

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF DORAL
AND
PROGRESS PARTNERS CONSULTING, LLC
FOR
STRATEGIC PLANNING SERVICES**

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter referred to as the “Agreement”) is made by and between the **CITY OF DORAL**, a Florida municipal corporation, (hereinafter referred to as “City”), and **PROGRESS PARTNERS CONSULTING LLC**, a Florida corporation authorized to do business in the State of Florida (hereinafter referred to as “Consultant”), whose Federal I.D. # is 82-4980328.

WHEREAS, the City is in need of professional strategic planning consulting services to develop and draft a strategic plan for the City as more particularly set forth in Attachment “A” (“Services”); and

WHEREAS, Consultant has experience in the field of public and private sector business processes and organizational development, and is able to provide the Services; and

WHEREAS, Section 2-323 of the City’s Code of Ordinances provides that professional services are exempt from competitive bidding procedures; and

WHEREAS, the Consultant is willing and able to perform such professional services for the City within the basic terms and conditions set forth in this Agreement, and its proposal to the City, attached hereto as Attachment “A”, and incorporated herein by reference, in an amount not to exceed Fourteen Thousand Dollars (\$14,000.00); and

NOW THEREFORE, in consideration of the mutual terms, conditions, promises, and covenants set forth below, the City and Consultant agree as follows:

SECTION 1 RECITALS

1.1 The Recitals set forth above are hereby incorporated into this Agreement and made a part hereof for reference.

SECTION 2 SCOPE OF SERVICES

2.1 The Consultant will provide comprehensive strategic planning services to the City as specified in Consultant’s proposal attached hereto as Attachment “A”, and incorporated herein by reference (“Services”).

2.2 The Services shall be performed by Consultant to the full satisfaction of the City. Consultant agrees to furnish all labor and material in a good and workmanlike and professional manner to perform Services. Consultant agrees to have a qualified representative to audit and inspect the Services provided on a regular basis to ensure all Services are being performed in

accordance with the City's needs and pursuant to the terms of this Agreement and shall report to the City accordingly. Consultant will require its employees to perform their work in a manner befitting the type and scope of work to be performed.

2.3 Consultant agrees that time is of the essence, and the Consultant shall complete each deliverable for the Services within the timeframes set forth in Attachment "A", unless extended by the City Manager in writing.

2.4 In the event that the Consultant fails to complete the Services pursuant to the terms of this Agreement and City must undertake the completion of performance of Services, Consultant agrees to indemnify the City for all costs incurred with respect to the completion of those Services and any damages the City may suffer as a result of the Consultant's failure to perform the Services.

SECTION 3 COMPENSATION AND PAYMENT

3.1 As the entire compensation under this Agreement, in whatever capacity rendered, the City shall pay Consultant for all charges and tasks under this Agreement in a maximum amount not to exceed Fourteen Thousand Dollars (\$14,000.00), subject to the terms of this Agreement and payable as follows:

3.1.1. Disbursements. There are no reimbursable expenses associated with this Agreement. If City requests Consultant to incur expenses not contemplated, Consultant shall notify the City's representative in writing and obtain their approval in writing prior to incurring such expenses.

3.1.2 Payment Schedule. If Services have been rendered in conformity with the Agreement, payment for Services rendered shall be as follows:

3.1.2.1 Four Thousand Six Hundred Sixty-Six Dollars and Sixty-Seven Cents (\$4,666.67) upon delivery and successful completion of the "AIM" Activities as described in Attachment "A";

3.1.2.2 Four Thousand Six Hundred Sixty-Six Dollars and Sixty-Seven Cents (\$4,666.67) upon delivery and successful completion of the "ALIGN" Activities as described in Attachment "A"; and

3.1.2.3 Four Thousand Six Hundred Sixty-Six Dollars and Sixty-Seven Cents (\$4,666.67) upon delivery and successful completion of the "ACHIEVE" Activities as described in Attachment "A".

Invoices received from the Consultant pursuant to this Agreement will be reviewed by the City. If Services have been rendered in conformity with the Agreement, the invoice will be sent to the Finance Department for payment. Invoices must reference the contract number assigned hereto. Invoices will be paid in accordance with the State of Florida Prompt Payment Act.

3.1.3 Availability of Funds. The City's performance and obligation to pay under this Agreement is contingent upon an annual appropriation for its purpose by the City Council.

3.1.4 Final Invoice. In order for both parties herein to close their books and records, the Consultant will clearly state "final invoice" on the Consultant's final/last billing to the City. This certifies that all services have been properly performed and all charges and costs have been invoiced to the City. Since this account will thereupon be closed, any other additional charges, if not properly included on this final invoice, are waived by the Consultant.

3.2 Consultant shall make no other charges to the City for supplies, labor, taxes, licenses, permits, overhead or any other expenses or costs unless any such expense or cost is incurred by Consultant with the prior written approval of the City. If the City disputes any charges on the invoices, it may make payment of the uncontested amounts and withhold payment on the contested amounts until they are resolved by agreement with Consultant. Consultant shall not pledge the City's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. The Consultant further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

SECTION 4 TERM

4.1 The term of this Agreement shall commence on the Effective Date and shall remain in effect for a period not to exceed six (6) months (the "Initial Term"). The Parties may renew this Agreement by written agreement of the Parties for such periods as mutually-acceptable (each such period, a "Renewal"). The Initial Term, plus the Renewal(s) shall be referred to as the "Term."

SECTION 5 TERMINATION

5.1 Termination for Breach. If, through any cause within reasonable control, the Consultant shall fail to fulfill in a timely manner or otherwise violate any of the covenants, agreements or stipulations material to this Agreement, the City shall have the right to terminate the Services then remaining to be performed. Prior to the exercise of its option to terminate for cause, the City shall notify the Consultant of its violation of the particular terms of the Agreement and grant Consultant ten (10) days to cure such default. If Consultant fails, refuses or is unable to perform any term of this Agreement, City shall pay for services rendered as of the effective date of termination.

5.1.1 In the event of termination, all finished and unfinished documents, data and other work product prepared by Consultant shall be delivered to the City and the City shall compensate the Consultant for all Services satisfactorily performed prior to the date of termination, as provided in Paragraph 3 herein.

5.1.2 Notwithstanding the foregoing, the Consultant shall not be relieved of liability to the City for damages sustained by it by virtue of a breach of the Agreement by Consultant and the City may reasonably withhold payment to Consultant for the purposes of set-off until such time as the exact amount of damages due the City from the Consultant is determined.

5.2 Termination for Convenience of City. The City may, for its convenience and without cause terminate the Services then remaining to be performed at any time by giving Consultant thirty (30) days written notice. The terms of Paragraph 5.1.1 and 5.1.2 above shall be applicable hereunder.

5.3 Termination for Insolvency. The City also reserves the right to terminate the remaining Services to be performed in the event the Consultant is placed either in voluntary or involuntary bankruptcy or makes any assignment for the benefit of creditors.

5.4 The Consultant shall transfer all books, records, reports, working drafts, documents, maps, and data pertaining to the Work to the City, in a hard copy and electronic format specified by the City within 14 days from the date of the written notice of termination or the date of expiration of this Agreement.

SECTION 6 CITY'S RESPONSIBILITIES

6.1 Assist the Consultant by placing at its disposal all reasonably available information as may be requested in writing by the Consultant and allow reasonable access to all pertinent information relating to the Services to be performed by the Consultant.

6.2 Furnish to the Consultant, at the Consultant's request, all existing studies, reports and other reasonably available data pertinent to the Services to be provided by the Consultant.

6.3 Arrange for access to and make all reasonable provisions for the Consultant to enter upon City's public property as required for the Consultant to perform services.

6.4 In the event that Consultant believes that City is not reasonably complying with the requirements of Sections 6.1, 6.2 and 6.3 above, Consultant shall immediately provide written notice within three (3) days of such non-compliance to the City, absent which Consultant shall be deemed to have waived such non-compliance by City.

SECTION 7 NON-DISCRIMINATION

7.1 The Consultant agrees to comply with all local and state civil rights ordinances and with Title VI of the Civil Rights Act of 1984 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Title 1 of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11248 as amended by Executive Orders 11375 and 12086.

7.2 The Consultant will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The Consultant will take affirmative action to insure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be

provided by the City setting forth the provisions of this non-discrimination clause. The Consultant agrees to comply with any Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 708), which prohibits discrimination against the handicapped in any Federally assisted program.

SECTION 8 CONFLICTING PROVISIONS

8.1 Except as otherwise provided in this Agreement, if any provision contained in this Agreement conflicts with any provisions in Consultant's proposal in Attachment "A", the provision contained in this Agreement shall govern and control.

SECTION 9 OWNERSHIP OF DOCUMENTS/DELIVERABLES

9.1 All finished or unfinished documents, including, but not limited to, draft reports, final reports, detailed reports, studies, calculations, plans, models, photographs, and all other data pertaining to or prepared for the City or furnished by the Consultant pursuant to this Agreement shall be and shall remain at all times, throughout the Term and thereafter, the property of the City, whether the purpose for which they are made is completed or not, and shall be delivered by the Consultant to City within ten (10) calendar days after receipt of written notice requesting delivery of said documents. The Consultant shall have the right to keep one record set of the documents upon completion of the Services; however, in no event shall the Consultant use, or permit to be used, any of the documents without the City's prior written authorization.

9.2 At the conclusion of the Services and before final payment, or from time to time as may be required by the City, the Consultant shall release and deliver to the City any and all such originals; provided, however, that the Consultant may, with the City's approval, reproduce such originals for the purpose of the Consultant's record file of the Services. The Consultant shall not sell, copy, or reuse any work product prepared pursuant to this Agreement, in total or in part for any other project, except with the prior written permission of the City.

SECTION 10 AUDITS

10.1 The Consultant shall make available to the City or its representative all required financial records associated with the Agreement for a period of three (3) years.

SECTION 11 INDEPENDENT CONTRACTOR

11.1 The Consultant is an independent contractor and shall be treated as such for all purposes. Nothing contained in this Agreement or any action of the parties shall be construed to constitute or to render the Consultant an employee, partner, agent, shareholder, officer or in any other capacity other than as an independent contractor other than those obligations which have been or shall have been undertaken by the City. Consultant shall be responsible for any and all of its own expenses in performing its duties as contemplated under this Agreement. The City shall not be responsible for any expense incurred by the Consultant. The City shall have no duty to withhold any Federal income taxes or pay Social Security and that such obligations shall be that of the Consultant, other than those set forth in this Agreement. Consultant shall furnish its own

transportation, office and other supplies as it determines necessary in carrying out its duties under this Agreement.

SECTION 12 INDEMNIFICATION AND WAIVER OF LIABILITY.

12.1 The Consultant agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials and employees from and against claims, damages, losses and expenses (including but not limited to attorney’s fees, arbitration costs, and costs of appellate proceedings) relating to, arising out of or resulting from the Consultant’s negligent acts, errors, mistakes or omissions relating to professional services in the performance of this Agreement. The Consultant’s duty to defend, hold harmless and indemnify the City, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to impairment, or destruction of tangible property including loss of use resulting therefrom, caused by any negligent acts, errors, mistakes or omissions related to professional services in the performance of this Agreement including any person for whose acts, errors, mistakes or omissions the Consultant may be legally liable. The parties agree that One Hundred Dollars (\$100.00) represents specific consideration to the Consultant for the indemnification set forth in this Agreement.

SECTION 13 INSURANCE

13.1 The Consultant shall secure and maintain throughout the duration of this Agreement professional liability insurance in such amounts as required for Consultant to operate its business.

13.2 The City may require proof of the aforementioned insurance prior to the commencement of the Services. The City further reserves the right to solicit additional coverage, or require higher limits of liability as needed.

SECTION 14 NOTICES

14.1 Whenever either party desires to, or is required to give notice to the other, it must be given by written notice, sent by certified United States mail with return receipt requested or other commercial overnight delivery services, addressed to the party for whom it is intended, at the place last specified, and the place for giving notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective places for giving of notice, to wit:

<p>If to the City:</p>	<p>Barbara Hernandez City Manager City of Doral, Florida 8401 NW 53rd Terrace Doral, Florida 33166</p>	<p>With a copy to: City Attorney City of Doral, Florida 8401 NW 53rd Terrace Doral, Florida 33166</p>
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If to the Consultant:	Progress Partners Consulting LLC Sergio Arturo Tigera 9970 SW 20 Street Miami, FL 33165	
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SECTION 15 ATTORNEYS' FEES AND WAIVER OF JURY TRIAL.

15.1 In the event of any litigation arising out of this Agreement, each party shall be responsible for their attorneys' fees and costs, including the fees and expenses of any paralegals, law clerks and legal assistants, and including fees and expenses charged for representation at both the trial and appellate levels.

15.2 In the event of any litigation arising out of this Agreement, each party hereby knowingly, irrevocably, voluntarily and intentionally waives its right to trial by jury.

SECTION 16 COMPLIANCE WITH LAW.

16.1 Consultant shall comply with all laws, regulations and ordinances of any federal, state, or local governmental authority having jurisdiction with respect to this Agreement (“Applicable Laws”) and shall obtain and maintain any and all material permits, licenses, approvals and consents necessary for the lawful conduct of the activities contemplated under this Agreement.

SECTION 17 GOVERNING LAW.

17.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Venue shall be in Miami-Dade County, Florida.

SECTION 18 TIME IS OF THE ESSENCE

18.1 All limitations of time set forth in this Agreement are of the essence.

SECTION 19 PUBLIC RECORDS

19.1 The CONSULTANT shall comply with all applicable requirements contained in the Florida Public Records Law (Chapter 119, Florida Statutes), including but not limited to any applicable provisions in Section 119.0701, Florida Statutes. To the extent that the CONSULTANT and this Agreement are subject to the requirements in Section 119.0701, Florida Statutes, the CONSULTANT shall:

19.1.1 keep and maintain public records required by the CITY to perform the services provided hereunder;

19.1.2 upon request from the CITY'S custodian of public records, provide the CITY with a copy of the requested records or allow public records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

19.1.3 ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the CONSULTANT does not transfer the records to the CITY; and

19.1.4 upon completion of the Agreement, transfer, at no cost, to the CITY all public records in the possession of the CONSULTANT or keep and maintain public records required by the CITY to perform the service. If the CONSULTANT transfers all public records to the CITY upon completion of the Agreement, the CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of the Agreement, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY'S custodian of public records, in a format that is compatible with the information technology systems of the CITY. If the CONSULTANT fails to comply with the requirements in this Section 19, the CITY may enforce these provisions in accordance with the terms of this Agreement. If the CONSULTANT fails to provide the public records to the CITY within a reasonable time, it may be subject to penalties under Section 119.10, Florida Statutes.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS AT 305-593-6730, CITYCLERK@CITYOFDORAL.COM, 8401 NW 53RD TERRACE, DORAL, FLORIDA 33166.

SECTION 20 SCRUTINIZED COMPANY

20.1 Pursuant to Section 287.135, Florida Statutes, CONSULTANT certifies that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to Section 215.4725, Florida Statutes and that it is not engaged in a boycott of Israel.

20.2 Pursuant to Section 287.135, in the event the Agreement is for one million dollars or more, CONSULTANT certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List created pursuant to Section 215.473, Florida Statutes; and CONSULTANT further certifies that it is not engaged in business operations in Cuba or Syria.

20.3 Pursuant to Section 287.135, Florida Statutes, CITY may, at the option of the City Council, terminate this Agreement if CONSULTANT is found to have submitted a false certification as

provided under subsection 287.135(5), Florida Statutes; has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel; has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; or has been engaged in business operations in Cuba or Syria.

SECTION 21 E-VERIFY.

21.1 Florida Statute 448.095 directs all public employers, including municipal governments, to verify the employment eligibility of all new public employees through the U.S. Department of Homeland Security's E-Verify System, and further provides that a public employer may not enter into a contract unless each party to the contract registers with and uses the E-Verify system. Florida Statute 448.095 further provides that if a Consultant enters into a contract with a subcontractor, the subcontractor must provide the Consultant with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

In accordance with Florida Statute 448.095, Consultant is required to verify employee eligibility using the E-Verify system for all existing and new employees hired by Consultant during the contract term. Further, Consultant must also require and maintain the statutorily required affidavit of its subcontractors. It is the responsibility of Consultant to ensure compliance with E-Verify requirements (as applicable). To enroll in E-Verify, employers should visit the E-Verify website (<https://www.e-verify.gov/employers/enrolling-in-e-verify>) and follow the instructions. The Consultant must retain the I-9 Forms for inspection, and provide the attached E-Verify Affidavit, attached hereto as Attachment "B".

SECTION 22 MISCELLANEOUS.

22.1 In the event any provision of this Agreement is found to be void and unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall nevertheless be binding upon the parties with the same effect as though the void or unenforceable provisions had been severed and deleted.

22.2 This Agreement may be executed in multiple identical counterparts, each of which shall be deemed an original for all purposes.

22.3 This Agreement shall constitute the entire agreement between the parties with respect to the subject matter hereof, and it shall supersede all previous and contemporaneous oral and written negotiations, commitments, agreements and understandings relating hereto.

22.4 Any modification of this Agreement shall be effective only if in writing and signed by the parties to this Agreement.

22.5 No waiver of any provision of this Agreement shall be valid or enforceable unless such waiver is in writing and signed by the party granting such waiver.

22.6 Headings are for convenience of reference only and shall not be considered in any interpretation of this Agreement.

IN WITNESS WHEREOF, the parties execute this Agreement on the respective dates under each signature:

Attest:

CITY OF DORAL



Connie Diaz, City Clerk

By: 

Barbara Hernandez, City Manager

Date: 4/4/2023

Approved As To Form and Legal Sufficiency for the Use
And Reliance of the City of Doral Only:



Valerie Vicente, Esq. for
Nabors, Giblin & Nickerson, P.A.
Interim City Attorney

PROGRESS PARTNERS CONSULTING LLC


By: Sergio Tiberia
Its: President
Date: 4/7/23

ATTACHMENT "A"
SCOPE OF SERVICES



February 18th, 2023

Barbie Hernandez
City Manager
City of Doral
8401 NW 53rd Avenue
Doral, FL 33136

Dear Barbie:

I am delighted to present to you a customized proposal for strategic planning consulting services for the City of Doral, FL. I am confident that the program and processes outlined below will provide valuable strategic guidance and direction for the organization.

I am looking forward to discussing the proposal in more detail and making any changes, additions or modifications as needed to specifically address each area of development. Together, we will create a comprehensive and valuable strategic plan which will guide the success of the organization for years to come.

Sincerely,

A handwritten signature in black ink that reads 'Sergio Tigera'. The signature is fluid and cursive, with a large, sweeping initial 'S'.

Sergio Tigera
CEO
Progress Partners Consulting, LLC

Enclosure

1825 Ponce de Leon Blvd #366
Coral Gables, FL 33134
www.progresspartnersconsulting.com
786.457.0113





1. SITUATIONAL ASSESSMENT

The City of Doral would like to develop a strategic plan that will guide and inspire the organization over the next 3-5 years. With a new Mayor and new council members, the timing is ideal to develop a strategic plan, inspired by a unified vision and shared values, aligned by organizational goals and objectives, and the specific actions and initiatives to achieve them.

2. OBJECTIVE

The objective and deliverables of this engagement are structured into three steps: **AIM**, **ALIGN**, and **ACHIEVE**.

- I. **AIM:** The AIM process will review the **Mission Statement** (purpose for existence), develop a compelling **Vision Statement** for the community (future state), identify shared **Strategic Objectives** of elected officials (common ground), and identify the **Organizational Values** that will guide the way employees act and behave in pursuit of these goals. In summary, it identifies the target (where we want to be) and how we will work together to get there.
- II. **ALIGN:** Next, we align departmental **SMART goals** to the Vision and Strategic Objectives to ensure that the organization is clearly supporting and effectively pursuing its goals. This involves setting specific, measurable, achievable, relevant, and time-bound (SMART) goals that are aligned with the overall overall vision and and goals.
- III. **ACHIEVE:** The achieve process sets the organization up achieve results. In this step, a **communication strategy** will be created to ensure that the community understands the plan. This will be a 1–2-page high-level version of the plan will be developed created to communicate to constituents, in an easy to understand and visual plan. Finally, a **governance plan**, will also be provided to manage the execution of the strategy, to track and monitor progress.



3. METHODOLOGY

The following sections describes the process methodology:

- I. **AIM:** Communicate expectations of the process. Review/revise Vision, Mission, identify values, and document strategic objectives.
 - **Initial Interviews and Meetings:**
 - **March 16th-17th, 2023:** Meetings with individual elected officials and City Manager/Deputy City Manager (5 meetings).
 - **March 17th, 2023:** Collective meeting with City Manager's Office and Department Heads (1 meeting with CM/DCM and Department Heads).
 - Orient leaders on the process and their role in goal alignment.
- II. **ALIGN:** Develop a unified mission, vision, and set of values, developed and agreed-upon by the city leadership team. Identify Strategic Objectives and SMART Goal alignment.
 - **Strategic Planning Workshop – Day 1:**
 - **April 6th, 2023 (full day):** Finalize Mission, Vision, Values and Strategic Objectives.
 - Participants include elected officials and department heads.
 - **Strategic Planning Workshop – Day 2:**
 - **April 7th, 2023 (half day):** Alignment & Accountability of departmental SMART Goals with Strategic Objectives.
 - Participants include department heads only. Develop departmental level goals and key initiatives that support achievement of strategic goals with owners and timeframes. Recap, additional feedback, and next steps.
- III. **ACHIEVE:**
 - **Develop and deliver the strategic plan document to the City Manager:**
 - **Develop a recommended governance plan to monitor and ensure progress and achievement:**



4. VALUE

The development of a strategic plan is critical for a city government to achieve its goals, allocate resources effectively, and enhance collaboration and decision-making. It also promotes transparency and accountability, thereby building trust with the community.

- **Sets Priorities:** It identifies priorities and focuses resources and efforts on achieving goals. It ensures that the city government is aligned towards a common vision and mission, and avoids the wastage of resources on projects or initiatives that do not align with its goals.
- **Facilitates Resource Allocation:** The plan will enable the city to allocate its resources in a focused and efficient manner. It allows the city government to identify the critical areas where resources are required and allocate them to achieve maximum impact.
- **Enhances Coordination:** It enables the city government to coordinate its activities, both internally and with external stakeholders. It ensures that all departments and agencies are aligned and working towards the same goals, thereby improving communication, collaboration, and teamwork.
- **Improves Decision-Making:** The plan provides the city government with a framework for decision-making. It helps the government to evaluate various options and select those that are most likely to achieve its goals. It also helps to identify potential risks and develop contingency plans to manage them.
- **Promotes Accountability:** It establishes clear objectives and metrics for success. It allows the city government to track its progress and make adjustments as necessary. It also creates a culture of accountability, where departments and agencies are held responsible for achieving their goals.

5. ACCOUNTABILITIES

Progress Partners Consulting accountabilities include:

- Weekly or more frequent debriefs as requested.
- Response to questions within 24 hours.



Client accountabilities include:

- Email and cell phone access and 24-hour response.
- Documentation for employees and clients as needed.

We jointly agree:

- To immediately inform the other if any situations develop that could materially affect the outcomes and success of this project.

6. TERMS AND CONDITIONS

Fee for Service: \$14,000.00

- Includes travel to client.
- Invoice is due upon signing of agreement, or email confirmation.
- The quality of our work is guaranteed. If we do not meet your objective within these time frames and that fault is ours, we will refund your full fees. Otherwise, this contract is noncancelable for any reason, though you may postpone and reschedule.

7. AGREEMENT

Your signature and payment constitute acceptance of the terms and conditions herein. In lieu of your signature, we will proceed solely on the basis of your payment.

A handwritten signature in black ink that reads 'Sergio Tigera'.

Sergio Tigera
CEO
Progress Partners Consulting LLC
P: 786.457.0113
sergio@progresspartnersconsulting.com

A handwritten signature in blue ink that reads 'B.H.H.'.

Barbie Hernandez
City Manager
City of Doral
P: 305.593.6697
Barbie.hernandez@cityofdoral.com