclusive, not to exceed cost, to provide professional services for the Strategic Planning Facilitation Consultant project to include, but not limited to: labor, materials, equipment, travel, licenses, permits, fees, etc. as per Scope of Services:

Description	Onsite/Personal Meetings	Virtual Meeting Option
Phase 1		
Phase 2		
Final Report		
Not To Exceed Cost		

Not To Exceed Cost Written for Onsite/Personal Meetings:

_____ dollars

Not To Exceed Cost Written for Virtual Meeting Option:

_____ dollars

Anticipated delivery of Phase 1 _____

Anticipated delivery of Phase 2 _____

Anticipated delivery of Final Report _____

The City reserves the right to accept any portion of the services to be performed at its discretion.

The undersigned has thoroughly examined the entire Request for Proposal and therefore submits the proposal and schedule of fees and services attached hereto.

This Proposal is firm and irrevocable for ninety (90) days after the time and date set for receipt of proposals.

The undersigned Proposer accepts and agrees, by the *terms and conditions contained in this Request for Proposal*, that it is prepared, ready, and willing to perform and provide services as described in the attached Proposal if the same is accepted by the City.

The undersigned Proposer acknowledges the right of the City to reject any and all Proposal(s) submitted and to waive any informality(ies) and irregularity(ies) therein in the City's sole discretion.

By submission of the Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to its own capability, that the Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to the Proposal with any other Proposer or with any competitor.

Prices in the Proposal have not knowingly been disclosed with another Proposer and will not be before award.

- Prices in the Proposal have been arrived at independently, without consultation, communication, or agreement to restrict competition.
- No attempt has been made nor will be to induce any other person or Firm to submit a proposal to restrict competition.
- The individual signing the Proposal certifies that it is a legal agent of the Firm, authorized to represent the Firm, and is legally responsible for the offer concerning supporting documentation and fees/prices provided.
- Direct purchases by the City of Grand Junction are tax-exempt from Colorado Sales or Use Tax. Tax-exempt No. 98-903544. The undersigned certifies that no Federal, State, County, or Municipal tax will be added to the above-quoted prices.
- The City of Grand Junction payment terms shall be Net 30 days.
- Prompt payment discount of _____ percent of the net dollar will be offered, to the Owner if the invoice is paid within _____ days after the receipt of the invoice.

RECEIPT OF ADDENDA: The undersigned Firm acknowledges receipt of the Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: _____

The Proposer is responsible for ensuring all Addenda has been received and acknowledged.

Submit a letter signed by the entity Owner or a Statement of Authority delegating authority to act on behalf of the Proposer. Before executing a Contract, the Proposer must furnish a completed W-9 form.

Entity Name

Authorized Agent Name, & Title

Authorized Agent Signature

Telephone Number

Address of Proposer

E-mail Address of Agent

City, State, and Zip Code

Date

The undersigned Proposer proposes to subcontract the following portion of Services:

<u>Name, address, city, and state of Subcontractor</u>	<u>Description of Service(s) to be performed</u>	<u>Est. Value & % of Service(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned Proposer acknowledges the right of the City to reject any Offers submitted and to waive informalities and irregularities therein in the City's sole discretion.

By submission of the Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization, that this Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.



Purchasing Division

ADDENDUM NO. 1

DATE: February 20, 2025
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: Strategic Planning Facilitation Consultant RFP-5599-25-KN

Offerors responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. Section 4.5 Tentative Calendar of Events shall be modified as follows:

- Solicitation available February 4, 2025
- Inquiry deadline, no questions after this date February 25, 2025, close of business
- **Final Addendum Posted, *if required* March 3, 2025**
- Submittal deadline for proposals March 10, 2025, 1:00 p.m.
- Owner evaluation of proposals March 10-21, 2025
- Interviews, *if required* April 1-4, 2025
- Final Selection April 11, 2025

The original solicitation for the project noted above is amended as noted.

All other conditions of subject remain the same.

Respectfully,

A handwritten signature in black ink that reads "K Nelson".

Kassy Nelson, Buyer
City of Grand Junction, Colorado



Purchasing Division

ADDENDUM NO. 2

DATE: March 3, 2025
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: Strategic Planning Facilitation Consultant RFP-5599-25-KN

Offerors responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. Section 4.5 Tentative Calendar of Events shall be modified as follows:

- Solicitation available February 4, 2025
- Inquiry deadline, no questions after this date February 25, 2025, close of business
- Final Addendum Posted, *if required* March 3, 2025
- **Submittal deadline for proposals** **March 10, 2025, 10:00 a.m.**
- Owner evaluation of proposals March 10-21, 2025
- Interviews, *if required* March 26-28, 2025
- Final Selection Week of March 31, 2025
- Contract execution April 14, 2025

2. Firm shall continue to use provided link in Section 1.8. for virtual solicitation opening on March 10th at 10:00 AM.

3. **Q:** Are there any specific requirements around experience, resourcing, or contractual terms that would disqualify a potential vendor if not met?

A: The City will evaluate all submissions based on their relevant experience, and preferred approach to achieve the objectives of the solicitation. The City would expect the successful firm to demonstrate strong experience in facilitation with elected municipal leaders as well as understanding and experience of strategic planning processes.

4. **Q:** Is this scope of work subject to the terms and conditions of the Statewide contract?

A: The City is unsure how to answer this question. The vendor will need to follow and accept all terms and conditions that are stated in the solicitation documents posted on the City's website and Bidnet for this project.

5. **Q:** What formats (PPT, Excel, Word, etc.) do you prefer responses to the initial questions provided and the more detailed statement of work?

A: The preferred format for responses is PDF.

6. **Q:** What level of budget has been allocated for this project?

A: The project has been budgeted, but this information will not be shared at this time.

7. **Q:** The RFP mentioned beginning the project 1 month after vendor selection (April XX). Assuming that is the earliest opportunity to begin the project, what is the expected duration of this project?

A: The City would like for completion of services to occur within three months after project initiation.

8. **Q:** Are there any known milestones or other timeline constraints?

A: The City intends to develop and present a Strategic Plan to City Council in late July with adoption in early August, informed by the results of the facilitation and high-level report developed by the contracted firm.

9. **Q:** Can you provide a list of key stakeholders, including City Council members and other leadership, who will be engaged during the facilitation process? Additionally, how many individuals are expected to participate, and what level of engagement is anticipated for each stakeholder group?

A: Engagement will include all City Councilmembers via individual interviews, a 2–3-hour workshop session with the City Council, City Manager and City Attorney, and a 4–6-hour workshop with City Council to establish Council’s high-level goals and priorities, as outlined in Phase 1 of the solicitation 4.2.1. The City will hold an election on April 8, 2025, and we will not know the makeup of City Council until then. Directors from all 13 departments are expected to be engaged in a separate 4–6-hour session which may also include other executive staff at their discretion.

10. **Q:** Was there a previous formal phase of this project that established the key requirements? If so, are those materials available to share?

A: The key requirements reflect the typical process the City utilizes for facilitation of this planning process, there are no additional materials that can be provided. Previous strategic plans and the current plan can be shared. However, the intent of this solicitation is to limit services to facilitation and a written report.

11. **Q:** Does the City require any portion of the facilitation to be conducted in person, or is virtual engagement flexible in some or all project phases?

A: Facilitation of joint sessions, especially the City Council facilitation session, is expected to be in-person.

12. **Q:** In our experience, a strategic planning effort is best anchored in a core strategic direction (assumed to be the [Comprehensive Plan](#)), focused on establishing goals and prioritizing initiatives against those goals. Are we to assume that this phase of our proposal should just focus on establishing the goals on a 3-5 year timeframe or would you be open to a proposal on goals, priorities, and initiatives?

A: The City has historically utilized the Strategic Plan in a two-year timeframe. The Strategic Priorities outlined by City Council through this process should be developed in alignment with other long-term planning documents available on the City website, including the Comprehensive Plan. The consultant's engagement with City Council should result in high-level goals. The consultant's engagement with City staff is intended to start the process of developing specific priorities/projects/initiatives that achieve those high-level goals. Staff will work independently to refine and finalize the priorities/projects/initiatives.

13. **Q:** We saw the comprehensive plan and would like to know when the last time was the City underwent a strategic planning process and if the final plan was published?

A: The last strategic planning process was conducted in 2023. The plan is available on the City's website. <https://www.gjcity.org/1111/Strategy-Innovations>.

14. **Q:** Does the City have recent community survey data that can be shared (to inform the community priorities)?

A: The City conducted a community survey in 2024. These results can be shared to inform development of community priorities.

15. **Q:** What is the desired not to exceed budget?

A: Refer to the answer in question 6.

16. **Q:** Is there a budget or budget range for this project that you can share with us?

A: Refer to the answer in question 6.

17. **Q:** Is there a preferred timeframe for this project?

A: Refer to the answer in question 7.

18. **Q:** Can you confirm that there will be no public engagement in the strategic planning process?

A: Public engagement is not anticipated for this process at this time.

19. **Q:** For our clarity, do you want two types of pricing: one for an all-virtual engagement and one for a primarily in-person engagement? We planned to propose a mix of virtual and in-person engagements for both phases. Therefore, we want to verify that we should list our "mixed" method under the "onsite/personal meetings" column and that we should list an all-virtual option under the "virtual meeting option" column.

A: We feel it is important to have in-person engagement, at the very least, for the Council engagement sessions. We could evaluate two pricing options, but I don't believe there will be a scenario where we accept fully virtually.

20. **Q:** Do you envision the two workshops in Phase 1 (a governance workshop and a priority-setting workshop) to be held on the same day or on different days? If on different days, would the preference be to hold them on consecutive days or more spaced out, with perhaps a few weeks between them?

A: This is subject to availability of staff and Council.

21. **Q:** In Phase 2, 4.2.2, who would constitute the executive leadership staff that will meet to develop the project-level strategies to meet the agreed-upon goals?

A: Department directors, their deputies or other division managers.

22. **Q:** For the references, can you clarify the requirement of "The Firm should have worked with these references to acquire properties on behalf of the client." The RFP does not require any acquisition of properties, so we are unclear what the City is seeking in this specification.

A: Disregard this language. The City wants to see references related to the scope of work of this solicitation.

23. **Q:** Regarding the Scope of Services vs. the Complete Project – are these the same? We're asking regarding this line "The Owner expects the selected consultant to be engaged for the complete project, with a final report at the outcome." The RFP notes a two-year strategic planning development, though the Firm will develop its own timeline. Will the complete project include this two-year timeline, including a final report after the City's strategic planning development, or at the conclusion of the Firm's work – including a Final Report of the Firm's work?

A: The final written report is expected at the completion of the firm's engagement process (work). Final development and execution of the plan, based on those findings, will be completed by staff.

24. **Q:** The RFP mentions the contract document can be accessed on the Purchasing Bid website. The contract linked on the website is related to engineering projects, which is not relevant for the services listed in this RFP. Can you provide the relevant sample contract?

A: The following link is what an example contract will look like. [Example Contract Link](#)

25. **Q:** On RFP page 20 under Item F – References, you state "The Firm should have worked with these references to acquire properties on behalf of the client." Can you clarify what this means and/or how it relates to this RFP?

A: Disregard this language. The City wants to see references related to the scope of work of this solicitation.

26. **Q:** On RFP page 20 under Item F – References, Item (d) it states we should include "Broker assigned to the project." Can we presume this means team members/consultants?

A: Disregard this language. The City wants to see references related to the scope of work of this solicitation.

27. **Q:** We noticed in your council minutes that there is a budget of \$15,000 for this project. Is this accurate?

A: Refer to the answer in question 6.

28. **Q:** How many are on your City Council? It looks to be 7 but just confirming.

A: There are seven council members.

29. **Q:** I assume that Open Meeting laws apply?

A: Any meeting held with more than two councilmembers will be subject to Open Meetings Law.

30. **Q:** Do you have an existing Strategic Plan? If so, can you share a link and/or a copy of it?

A: Yes, please see the following link. <https://www.gjcity.org/1111/Strategy-Innovations>

31. **Q:** Related to the above: Or is your 2020 Comprehensive Plan your Strategic Plan (and thank you by the way for the "tip" to try an alternate browser -- it worked!).

A: The Strategic Plan and the 2020 Comprehensive Plan are two separate documents.

32. **Q:** 4.2.1. Phase 1 : The 2-3 hour workshop is with Council, City Mgr, and City Atty. Is the 4-6 hour workshop with the same group?

A: The 4-6 hour session may include the City Manager and Attorney at their discretion, but will be focused on engagement directly with Council.

33. **Q:** 4.2.1. Phase 2: How many (appx is fine) are in the referenced "executive leadership staff members" group?

A: Approximately 20 – 25.

34. **Q:** 4.2.4 : Do you have a hoped-for/anticipated timeline by which to complete the entire project?

A: Refer to the answer in question 7.

35. **Q:** 4.3.5 : Can you share the name (or title) of your Project Manager? Just looking to get a sense of who the internal lead is on this (there is no intent, of course, to contact this person).

A: The project lead is Johnny McFarland – Assistant to the City Manager.

36. **Q:** On the 40 page maximum: Are these pages included or excluded from the count:

Cover page
Table of Contents
Resumes

A: The above pages can be excluded from the 40 page maximum count.

37. **Q:** F. References: The sentence "The Firm should have worked with these references to acquire properties on behalf of the client" reads out of place (?). Can I assume it does not apply?

A: Disregard this language. The City wants to see references related to the scope of work of this solicitation.

38. **Q:** F. References: Related to the above, paras (d) and (e) seem to be "property related." I assume this is asking for the assigned project team and the services we provided.

A: Disregard this language. The City wants to see references related to the scope of work of this solicitation.

39. **Q:** Are you able to share your budget?

A: Refer to the answer in question 6.

40. **Q:** On pricing: I really appreciate the approach for us to offer virtual as well as onsite options. Just to make sure I understand: We will offer 1 pricing (for both phases) that includes ALL virtual (for the interviews and 3 sessions/workshops), and we will also offer 1 pricing (for both phases) that includes ALL onsite (for the interviews and 3 sessions/workshops).

A: Refer to the answer in question 11.

41. **Q:** Regarding the above: Are you interested in a hybrid pricing approach? For example, we typically conduct individual interviews virtually (we find this to be a great approach). Are you interested in approach/pricing for which the interviews are virtual for both scenarios? With the in person costs related to just the 3 sessions/workshops?

A: A hybrid pricing approach would be acceptable.

42. **Q:** Can I assume that digital signatures are acceptable?

A: Yes.

43. **Q:** What are the exact number of council members to be interviewed?

A: Refer to the answer in question 28.

44. **Q:** What are the exact number of workshop participants for both workshops?

A: Refer to the answers in questions 28 and 33.

45. **Q:** How many members of executive leadership staff will be participating in meetings? Are these cross functional project teams? Or are there multiple projects (how many) that would require facilitated sessions?

A: Please refer to the answer in question 33. We anticipate one session, including all relevant executive staff.

46. **Q:** What is the timeline to complete the deliverable?

A: Refer to the answer in question 7.

47. **Q:** What is the estimated budget for this Scope of Work?

A: Refer to the answer in question 6.

48. **Q:** Proposal allows to submit costs for in person and virtual. Is there a strong preference for one method over the other?

A: There is a preference for in-person during the joint engagement sessions.

49. **Q:** Would the workshop sessions with the City Council be public? If virtual, how would this be handled?

A: Refer to the answer on question 29.

50. **Q:** We see that the individual City Council Interviews are expected to be conducted approximately one month after the 2025 election held on April 8. Should the interviews commence one month after the elections, or be completed within one month after the elections? If there are runoff elections, would this timeline be extended?

A: We anticipate interviews to begin one month after the election is held. Timelines may be adjusted if necessary.

51. **Q:** Is there a date by which the project must be complete?

A: Refer to the answer in question 7.

52. **Q:** Is there a minimum or maximum length for the written synopsis final deliverable?

A: There is not a minimum or maximum. The expectation would be a high-level overview of the insights gleaned from the engagement sessions and council interviews.

53. **Q:**Section 7.0 – Solicitation Response Form (Expenses Breakdown):

- a. The form requires a “Not to Exceed” cost for each phase of the project, but does not specify whether a detailed breakdown of direct charges, rates, and potential costs should be provided in a separate section.
- b. Could you clarify if Section 7.0 is intended as a summary of expenses, and if so, where in our proposal the detailed breakdown of expenses should be included?

A: The detailed cost breakdown should be included in your cost proposal submitted with your response. (Reference Section 5. C. in the solicitation) Based on that breakdown, please also provide the City what your not to exceed cost would be on section 4 form.

54. **Q:** References – Brokers (Section 5.0, Item F):

- a. The reference requirements mention brokers. Could you clarify the definition and expectation regarding the term "broker" in this context?

A: Disregard this language. The City wants to see references related to the scope of work of this solicitation

55. **Q:** Interview Scheduling: Will City Councilors be reserving a specific day to start the week of May 5 (approximately 1-month after City Council has been elected) so that interviews can be scheduled on the same day if conducted in person, or within the same week if remote? Or how do the facilitators/consultants schedule time? For context, this will affect the timeline in the proposal.

A: Interviews will need to be scheduled based on councilmember availability.

56. **Q:** Proposal Formatting: The RFP specifies a **40-page limit** for the proposal. Does this limit include **attachments such as resumes** or can they be provided as appendices outside the 40-page limit?

A: Refer to the answer in question 36.

57. **Q:** Evaluation Criteria (Section 6.0): Beyond the listed criteria, are there any **specific factors** the City prioritizes during evaluation (e.g., local experience, prior work with municipal agencies)?

A: Refer to the answer in question 3.

58. **Q:** Submission Requirements: The RFP states that all responses must be submitted electronically via **BidNet Direct Rocky Mountain E-Purchasing System (RMEPS)**. If technical issues arise during submission, is there a contingency process, or should vendors exclusively contact **RMEPS support**?

A: We recommend you try to submit your proposal not close to the deadline just in case technical difficulties arise. City staff does not have access to vendor accounts on Bidnet, so if problems happen, vendor must call Bidnet's help desk number.

59. **Q:** Does the City have a desired timeframe for the workshops with Councilmembers and executive leadership staff?

A: Refer to the answer in question 7.

60. **Q:** When looking at the workshop(s) for Councilmembers, does the City wish to hold those sessions on the same day or different days?

A: Refer to the answer in question 20.

No further questions will be accepted. Inquiry deadline has passed.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject remain the same.

Respectfully,

A handwritten signature in black ink that reads "K Nelson". The signature is written in a cursive style with a large, stylized "K" and "N".

Kassy Nelson, Buyer
City of Grand Junction, Colorado



March 4, 2025

Kassy Nelson
Purchasing Agent
City of Grand Junction, CO
Delivered via email to kassy.nelson@gjcity.org

Dear Purchasing Agent Nelson:

Please accept this proposal from EverStrive Solutions, LLC for strategic planning facilitation services with the Grand Junction City Council. EverStrive Solutions is a full-service public sector consulting firm that specializes in strategic planning, facilitation, executive coaching, and project management.

EverStrive Solutions is led by two experienced city managers and skilled facilitators, and our experience is uniquely aligned to successfully support this project. We started EverStrive Solutions after decades of service in executive roles inside local government. We know the importance of finding a partner who understands the dynamics of a governing body and can translate big ideas into action.

By creating a cohesive team environment and developing priorities to focus work for the years ahead, our process will help the City Council develop stronger relationships with each other and staff, as well as have a roadmap for the work that needs to be accomplished to achieve their policy goals and objectives for the community in the next two years.

This proposal constitutes a binding offer and EverStrive Solutions accepts all terms and conditions outlined in the RFP and Contract Documents, subject to any exceptions noted herein.

We look forward to learning more about this opportunity. Please do not hesitate to reach out with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'LP', written over a light blue horizontal line.

Lauren Palmer
Partner & Co-Owner
lpalmer@everstrivesolutions.com

A handwritten signature in black ink, appearing to read 'MHauck', written over a light blue horizontal line.

Meredith Hauck
Partner & Co-Owner
mhauck@everstrivesolutions.com

Section 7.0. Solicitation Response Form

RFP-5599-25-KN

“Strategic Planning Facilitation Consultant”

The Proposer must submit the entire form, either typed or printed, fully completed, dated, and signed

- 1) All inclusive, not to exceed cost, to provide professional services for the Strategic Planning Facilitation Consultant project to include, but not limited to: labor, materials, equipment, travel, licenses, permits, fees, etc. as per Scope of Services:

Description	Onsite/Personal Meetings	Virtual Meeting Option
Phase 1	\$10,600	\$10,600
Phase 2	\$6,800	\$4,500
Final Report	\$2,300	\$2,300
Not To Exceed Cost	\$19,700	\$17,400

Not To Exceed Cost Written for Onsite/Personal Meetings:

__ Nineteen thousand seven hundred _____ dollars

Not To Exceed Cost Written for Virtual Meeting Option:

_ Seventeen thousand four hundred _____ dollars

Anticipated delivery of Phase 1 __ June 5 _____

Anticipated delivery of Phase 2 __ June 20 _____

Anticipated delivery of Final Report __ July 7 _____

The City reserves the right to accept any portion of the services to be performed at its discretion.

The undersigned has thoroughly examined the entire Request for Proposal and therefore submits the proposal and schedule of fees and services attached hereto.

This Proposal is firm and irrevocable for ninety (90) days after the time and date set for receipt of proposals.

The undersigned Proposer accepts and agrees, by the *terms and conditions contained in this Request for Proposal*, that it is prepared, ready, and willing to perform and provide services as described in the attached Proposal if the same is accepted by the City.

The undersigned Proposer acknowledges the right of the City to reject any and all Proposal(s) submitted and to waive any informality(ies) and irregularity(ies) therein in the City's sole discretion.

By submission of the Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to its own capability, that the Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to the Proposal with any other Proposer or with any competitor.

Prices in the Proposal have not knowingly been disclosed with another Proposer and will not be before award.

- Prices in the Proposal have been arrived at independently, without consultation, communication, or agreement to restrict competition.
- No attempt has been made nor will be to induce any other person or Firm to submit a proposal to restrict competition.
- The individual signing the Proposal certifies that it is a legal agent of the Firm, authorized to represent the Firm, and is legally responsible for the offer concerning supporting documentation and fees/prices provided.
- Direct purchases by the City of Grand Junction are tax-exempt from Colorado Sales or Use Tax. Tax-exempt No. 98-903544. The undersigned certifies that no Federal, State, County, or Municipal tax will be added to the above-quoted prices.
- The City of Grand Junction payment terms shall be Net 30 days.
- Prompt payment discount of ___ n/a ___ percent of the net dollar will be offered, to the Owner if the invoice is paid within ___ n/a ___ days after the receipt of the invoice.

RECEIPT OF ADDENDA: The undersigned Firm acknowledges receipt of the Addenda to the Solicitation, Specifications, and other Contract Documents.

State number of Addenda received: __ 1 & 2 _____

The Proposer is responsible for ensuring all Addenda has been received and acknowledged.

Submit a letter signed by the entity Owner or a Statement of Authority delegating authority to act on behalf of the Proposer. Before executing a Contract, the Proposer must furnish a completed W-9 form.

EverStrive Solutions

Entity Name



Authorized Agent Signature

907 W Truman Rd.

Address of Proposer

Independence, MO 64050

City, State, and Zip Code

Lauren Palmer, Partner & Co-Owner

Authorized Agent Name, & Title

(816) 286-4676

Telephone Number

lpalmer@everstrivesolutions.com

E-mail Address of Agent

March 4, 2025

Date

The undersigned Proposer proposes to subcontract the following portion of Services:

<u>Name, address, city, and state of Subcontractor</u>	<u>Description of Service(s) to be performed</u>	<u>Est. Value & % of Service(s)</u>
n/a		

The undersigned Proposer acknowledges the right of the City to reject any Offers submitted and to waive informalities and irregularities therein in the City's sole discretion.

By submission of the Proposal, each Proposer certifies, and in the case of a joint Proposal each party thereto certifies as to its own organization, that this Offer has been arrived at independently, without collusion, consultation, communication, or agreement as to any matter relating to this Proposal with any other Proposer or with any competitor.



COST PROPOSAL – ADDITIONAL DETAILS

To complete the objectives identified herein, EverStrive Solutions proposes the following lump sum pricing. Pricing is based on estimated hours and expenses to complete the key deliverables. The Four Tendencies is a free assessment and there are no additional licensing fees to utilize this framework.

Description	On-Site Option	Virtual Meeting Option
Phase 1	\$10,600	\$10,600*
Phase 2	\$6,800	\$4,500
Final Report	\$2,300	\$2,300
Total Lump Sum	\$19,700	\$17,400

Incremental invoices will be submitted upon completion of the work identified for each phase in the scope of work, as outlined below (for on-site option):

1. After Project Kickoff - \$2,500
2. Completion of Phase 1 - \$10,000
3. Completion of Phase 2 and Submission of Final Report - \$7,200

Pricing is all-inclusive and covers development, preparation, travel, meetings, and workshop facilitation. The on-site option includes two trips with two overnights of travel each for two personnel based on U.S. General Services Administration (GSA) lodging, meals, and mileage rates for the State of Colorado.

- Trip 1 – City Council Workshop
- Trip 2 – Staff Workshop

All other meetings and interviews will be conducted in a virtual format via Zoom or Microsoft Teams.

*EverStrive Solutions does not offer a virtual option for the City Council workshop. Facilitated exercises and team dynamics are more successful in a face-to-face format. EverStrive Solutions has successfully facilitated staff implementation workshops in a virtual format. The virtual meeting option assumes that the staff workshop is conducted via Zoom or Teams, thereby eliminating the need for Trip #2.

EverStrive Solutions will provide all standard materials needed (standard technology, copies, flip charts, etc.). The city will retain responsibility for any direct expenses associated with the project outside of these standard materials, including securing space, any necessary AV equipment, professional printing, and any desired meals/refreshments. While no additional purchases are anticipated, if needed, EverStrive Solutions will work with the Client to approve any purchases in advance and ensure that all applicable purchasing policies are followed.

EverStrive Solutions charges a \$200.00 hourly rate for supplemental services that constitute a change to the approved scope of work. Supplemental charges will only be applied when approved in writing in advance.



COMPANY INFORMATION

EverStrive Solutions, LLC

Lauren Palmer, Partner & Co-Owner
lpalmer@everstrivesolutions.com
Project Lead

Meredith Hauck, Partner & Co-Owner
mhauck@everstrivesolutions.com

907 W Truman Road, Independence, MO 64050 | (816) 286-4676 (office)
<https://www.everstrivesolutions.com/> | Federal Tax EIN: 99-2319015

WBE Certification: EverStrive Solutions is a Woman-Owned Business Enterprise (WBE) certified through the State of Missouri Office of Equal Employment (OEO).

QUALIFICATIONS

EverStrive Solutions, LLC is a public sector consulting firm that specializes in supporting nonprofit organizations, professional associations, and government agencies. Founded by Meredith Hauck and Lauren Palmer, former local government executive leaders, EverStrive Solutions provides coaching, strategic planning, facilitation, and workshops designed to support the changemakers of the world. We offer a variety of solutions, including providing facilitation and consulting services in one-on-one and group environments that focus on process improvement, policy development, strategic planning, productivity, team dynamics, management training, and executive leadership.

Meet the Team



MEREDITH HAUCK
Co-Founder and
Partner



LAUREN PALMER
Co-Founder and
Partner

EverStrive is a true partnership. Its co-owners will jointly manage this engagement, relying on their complimentary skills to guarantee all project deliverables arrive on time and meet expectations. Their partnership approach ensures that the City of Grand Junction will have seamless redundancy for all aspects of the work.

Lauren Palmer (Project Lead), EverStrive Co-Founder and Partner, has held executive local government roles in four cities in three states including city administrator and assistant city manager. She previously served as the director of local government services for [REDACTED]



██████████, the regional council of governments serving 119 cities and nine counties in the greater ██████████ area. Lauren oversaw ██████████ work in emergency services, 911 communications, affordable housing, workforce development and other shared services, including the ██████████, ██████████ public service training and consulting arm. At EverStrive, Lauren's current projects include two organizational assessments for mid-sized cities and a strategic planning process for a regional council of governments. Lauren is an ICMA Credentialed Manager who has a strong reputation for getting to the heart of the matter, maintaining a high level of productivity across diverse service lines, and developing talent so teams can achieve their best.

Meredith Hauck, EverStrive Co-Founder and Partner, is a skilled public sector executive who has spent most of her career in local government in the ██████████ region as an assistant city manager with a focus on internal services, community relations, and special projects. In addition to her work in local government, Meredith was a Senior Consultant with ██████████ for three years and managed numerous search processes for leadership positions in private, public, and non-profit agencies. Meredith started her own consulting firm in 2021 and has been working with communities and organizations across the country since then as a strategic consultant, facilitator, and executive coach, as well as serving in numerous interim roles. Her current projects at EverStrive include a strategic planning process for a statewide non-profit client and a team development retreat for a city department. Meredith achieved ICMA Credentialed Manager status when she worked in local government and is known for her ability to get up to speed quickly; her thorough, direct, and innovative approach to the work; and her deep understanding of how to navigate public sector, community, and team dynamics.

STRATEGY AND IMPLEMENTATION PLAN

— “ —

WHERE BIG IDEAS MEET A WHOLE LOTTA GET IT DONE.

— ” —

At EverStrive, our approach is simple - we work alongside you to design projects and processes that produce the results you need to make things happen. Our proposed approach is **flexible and adaptable**. The details described herein may shift as we learn more about your desired outcomes. We are prepared to pivot as needed to ensure you get exactly what you need from this project, without unexpected costs or unnecessary delays. Based on our understanding of the RFP, the key elements of our proposal are as follows:

- Phase 1: Insight Gathering and Council Workshop
- Phase 2: Staff Workshop and Final Report



PHASE 1 | Weeks 1-5

Project Kickoff | Internal Project Team

Upon contract execution, EverStrive Solutions will meet virtually with the city manager and any others involved with coordinating this work. We will use this opportunity to affirm the project approach, set communication protocols for smooth project management, and gather further direction about the desired project outcomes.

Insight Gathering

To prepare for the retreat, the EverStrive team review the City's 2020 Comprehensive Plan and become familiar with the vision and guiding principles. EverStrive will then schedule 30-minute one-on-one meetings with each member of the City Council. The purpose of these conversations is twofold: (1) to build an initial rapport between the facilitators and the council members prior to the retreat, and (2) to gather preliminary information about priorities and desired outcomes to help the facilitators shape the retreat agenda.

We recommend administering an electronic survey to the full senior management team (department directors and city manager's office) to gather additional staff input. Following this pre-workshop insight gathering, EverStrive will meet with the city manager and/or designee(s) to finalize the retreat agenda. All advance preparation meetings will be conducted in a virtual format via Microsoft Teams unless otherwise negotiated.

City Council Workshop – Part 1

We recommend that the workshop be split over two consecutive days to achieve the two objectives listed in the RFP, for example (specific dates and times are negotiable):

- Friday evening (4 pm to 7 pm – dinner included) – focus on team building and setting expectations for a high-functioning organization
- Saturday morning (8am to 1pm – breakfast and lunch included) – focus on establishing high-level goals and City Council priorities

EverStrive recommends using the Four Tendencies Framework as a tool to deepen the working relationships among the City Council and set expectations for a high-functioning organization. This framework focuses on how individuals respond to expectations and helps build a shared language among the team, gain an understanding of how the group naturally operates, and helps identify the project management approaches and communications/conflict resolution tools that align best to ensure success. The Four Tendencies test is free to take and there are no additional fees for utilizing this tool.

EverStrive has experience with numerous other facilitation tools and strategies such as council-staff roles/relations, competing values, project management, and high-performance organizations. Once we learn more about your organization and your desired outcomes, we will customize a workshop agenda to meet your needs.



City Council Workshop – Part 2

On the second day of the retreat, we will guide the council through facilitated exercises to define success for the City of Grand Junction then brainstorm ideas to achieve success. Ideas will be grouped into themes and narrowed using a priority-setting process that encourages teamwork and collaboration. After the Council identifies priorities, and if time allows, we often engage staff to begin identifying strategies to support the high-level goals (optional at this stage).

PHASE 2 | Weeks 6-9

Executive Leadership Workshop

EverStrive Solutions will conduct a 3-4 hour staff workshop with the executive leadership staff identified by the city manager. We will facilitate a process to have staff populate measurable strategies to support the Council's goals. We have experience facilitating staff implementation workshops in both virtual and in-person formats.

Follow Up and Final Report:

Following the staff workshop, EverStrive will provide a summary report documenting the work completed throughout the project and outlining the goals and strategies. EverStrive will include any relevant recommendations for subsequent work to ensure achievement of the priorities identified. EverStrive will meet with city leadership to review the final report and incorporate any changes requested.

PROJECT MANAGEMENT PROTOCOLS AND ETHICS

EverStrive will schedule and facilitate regular check-in meetings with the Grand Junction team assigned to this project at jointly identified milestones. Check-in meetings ensure progression and alignment with the project goals and outcomes. EverStrive Solutions uses the Microsoft Office 365 suite of productivity tools including Microsoft Teams (collaboration and file storage) and Zoho Projects (project management). All project details and deliverables will be built in a custom project board unique to this engagement. Task tracking is automated with full visibility by both consulting partners to ensure adherence to all project deadlines and expectations.

EverStrive has built a reputation for efficiently and effectively completing projects on time and on budget while meeting client expectations. Both company owners are members of the International City-Council Management Association (ICMA) and adhere to a professional Code of Ethics that demands the highest standards of ethical conduct and integrity.

PROJECT SCHEDULE



Grand Junction Strategic Planning Facilitation		MONTH	MAY					JUNE					JULY					
		WEEK	1	2	3	4	5	6	7	8	9							
		DAY	5-8	9-11	12-15	16-18	19-22	23-25	26-29	30-1	2-5	6-8	9-12	13-15	16-19	20-22	23-26	27-1
PHASE	PROJECT COMPONENT																	
Phase 1	Project Kickoff Internal Project Team																	
	Review 2020 Comprehensive Plan																	
	One-on-One Interviews with City Council																	
	Senior Management Team Survey																	
	Review and Finalize Workshop Agenda																	
	City Council Workshop																	
Phase 2	Executive Leadership Strategy Workshop																	
Final Report	Prepare Draft Report																	
	Review Draft Report with Staff																	
	Incorporate Edits and Finalize Report																	

All dates are subject to change based on input and availability from City of Grand Junction.



PROJECT EXPERIENCE AND REFERENCES

Below are examples of prior relevant experiences with similar services and organizations who can verify our styles and contributions.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]



[REDACTED]

[REDACTED]

[REDACTED]

There were no variations from expected outcomes or deviations in scope or cost for these projects.

OTHER RECENT OR ACTIVE RELEVANT EXPERIENCE

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]



INSURANCE EXCEPTIONS

EverStrive Solutions does not carry Cyber Liability or Worker's Compensation insurance. EverStrive does not have non-owner employees and is not legally required to carry Worker's Compensation coverage in the State of Missouri or State of Colorado. If awarded this contract, EverStrive Solutions will file a Rejection of Coverage for Corporate Officers or Limited Liability Company (LLC) Members and Construction Industry Partners or Sole Proprietors with the Colorado Department of Labor and Employment.

If the exceptions noted cannot be waived for this engagement, EverStrive Solutions can procure additional liability coverage at the limits requested in Section 3.0 of the RFP, as follows:

- Worker's Compensation coverage - a one-time flat fee of \$500 that will be invoiced with the first invoice.
- Cyber Liability coverage – to be determined

SUPPORTING MATERIALS

The following supporting materials are attached as exhibits to the proposal:

1. Meredith Hauck Resume
2. Lauren Palmer Resume
3. WBE Certificate
4. Certificate of Insurance
5. W-9

MEREDITH HAUCK



RELEVANT EXPERIENCE

- **EverStrive Solutions, LLC | Public Sector Consultants** **August 2024 - Present**
Partner and Co-Founder
- [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]
- [REDACTED] [REDACTED]

PROFESSIONAL DEVELOPMENT

- **Senior Executive Institute Graduate.** University of Virginia Darden School of Business. 2012.
- **International City-County Management Association Credentialed Manager (ICMA-CM).** 2016 - 2021
- **Certified Professional and Executive Coach.** World Coach Institute. Since 2019.
- **Business Leadership Certificate.** Johnson County Community College. 2019.
- **Leadership Northeast.** Northeast Johnson County Chamber of Commerce. Class of 2019
- **Leadership ICMA.** International City/County Management Association. Class of 2013.
- **Leadership Northland.** Northland Regional Chamber of Commerce. Class of 2008.
- **Emerging Leaders Development Program.** International City/County Management Association. 2010.

VOLUNTEERISM

- **KU MPA Program Practitioner in Residence |** Class of 2016, Class of 2020, and Class of 2026
- **Kansas City Women’s Chamber of Commerce, Co-Founder + Board Chair (2016) |** 2016 – 2020
- **Girls on the Run Serving Greater Kansas City, Board Chair (2012-2014) and Vice Chair |** 2012 – 2016
- **Commercial Real Estate Women (CREW), Board Secretary (2019-2020) and Program Chair (2017-2019)**
- **Midwest Public Risk Public Sector Insurance Pool, Board of Directors (2014 - 2017)**
- **Northland Regional Chamber of Commerce, Youth Leadership Chair (2011- 2014)**

EDUCATION

Master of Public Administration
University of Kansas

Bachelor of Journalism, Strategic Communications
University of Kansas

LAUREN PALMER



RELEVANT EXPERIENCE

- **EverStrive Solutions, LLC | Public Sector Consultants** **August 2024 - Present**
Partner
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

PROFESSIONAL DEVELOPMENT

- **Centurions Leadership Program.** Kansas City Area Chamber of Commerce. Class of 2019.
- **International City-County Management Association Credentialed Manager (ICMA-CM).** Since 2015.
- **Your Leadership Edge: Innovative Leadership for You and Your Community.** Kansas Leadership Center. 2011.
- **Flint Hills Regional Leadership Program,** Class of 2008.
- **Awards Evaluation Committee,** Vice Chair. International City/County Management Association. 2007 – 2010.
- **Emerging Leaders Development Program,** International City/County Management Association. Class of 2008 (Inaugural Class).

VOLUNTEERISM

- **Independence Square Association** (Missouri Main Street Connection), Board Member. January 2025 – present.
- **Women’s Employment Network,** Annual Luncheon Committee, January – April 2025.
- **Engaging Local Government Leaders (ELGL) GovLove Podcast,** Host. 2021 – present.
- **Local Initiative Support Corporation (LISC) Greater Kansas City,** Local Advisory Board. 2020 – present.
- **Truman Library Institute,** Wild About Harry Fundraising Committee, 2020 – present.
- **United Way of Greater Kansas City,** Women United Advisory Cabinet. 2016 – 2020.

EDUCATION

Master of Public Affairs
Indiana University School of Public and Environmental Affairs

Bachelor of Arts in Political Science
University of Missouri



*Kenneth J. Zellers
Commissioner*

*Claudia Browner
Acting Director*

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
OFFICE OF EQUAL OPPORTUNITY

THIS CERTIFIES THAT

EverStrive Solutions

Qualifies as a Woman-Owned Business Enterprise which has met the eligibility criteria established by the State of Missouri, Office of Administration.

A handwritten signature in cursive script, appearing to read "Claudia Browner".

Claudia Browner, Acting Director, Office of Equal Opportunity

Certification Number: 22737

Date of Issue: 11/21/2024

Date of Expiration: 11/21/2025

- ❖ *Date of Expiration is only valid with completion of Annual Update / Recertification prior to the anniversary date.*
- ❖ *Current certification status of the above mentioned firm can be verified on the Office of Equal Opportunity Directory's website at: <https://apps1.mo.gov/MWBCertifiedFirms/>*

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) EVERSTRIVE SOLUTIONS LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. 907 W TRUMAN ROAD	Requester's name and address (optional)
	6 City, state, and ZIP code INDEPENDENCE, MO 64050	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
			-			-			
or									
Employer identification number									
9	9	-	2	3	1	9	0	1	5

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date January 3, 2025
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/01/2025

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 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 MYLO LLC/PHS 37280150 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME: PHONE (A/C, No, Ext): (866) 467-8730		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC#	
INSURED EverStrive Solutions 907 W TRUMAN RD INDEPENDENCE MO 64050	INSURER A: Property and Casualty Insurance Company of Hartford	34690	
	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	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability	X		37 SBM BJ3MJX	09/01/2024	09/01/2025	EACH OCCURRENCE	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
							MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			37 SBM BJ3MJX	09/01/2024	09/01/2025	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED: RETENTION \$						EACH OCCURRENCE	
							AGGREGATE	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTHER
							E.L. EACH ACCIDENT	
							E.L. DISEASE -EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
	Professional Liability			37 SBM BJ3MJX	09/01/2024	09/01/2025	Each Claim Limit	\$1,000,000
							Aggregate 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. City, its elected and appointed Officials, employees and volunteers are additional insureds per the Blanket Additional Insured By Contract Endorsement, Form SL 30 32.

CERTIFICATE HOLDER

City of Grand Junction, Colorado
 250 N 5TH ST
 GRAND JUNCTION CO 81501-2628

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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