EPIC

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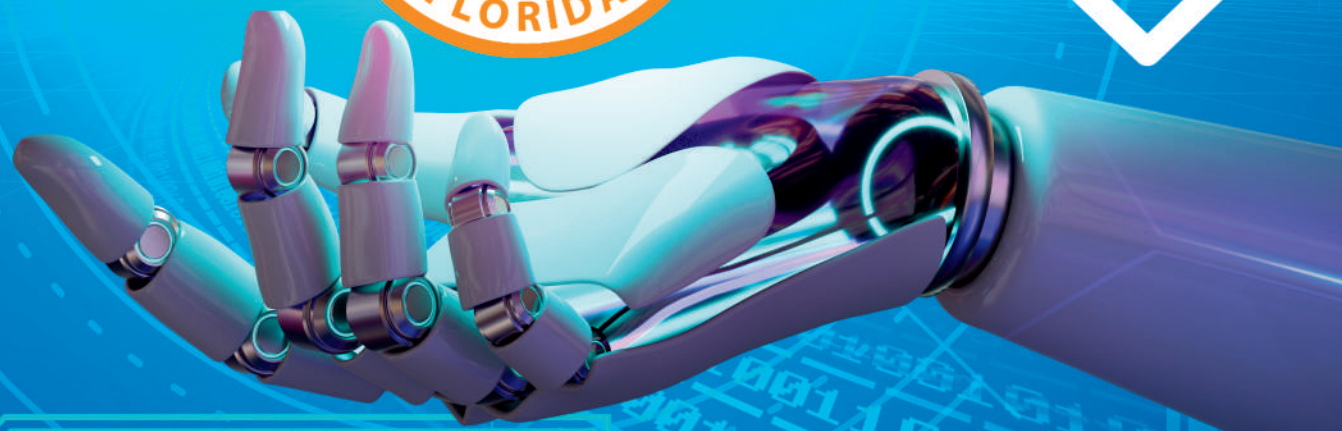
INFORMATION TECHNOLOGY MODERNIZATION CONSULTING SERVICES

CITY OF PORT ST. LUCIE

E-RFP: 0240019

DUE DATE: MARCH 1, 2024; 3:00PM



1049 Willa Springs Drive, Suite 1001
Winter Springs, FL 32708
(407) 381-3742

www.epicgroupllc.com

A. Contents

TAB 1 – FIRM QUALIFICATIONS

A. Cover Letter

March 1, 2024

Ms. India Barr
Procurement Contracting Officer I
City of Port St. Lucie

Re: E-RFP20240019 – Information Technology Modernization Consulting Services

The EPIC team carefully reviewed the requirements of this RFP. We understand importance that the City of Port St. Lucie (PSL) places on this project to creating and maintaining your high performing, customer focused digital services to continue making PSL a desired destination. The findings and recommendations from this project will have long-lasting positive impacts on the City, its citizens, staff, and stakeholders.

Our experienced, talented, and dedicated Florida-based delivery team is the right choice to meet and exceed your goals for this RFP. Our response to this RFP is included in the subsequent sections of this document. We appreciate your consideration for the opportunity for EPIC to deliver the highest quality services and deliverables to the City of Port St. Lucie.

We look forward to your favorable review of our qualifications. EPIC's authorized representatives for this project are shown below:

Company Name: EPIC Engineering & Consulting Group, LLC
1049 Willa Springs Drive, Suite 1001
Winter Springs, FL 32708
https://epicgroupllc.com/

Telephone Number: 407-381-3742

Project Manager: Julee Clark | julee@epicgroupllc.com | 321-217-5440

Primary Liaison: Prasad Chittaluru | prasad@epicgroupllc.com | 407-415-6522

We look forward to having the opportunity to introduce you to our business and technical team so that we may demonstrate our qualifications to your team in person. We look forward to the partnering with the City of Port St. Lucie on this important project.

Sincerely,

Prasad Chittaluru, PhD, PE, PMP, BCEE, G...
CEO, EPIC Engineering & Consulting Group, LLC

B. Brief History

EPIC Engineering & Consulting Group, LLC (EPIC) is a Florida-registered technology and management consulting solutions firm that brings to the City of Port St. Lucie (PSL), a dedicated, motivated, and highly experience professionals who have served as consultants on dozens of complex and high-profile public and private sector projects. Through a single-minded focus on customer services and delivery of smart, sustainable, scalable and cost-effective solutions to our clients, EPIC has established a customer footprint that extends across the United States and includes successful project completion in Florida, Montana, Ohio, South Dakota, Washington DC, and the State of Washington. We are proud to serve many prestigious public sector clients, including the State of Florida Department of Transportation, Florida Department of Agriculture & Consumer Services, Florida's Turnpike Enterprise, Central Florida Expressway Authority, Greater Orlando Aviation Authority, Orange County, FL, Seminole County, FL, Polk County, FL, South Dakota DOT, Seminole County Public Schools, St. Lucie County, Central Florida Tourism Oversight District, multiple Florida city governments including cities of Miami, Orlando, Oviedo, Winter Springs, Altamonte Springs, Coral Gables, as well as private clients including Disney, Cargill and TransCore. *EPIC is proud to serve these prestigious organizations, delivering business process optimization and enterprise digital transformation solutions that are helping them to become* ***Smart Cities and Smart Organizations****.*

Since our inception in 2006, ***EPIC has completed over 500 projects*** primarily focused on state and local government clients including utilities, public works, airports and school districts. Our projects have a common theme: *"How can we help our clients become more efficient, productive, and successful in serving their customers and citizens?"* Our passion for this business mission is evident in our business motto: ***Your Work, Simplified®***. with our relentless pursuit of this mission, EPIC has become a world-class team in analyzing and optimizing multiple aspects of our clients' operations, focusing on GIS and web applications and systems integration. EPIC brings a unique combination of functional and technical experience and expertise required for partnering with the City of Port St. Lucie (PSL) to successfully deliver the IT Modernization Services.

EPIC is a Microsoft Gold Partner and Esri Silver Partner. Our staff include Six Sigma Black belts, Project Management Professionals, Microsoft certified software development professionals, business analysts, GIS Professionals (GISP), professional engineers and planners. EPIC is uniquely qualified to assist the PSL team with the IT Modernization Project activities. We bring in proven experience and expertise in all four programs focus areas identified by the PSL team in the RFP:

1. Data-Driven Strategy and Implementation to support PSL Initiatives
2. Functional and Technical Business Analysis for Ideation, planning, and implementation of technology

3. Dashboarding and Visualization development efforts to support Business Intelligence initiatives.
4. Smart City Initiative

EPIC Management Team comprises of the following members.

- Prasad Chittaluru – President/CEO
- Addie Javed, PE – Vice President
- Dinesh Vardhan – Director of Technology
- Carey Greenlee – Director of Finance and HR
- Julee Clark – Manager of Operations and Project Delivery

EPIC Engineering & Consulting Group, LLC is wholly owned by its president, Prasad Chittaluru.

C. Form 330

As per Addendum 1, dated January 25, 2024, Form 330 is no longer required for this solicitation.

D. Key Individuals

EPIC has assembled a highly qualified and experienced team of professionals to serve the business needs identified by the City of Port St. Lucie (PSL) in this RFP. Each team member has adequate availability to perform any duties that may arise out of this RFP, and once engaged, will maintain their participation throughout the project at the extent needed to meet the PSL project delivery priorities. In addition, the business analysis and technology development teams at EPIC stand ready to meet the current requirements of the PSL with the flexibility to support future needs as they arise.

Our ***key project staff*** are listed below.

- Prasad Chittaluru, PhD, PE, GISP, PMP, Principal, Project Lead and Subject Matter Specialist
- Julee Clark, Sr. Project Manager
- Addie Javed, PE, Vice President, Subject Matter Specialist
- Sanjay Ranka, PhD, Smart Cities Technologies, AI/ML Subject Matter Specialist
- Dinesh Vardhan, Director of Technology
- John Schiebold, PMP, Principal Consultant, Sr. Business Analyst
- Maher Yassine, Technical Delivery Leader
- Satish Thota
- Jared Allen, Sr. GIS Programmer / Analyst
- Sindhura Pandrangi, GIS Developer
- Nagaraja Gumma, Software Developer
- Larry DiGioia, ITIL
- Eliana Moncaleano, Sr. Business Analyst
- Pankhuri Khare, Sr. Business Analyst
- Lindsay Hagen, Sr. Business Analyst

- Divya Mathi, Automation Software Developer
- Roselis Navas, Systems Analyst
- Alessandro Maccarrone
- Eduardo Valderramma
- Mark Satterlee, Subject Matter Expert
- Leslie Olson, Subject Matter Expert

Prasad Chittaluru, PhD, PE, GISP, PMP, Principal
Dr. Chittaluru has over 25 years of program and project management experience in enterprise software and GIS systems design, implementation and maintenance. He has extensive knowledge in working with schools, government agencies, DOTs, utilities, public works and businesses. He has served in various project roles including project engineer, lead technical professional, project manager, project principal and client manager. He has an excellent understanding of business needs of schools, cities, planning agencies, utilities, transportation agencies and public works departments. He has facilitated the development of many large enterprise information management systems for government agencies across the United States. He has served as project manager and technical professional on many enterprise IT/GIS systems planning, design and implementation, as well as utilities and transportation master planning projects.

As the Founder and CEO, Prasad has been with EPIC since its inception 16 years ago. During his tenure, Prasad has either lead or been a team member on over 300 projects.

Addie Javed, PE, CFM, Vice President / Subject Matter Expert
Mr. Javed is an accomplished executive management and municipal professional with over 28 years of experience in both public and private sectors. Nationally recognized by the Florida City and County Management Association, Engineering News Record, and National Civil Engineering News Magazine for exceptional commitment to public service. Experienced in management consulting, infrastructure asset management and business development, public services and municipal government, program management and maintenance operations, budgeting and financial management, economic development and grant administration, emergency management and response, compensation and classification, collective bargaining and union management, succession planning and employee development, media relations and performance strategies. Addie has been with EPIC for 1 year.

Julee Clark, Project Manager
Ms. Clark is a Six Sigma Black Belt with over 15 years' experience as a project manager and over 20 years' experience as an operations manager and senior business analyst offering versatile project management, project planning, office management, and marketing skills. She has extensive experience in needs assessment, business process analysis, requirements gathering, software quality assurance, user acceptance testing and post deployment technical support, business development and proposal coordination. She has strong communication and interpersonal skills and is a dedicated team player. Julee has been with EPIC for 8 plus years and has been a team member of 80 plus projects.

Dinesh Vardhan, Director of Technology
Mr. Vardhan is an experienced Solution Architect/Manager/Developer with over 22 years of experience and demonstrated a history of leadership in large cross-functional teams, influencing senior level management and key stakeholders. He is adept at problem-solving using innovative techniques. Skilled in

Requirements Analysis, Enterprise Software, Web 2.0, Agile Methodologies, and Software Project Management. Dinesh has been with EPIC for 5 years and has been a team member on 40 plus projects.

Sanjay Ranka, PhD

Dr. Ranka is a Distinguished Professor in the Department of Computer Information Science and Engineering at University of Florida and Principal Consultant on the EPIC Team for delivering Smart Cities solutions. His current research is on developing algorithms and software using Machine Learning, Internet of Things, GPU Computing and Cloud Computing for solving applications in Smart cities and Health Care. He is a fellow of the IEEE, AAAS, and AIAA (Asia-Pacific Artificial Intelligence Association) and a past member of IFIP Committee on System Modeling and Optimization. He was awarded the 2020 Research Impact Award from IEEE Technical Committee on Cloud Computing. He was also awarded the 2022 Distinguished Alumnus Award from Indian Institute of Technology, Kanpur. His research is currently funded by NIH, NSF, USDOT, DOE and FDOT.

Larry DiGioia, ITIL

Mr. DiGioia has over 20 years' experience as a senior project manager. He is an experienced strategic leader who provides exceptional leadership and direction for IT Departments to achieve appropriate level of technology that enables business departments to meet objectives while meeting security and audit requirements/compliance. He is a master at identifying ways to increase productivity/efficiency while decreasing costs. Skilled at planning, designing, and managing IT infrastructure, systems and strategies, ensuring project goals, scope, budget and timelines are clearly defined and accomplished. Larry is experienced at leading IT Teams to deliver system improvements that meet business objectives. Larry has been with EPIC for 4 years and has been a team member on 10 plus projects.

John Schiebold, PMP, Principal Consultant, Sr. Business Analyst

Mr. Schiebold has over 20 years of experience in water utilities business operations, business client services management, and data analytics. He has a special focus in implementing and utilizing asset management software development and developing new and innovative approaches to ongoing water and wastewater industry challenges. He has extensive experience in project management. John is a recent addition to the EPIC staff. His experience comes from his work with EMA, Inc., and as an independent consultant.

Maher Yassine, Delivery Lead

Mr. Yassine is a software development manager with over 20 years of expertise and management of Cloud Development, Multi Tenants SaaS, ERP Technologies, Service Oriented Architecture (SOA), n-Tier, Object Oriented Systems, and .NET Technologies. He is experienced in the entire Software Development Life Cycle (SDLC), project management, and management of cross-functional teams with 5 years of experience managing offshore outsourced projects and overall. Maher recently joined EPIC in January 2024. His experience comes from his work with cIvix, Assistrx, and Omnicell.

Satish Kumar Thota, Software Architect

Mr. Thota has over 15 years' experience in software development. He specializes in analysis, development, and implementation of internet/web applications. He is proficient in open-source and proprietary development environments, including ASP.NET, .Net Core, JavaScript, C#, AngularJS, Angular, HTML development. He has implemented a wide range of applications, including content and financial management tools.

Eliana Moncaleano, Senior Business Analyst
Ms. Moncaleano has over 6 years' experience as a Senior Business Analyst at EPIC Engineering & Consulting Group, LLC. She specializes in business process workflows, workshop documentation and quality assurance with the focus on testing web-based and client-server applications. She has a working knowledge of software testing, functional, regression, integration and mobile application testing.

Pankhuri Khare, Senior Business Analyst
Ms. Khare has over 5 years of experience in business analytics. She has a special focus in implementing and utilizing agile development and working directly with both leadership and development teams. She has extensive experience in project management in a data centric environment. Pankhuri has been with EPIC for 1 year.

Lindsay Hagen, Business Analyst
Ms. Hagen currently serves as business analyst at EPIC Engineering & Consulting Group, LLC. She is a well-rounded individual with over eighteen years of experience in the Architecture/Engineering/Consulting (A/E/C) industry, specifically technology and software applications in aviation, transportation, tolls, survey and mapping and GIS. She has experience in needs assessments, business process analysis, requirements gathering, software testing and quality assurance, user acceptance testing and post deployment technical support, technology reviews, best practices studies, market research, event planning, business development and proposal coordination. Ms. Hagen also serves in a client liaison role providing change management and technical support to end users while ensuring EPIC's technology solutions exceed client expectations.

Nagaraja Gumma Mallappa, Sr. Software Programmer
Mr. Mallappa has over 12 years' experience in software development. He specializes in analysis, development, and implementation of internet/web applications. He is proficient in open-source and proprietary development environments, including ASP.NET, JavaScript, C#, HTML, and SharePoint development. He has implemented a wide range of applications, including content and financial management tools. Nagaraja holds an engineering degree and is a Microsoft Certified Technical Specialist and has been with EPIC for 8 years.

Jared Allen, Sr. GIS Programmer / Analyst
Mr. Allen is senior-level GIS/full-stack developer/analyst with more than 18 years of GIS/Development experience, including instruction and mentoring using Esri products. His areas of professional focus include technical and professional cartography, data management and reporting, decision support spatial analyses, desktop and web development, project management, workflow automation, scripting and various full-stack development projects and extensive student and client training. These experiences have provided a myriad of skills and qualifications that allow for a unique and highly effective approach to project analysis, development, training, and management. Jared has been with EPIC for 5 years.

Sindhura Pandrangi, GIS Developer
Ms. Pandrangi has over 7 years of strong professional IT experience in the development of various applications in the field of Geographic Information Systems and Web Development. She has been involved in the development/implementation of Enterprise GIS projects and experienced in the implementation of web mapping applications, ESRI technologies, widgets using ESRI ArcGIS API for Javascript, and OOP concepts for efficient programming. Ms. Pandrangi is also experienced in developing web applications using ASP.NET, C# using GIS, and ADO.NET objects such as Data Adapter, Dataset, and Data Reader to

interact with databases. She has hands-on experience in development of tools with ArcObjects and ArcFM objects and has developed auto updaters and validation rules for the electrical utility network. She has strong knowledge in developing applications in ESRI ArcGIS Desktop and ArcGIS Server and IIS Configuration for .NET applications as well as experience with using version control tools like Team Foundation Server and Visual Source Safe. She is also experienced in various phases of software development life cycle (SDLC) i.e., analysis, design, development, implementation, testing and user training of enterprise web-applications, standalone and distributed applications as well as in QA implementation in all phases of SDLC. Sindhura has been with EPIC for 6 years.

Divya Mathi, Automation Software Developer
Ms. Mathi is working as Automation Software Developer with 9.5 years of experience in software testing. She has a strong functional testing background, including defining test strategy, test planning, test case design, and execution. She has experience in automating software applications using JAVA and Groovy scripting. She monitors application performance after implementation of fixes to ensure the efficiency of application.

Roselis Navas, Systems Analyst
Ms. Navas is an experienced system analyst with a focus on quality assurance and testing of web-based and client-server applications. She has a strong working knowledge of software testing, functional, regression, integration, mobile application testing, SEO, Agile Methodology, Waterfall Models and providing quality metrics. Ms. Navas is well experienced in defining testing methodologies, designing test plans and test cases, verifying and validating web-based applications and documentation based on standards for software development and effective QA implementation in all phases of the software development life cycle. Additionally, she has extensive experience in coordinating testing efforts, test deliverables and status reporting to senior management. Roselis has worked with EPIC for over 3 years.

Alessandro Maccarrone, Configuration Specialist
Mr. Maccarrone is a highly motivated Configuration Specialist with 2 years' experience with EPIC. He is well-versed in all phases of the software development lifecycle. He has strong analytical skills and knowledge in object-oriented programmer, algorithms, and data structures.

Eduardo Valderrama, UI/UX Designer
Mr. Valderrama is a talented professional UI/UX Designer and Developer with over 12 years' experience in social media and web design and development. He excels at analyzing visual needs for design and is excellent at translating creative ideas into user experience for the web. Mr. Valderrama's design standards are creative innovations all in-line with the latest industry trends. From concept to completion, he approaches design by blending creativity with strategy, art with technology and design with business. He has exceptional collaborative and interpersonal skills, is a dynamic team player with well-developed written and verbal communication abilities. He is a passionate and inventive creator of effective strategies, campaigns and design who is accustomed to performing in deadline-driven environments. Eduardo has been with EPIC for 3 years.

E. Subconsultants

In order to bring additional subject matter expertise to the PSL organization in IT modernization, EPIC has added the planning and county and city administration experts from District Planning Group and Planning & Economic Strategies (PES) to our team. These experts bring decades of local knowledge from the City of Port St. Lucie, St. Lucie County and surrounding areas.

District Planning Group is a specialized land planning and public policy firm providing consulting services to the private and public sectors in the areas of planning policy and land development. The firm specializes in complex entitlements requiring public hearings, stakeholder engagement, and strategic project management. Their clients include large industrial and residential developers, local jurisdictions and agencies, as well as small local entrepreneurs ready to establish or expand their businesses.

- ***Leslie Olson, District Planning Group, Subject Matter Expert***

  Ms. Olson is an engaging communicator with demonstrated leadership in evaluating and restructuring systems. She excels at negotiating beneficial, balanced outcomes. Working with Cities and Counties, she delivers collaborative results across the organization and outside agencies through culture change, team building and data-driven performance management. Ms. Olson has an extensive knowledge of the rules and regulations for planning, zoning and development in St. Lucie County. She brings extensive experience in optimization of citizen-facing processes in permitting, zoning, planning and land development.

Planning & Economic Strategies (PES) works with assisting residents, businesses, and developers as they navigate the regulatory environment, long range planning, and economic development efforts.

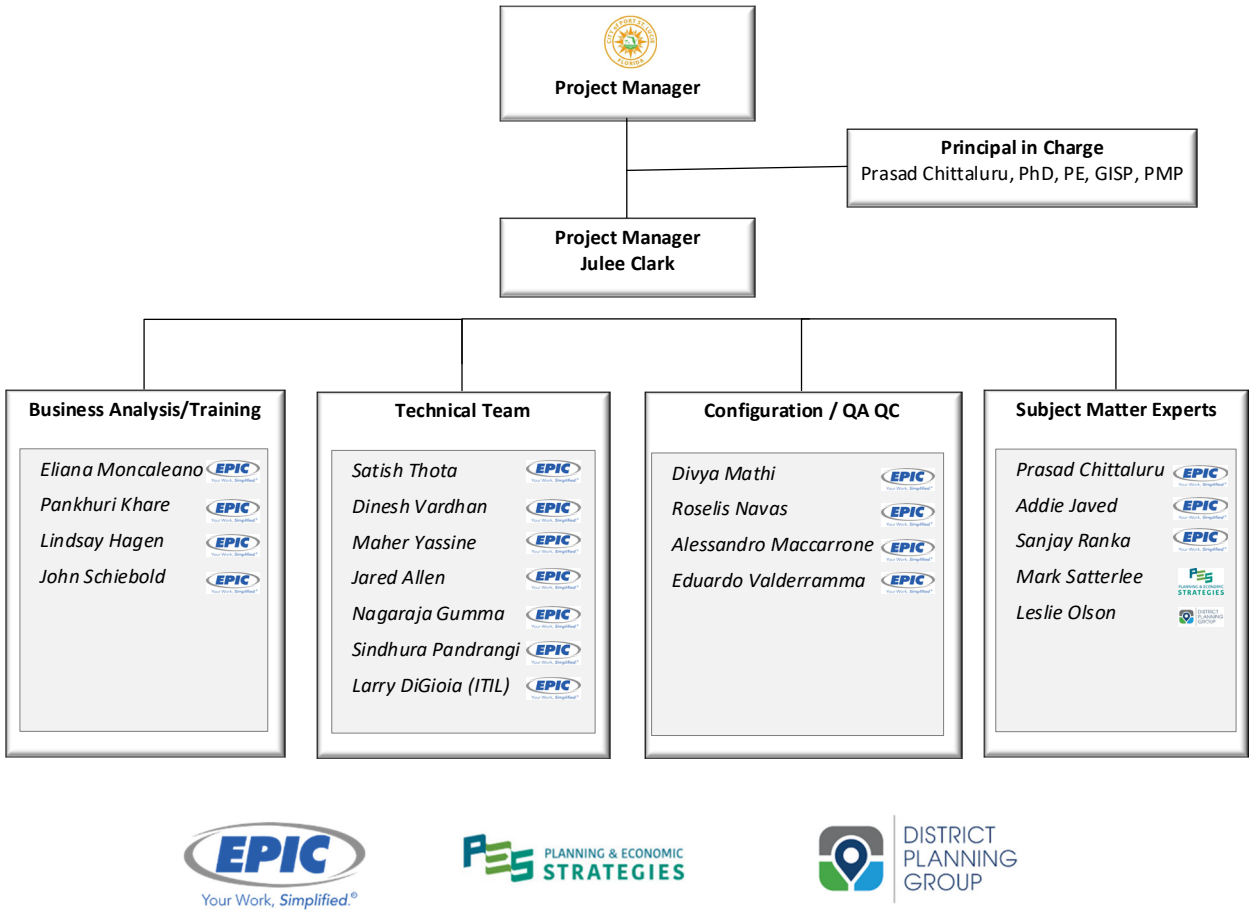
- ***Mark Satterlee, PES, Subject Matter Expert***

  Mr. Satterlee is a senior local government management professional with 30 plus years of varied and increasingly responsible local government experience in Florida. He brings a deep knowledge of the St. Lucie County area and its resources and capabilities. His skillset includes analysis, clear writing, presentations and public speaking. He has extensive experience in developing innovative solutions to complex problems along with the necessary leadership and collaboration skills to assist teams accomplish goals and implement successful projects. Mr. Satterlee has extensive experience in Economic Development and in serving the residents of St. Lucie County.

F. Organizational Chart

EPIC's key team members referenced in section B above, have direct experience working with cities, counties, government agencies, municipalities, and public schools, on large scale Business Process Assessment and Optimization projects, and design and implementation of Enterprise Data Management solutions. All of us at EPIC take great pride in serving our customers with personalized focus on their business priorities. ***We will do everything in our ability to make this project a great success for the City of Port St. Lucie.***

EPIC Project Team Organizational Chart



G. Other Requirements Outlined in the RFP

EPIC will comply with the CJIS and HIPPA certifications as required in the RFP.

TAB 2 – METHODOLOGY AND APPROACH

Once in a while, you run into project opportunities that truly excite you. This RFP is one such opportunity. As a firm that specializes in delivering innovative and transformative digital transformation solutions for the public sector, the EPIC team worked on dozens of projects of various sizes and complexities that included portions of the services identified in this RFP.

*The PSL IT Modernization Services RFP caught our attention because the entire City – from Mayor Martin and other elected leaders, City management and Staff share a common vision and have demonstrated keen commitment to become a **Smart City** – not just as a talking point; this commitment appears to be embedded in City DNA as demonstrated in various initiatives as well as the Strategic Plan for PSL.*

PSL's Vision and Mission and the Strategic Plan clearly demonstrate the innovation-focused mindset of the PSL leadership and administration. EPIC's vision and mission closely aligns with supporting the cities like Port St. Lucie achieve their Vision and Mission.

PSL Vision: *Our mission is to provide exceptional services that enhance our community's safety, beauty and quality of life through innovation, engagement and fiscal responsibility.*

- **EPIC Vision:** Deliver world-class technology solutions that protect our environment, infrastructure & quality of life

PSL Mission: *To be a leader in finding innovative solutions that put residents first and support opportunities for all people to thrive.*

- **EPIC Mission:** Enable digital transformation and operational excellence with data-driven solutions

The EPIC team is highly motivated to respond to this RFP because *great things happen when there is congruence of vision and passion and capabilities – among the client, consultants and the leaders driving this initiative*. PSL has clearly demonstrated their technology vision in this RFP by requesting the comprehensive set of requirements in the technology life cycle:

- Clearly stating the business goal to enable PSL's Smart City Initiative
- Development of Strategy
- Requirements documentation (Functional and Technical)
- Solution implementation (Dashboards and BI Initiatives)

The EPIC team brings to the PSL organization a Proven, Practical and Phased Approach to IT Modernization without the hype. We are one of the select groups of Florida-based consulting firms that has focused on not only delivering practical and effective technology strategies but also assisting our clients in implementing the solutions. We have developed our innovative Smart City and Digital Transformation Platform, Simplify i3®, that was developed with the Small Business Innovative Research Grant from the National Science Foundation. This solution is gaining recognition in the industry in Cities, public agencies, airports and most recently, the St. Lucie County Economic Development Council.

Our overall services and solution delivery methodology for the City of Port St. Lucie IT Modernization services incorporates three major components – People, Process and Technology.

People: Working collaboratively with the PSL Project Manager and the Steering Committee, the EPIC team will assessable a "stakeholder group" that will become the change agents for PSL's vision. We will make this an inclusive stakeholder group with comprehensive representation from PSL departments.

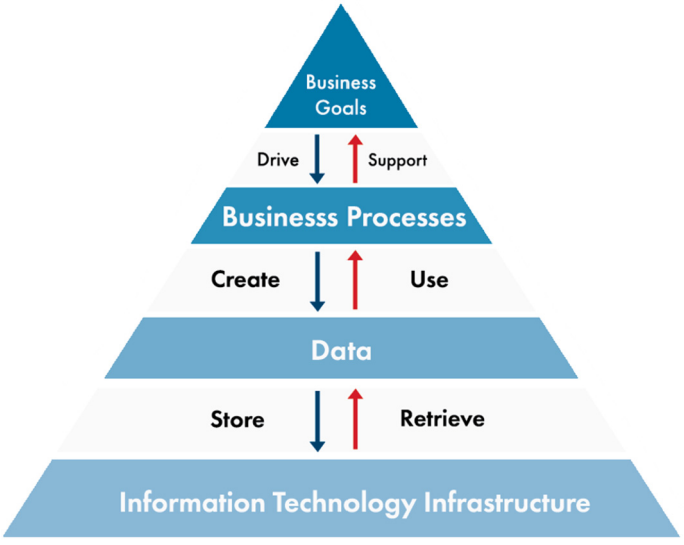
Process: Working with the stakeholder group, EPIC will develop practical strategies for data governance and data modeling, compile the inventory of organization data sources and systems, establish ownership and sustainability. Key business processes will also be mapped and optimized.

Technology: Working with the stakeholders and technical experts, EPIC team will develop a documentation of is focused on *delivering actionable recommendations from every stage of the project with the laser-focused goal to enable the transformation of Port St. Lucie into a Smart City.* Our proven approach will build consensus across City stakeholders, establish practical data management and data governance standards, capture the functional requirements and institutional knowledge, map optimized business processes, empower the PSL Staff to make data-driven decisions and enhance organizational resilience.

A. Methodology

The very first activity that the EPIC team performs on every project that is awarded to us is to fully understand the **Vision, Mission and Strategic Goals** of the client organization. This will ensure that the EPIC team clearly understands the business goals and priorities of the organization and set the path for the entire project, from requirements capture and validation to solution design and implementation.

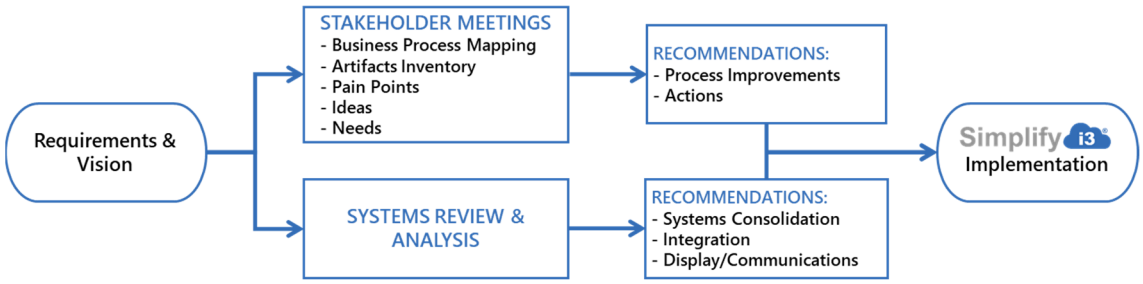
This simple but powerful concept will ensure that EPIC's proposed solution will deliver on both the strategic and tactical objectives for the project.



The EPIC solution delivery methodology is a proven and logical approach to identify, document and visualize the areas of focus, with an intense concentration on the "people side" of change. We purposefully structure the activities and deliverables of this process to support individual contributions for recommendations of potential solutions. This approach complements ***Organizational Change Management (OCM)*** best practices for increased user acceptance and process improvement success.

The solution delivery process begins with clear definition and agreement of the project goals and objectives by the Key Stakeholders. A well-crafted Vision Statement and Project Charter enables the

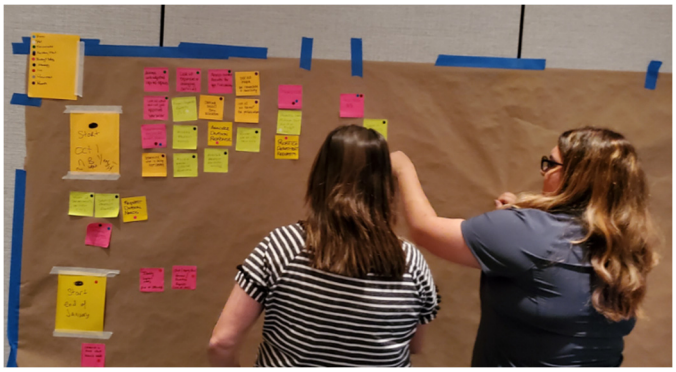
participating stakeholders to have a common understanding of the project and helps maintain focus and awareness throughout all stages of the delivery process. It also helps to solidify the project success criteria of the needs assessment outcomes.



While EPIC is a leading-edge technology solutions provider, our stakeholder engagement process utilizes a highly successful *low tech – high involvement approach to business process mapping* called the **Brown Paper Process (BPP)**. This proven industry technique efficiently and collaboratively engages participants in visualizing and documenting the critical processes within the defined focus area. *This methodology includes capturing the data needs and systems in the context of the process for increased awareness and helps the stakeholders connect the dots across their respective activities in the overall service delivery to the Citizens of PSL.*

Once the processes and data collection are complete, we facilitate "**pain point**" discussions using brainstorming techniques (fishbone diagrams, etc.) and LEAN concepts to elicit input and ideas for areas of improvement from the resources who know the subject matter most. We then collect the data available and analyze and prepare it for the next step in the process.

The final stage of this process involves a highly interactive workshop setting where the participants interact in person and visually organize the data collected into logical categories to identify relationships and themes that will drive potential solutions from root cause analysis. *The process concludes with a weighting and ranking activity to prioritize potential solutions and highlight "low hanging fruit" for the organization.*



At the conclusion of this project stage, EPIC will formally document the deliverables using industry best practices (UML, BPMN, etc.) and deliver them in a simple and organized final report. The report from this stage will also include a final presentation to the stakeholders on the key findings and recommendations for review and to determine the next steps of action.

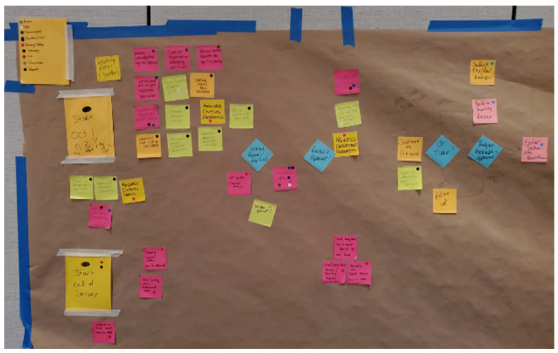
EPIC's motto is best demonstrated in our approach to the Modernization Process Mapping. To capture valuable information about business processes and their contribution to the strategic goals and work of an organization, we need to understand more than just tasks and roles. Through professionally facilitated sessions, we are able to construct an end-to-end view of the organization including key business processes, process frequency, cycle time or time to deliver, the input and outputs of data and quality controls as well as a comprehensive scenario or "what if?" analysis.

While we make use of various process improvement techniques from best practices such as **LEAN, Six Sigma, and Organizational Change Management**; we believe that those who know a job best are those that perform the job. We use highly collaborative, yet simple, requirements elicitation methods/techniques such as **SIPOC** and **Brown Paper Mapping** workshops to extract the relevant business process information without weighing down the organization's staff with technical semantics. These elicitation techniques are targeted at engaging and enabling the cross-functional resources to collaboratively identify, inspect and adapt their work to identify and eliminate non-value-added activities. The objective of this approach is to create a more comprehensive and unanimous agreement and alignment on the business processes, and to create a sense of ownership and desire for embracing the change and the opportunities for improvement. As a result, through discovery, facilitation and analysis, EPIC can provide the formal process documentation that aligns to industry standards such as BPMN and UML.

B. Strategic Approach

Specific to the City of Port St. Lucie, we propose a "***Collaborative Hands-On Approach***" that will ensure stakeholder buy-in for the project recommendations, facilitate open communication on current challenges, enable exchange of ideas and create both efficiencies in tailoring an **optimized redesign of targeted business processes** that is specific to PSL's needs and culture as well as providing a deeper understanding and support by the management level in sustaining a Smart City cultural shift. Simply stated, EPIC's proposed approach will engage PSL's resources in a collaborative process definition and analysis experience with tangible outcomes through guidance and facilitation by experienced professionals.

EPIC's proposed project approach is reflected in five steps, each with multiple tasks that may overlap in terms of scheduling and data gathering. The figure shown below reflects the high-level steps and the activities in our proposed project approach.



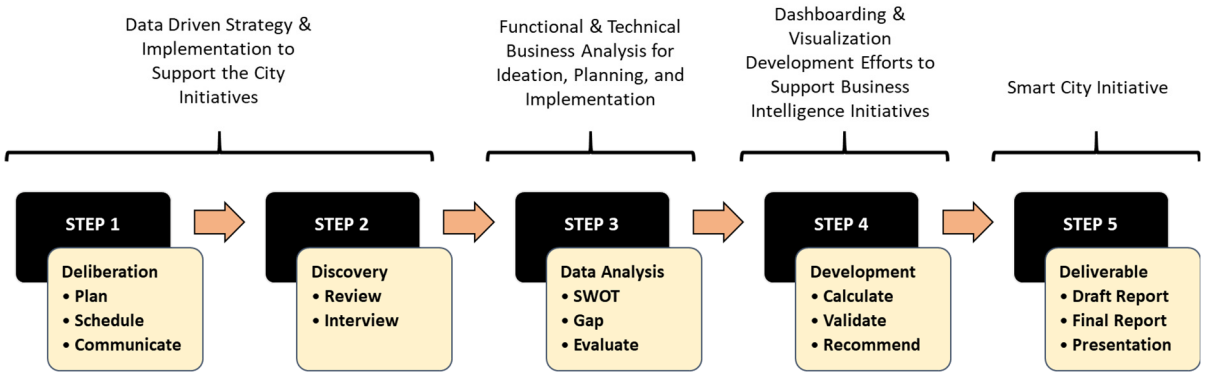


Figure 1: 5-Step Project Approach

Each of these steps correspond with the City of Port St. Lucie's initiatives.

The proposed project approach includes document reviews, interviews, observations, analysis, findings and prioritized recommendations produced for a final report. The Project Approach includes "Validation Steps" as quality assurance exercises helpful for positioning a quality product. "Validation Steps" allow both parties the opportunity to affirm while the project is in motion that participation and responsiveness are taking place, that documents are being provided in a timely manner, and that project tasks are being completed and the project is headed in the desired direction.

DATA DRIVEN STRATEGY AND IMPLEMENTATION TO SUPPORT THE CITY INITIATIVES – STEPS 1 AND 2

A Smart City is connected by City staff, citizen services, and infrastructure. Realizing the goal of a connected Smart City requires developing standards for the data.

Step 1 - Deliberation

The City will provide, for EPIC's review and assessment, documentation relating to their respective IT operations. EPIC and PSL will schedule three (3) meetings to be held during EPIC's first on-site visit: Project Kickoff Meeting, Project Introduction Overview and the Self-Assessment workshop. Prior to the first meeting, EPIC will disseminate three separate surveys to selected City employees with the request that the survey be returned to EPIC prior to the Self-Assessment workshop. In addition, PSL and EPIC will begin scheduling interviews.

At the Project Kickoff Meeting, the respective Project Managers (and teams, as applicable) will confirm project goals, identify project stakeholders, agree upon communications protocols and project reporting practices. EPIC will follow the guidelines documented at this meeting for conducting the rest of the project activities, unless otherwise specified by PSL. Following the Project Kickoff Meeting, EPIC will deliver the 30-minute, high-level "Project Introduction Presentation" to the senior management team relative to the project goals, processes, assistance requested and deliverables.

Step 1 Activities

- Prepare and deliver Project Kickoff Meeting
- Prepare and deliver Project Introduction Presentation
- Prepare for Self-Assessment Workshop
- Prepare for interviews

Step 1 Deliverables from EPIC	
1	Available meeting dates
2	Project Management Plan
3	Project Kickoff Meeting Agenda
4	Project Introduction Presentation
5	Self-Assessment Survey
6	Project Kickoff Meeting Minutes

Step 2 - Discovery

Following the Project Introduction Presentation, EPIC will facilitate the Self-Assessment workshop. The workshop attendees will review the results and analysis of the surveys and will engage in structured

discussions relative to EPIC's agenda and the key issues identified by PSL in the RFP. Key issues to be considered will include:

- *Support the City of Port Saint Lucie's Strategic Operations plans and Smart City initiatives*
- *The ability to fold new innovations, such as Artificial Intelligence (AI), Machine Learning (ML), Internet of Things (IoT) devices, and Data Modernization, into an existing infrastructure with rapid prototype delivery of proof of concept and proof of value projects is essential*

EPIC will continue the review of the documentation provided in Step 1 and will post the information to the appropriate space within EPIC's "Ten Tier IT Assessment Framework." From this point on, virtually all information gathered will be placed accordingly in the Framework. EPIC will initiate the dialogue on the enterprise architecture. EPIC will undertake an organizational assessment of the current IT roles and responsibilities in the context of the size of the internal service population and complexity of the IT environment. EPIC will assist PSL in understanding the systemic relationships in terms of complexity, risk and market availability. This information will be reflected in an update version of the diagrams.

Step 2 Activities

Forming:

- *Select staff for Self-Assessment workshop*
- *Prepare Self-Assessment workshop*

Storming:

- *Facilitate 4-hour session and develop maturity level descriptions consistent with those identified on Table 1.2 of WRF Report*
- *Document the results of the workshop*

Norming:

- *Analyze and prepare the results*
- *Schedule Self-Assessment Team Meeting*
- *Facilitate 4-hour session and seek a consensus opinion of the current level of maturity for each item*
- *Record consensus opinion and dissenting opinions*

Informing:

- *Draft and distribute report summarizing assessment results*
- *Schedule and facilitate interactive management session workshop*
- *Introductive IT Governance concept and practices*

Interview IT staff and relevant organizational information.

- *Inventory people (11 staff)*
- *Inventory roles (10 roles)*
- *Inventory IT staff skills*
- *Review all current staff job descriptions*
- *Research staffing structures at utilities of similar size or complexity*

Inventory Enterprise Architecture components:

- *Inventory "major" software in use*

- *Inventory Networks*
- *Inventory Communication links*
- *Inventory Data centers*
- *Inventory Procurement rules*
- *Inventory Servers*

Document Current State of Enterprise Architecture:

- *Physical and logical relationships, capabilities and deficiencies*
- *Hardware*
- *Software*
- *Special Systems (e.g. cameras, water quality monitors, access control, SCADA)*
- *Shadow IT (where it might exist)*
- *IT staff resources - Summarize inventory from Task 2*

Conduct interviews (e.g., pain points, key issues, and opportunities)

- *Executives*
- *Management team and subject matter experts*
- *Board members*
- *External vendors managing enterprise systems*
- *Stakeholders and Partner)*

Step 2 Deliverables from EPIC	
1	Self-Assessment Workshop
2	Interview confirmation e-mail and discussion agenda
3	Interview notes for use in Steps 3 and 4
4	Observation notes from data center and server room tour for use in Steps 3 and 4
5	Self-Assessment Workshop Minutes

FUNCTIONAL AND TECHNICAL BUSINESS ANALYSIS FOR IDEATION, PLANNING, AND IMPLEMENTATION OF TECHNOLOGY – STEP 3 DATA ANALYSIS

EPIC will compile the data and information collected through the interviews with City staff and stakeholders. Using the data collected in Step 2, EPIC will identify the Strengths, Weaknesses, Opportunities, and Threats (SWOT) present in PSL's current IT environment to determine the presence and level of risks or threats. The results of this analysis will become key components of the IT Assessment. Ultimately, PSL will receive recommendations on how to sustain or enhance the strengths, overcome the weaknesses, exploit the opportunities or negate the threats.

EPIC will facilitate the second workshop by presenting the conclusions produced through the first workshop, but in the context of what EPIC has subsequently learned. In addition to revisiting the maturity model, EPIC will facilitate structured conversation to validate the initial understandings at which EPIC has arrived.

Step 3 Activities

Develop Diagrams

- Depict the logical relationships between the systems in use
- Depict the physical relationships of the network components
- Identify capabilities of the logical relationships between systems
- Identify capabilities - physical relationships -network components (explanation)
- Identify deficiencies of logical relationships between systems (explanation)
- Identify deficiencies -physical relationships -network components (explanation)

Assessment/Opportunities Identification:

- Conduct a general assessment of business processes
- Conduct a general assessment of data management

Evaluate:

- Backlog of infrastructure tasks
- Number of requests for mods per system
- IT Governance (current)
- Application decision and funding process
- Current commitments

Task 3 Deliverables from EPIC	
1	Findings and initial conclusions from interviews
2	Findings and initial conclusions from enterprise architecture analysis
3	Findings and initial conclusions from organizational analysis
4	Findings and initial conclusions from SWOT Analysis
5	Findings and initial conclusions from Benchmarking exercises
6	Findings and initial conclusions from management practices assessment
7	Findings and initial conclusions from security assessment

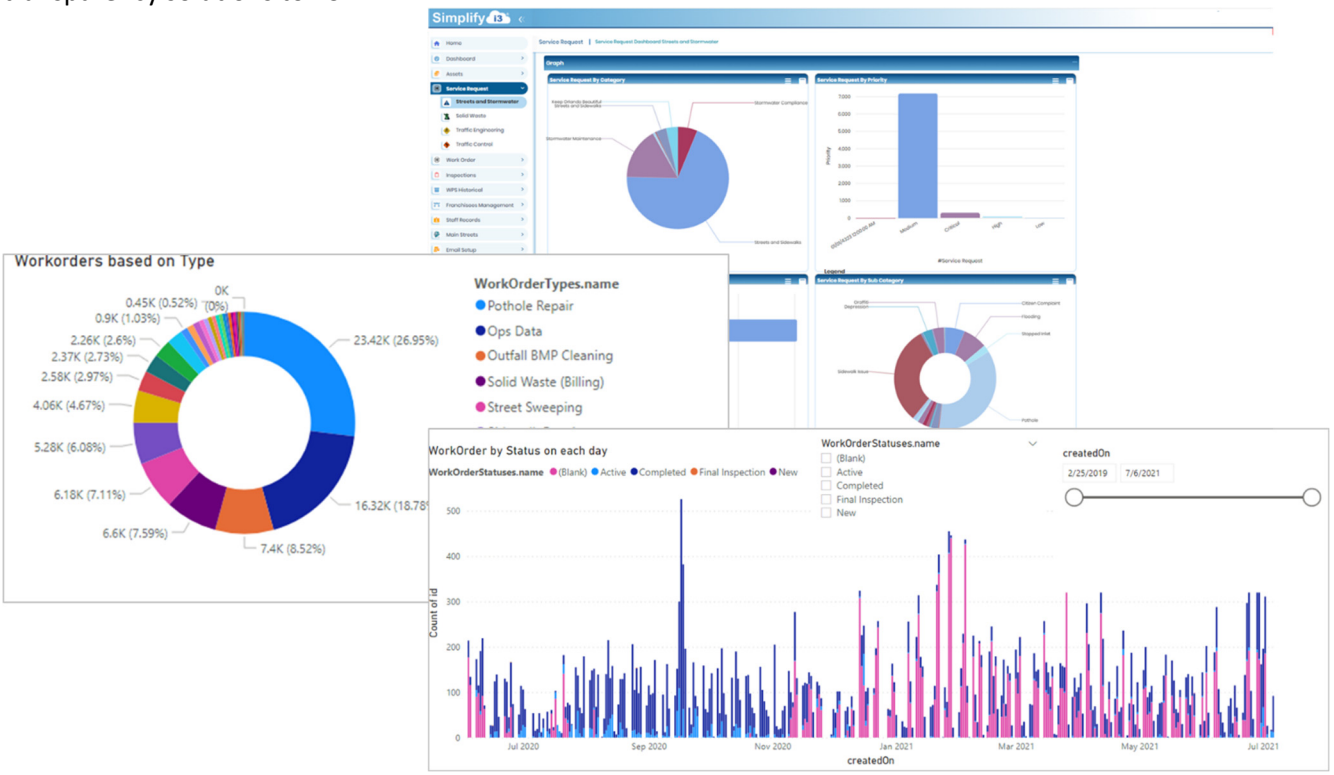
DASHBOARDING AND VISUALIZATION DEVELOPMENT EFFORTS TO SUPPORT BUSINESS INTELLIGENCE INITIATIVES – STEP 4

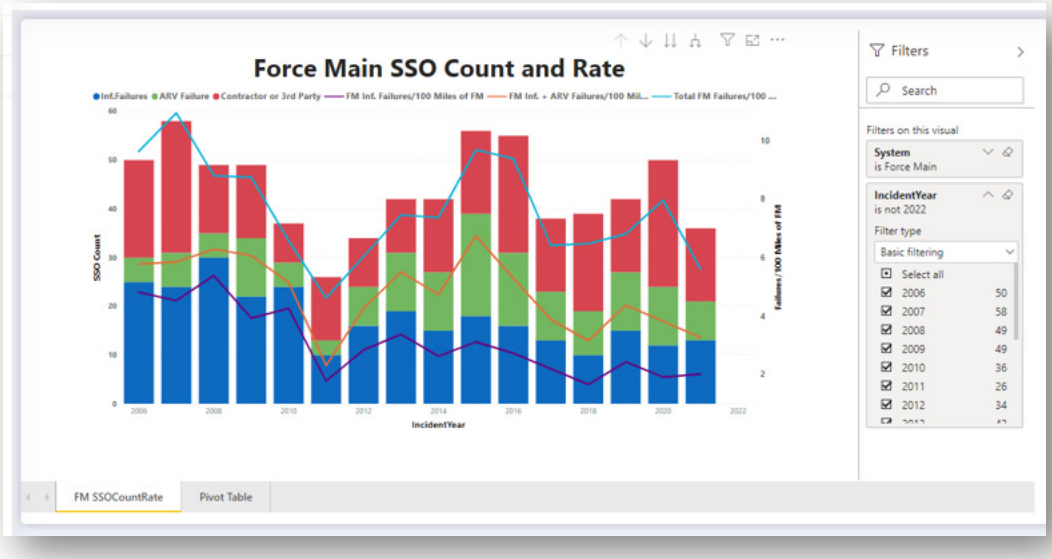
EPIC will complete its assessment of the current enterprise architecture, which will include the following activities: Inventory "major" software in use, inventory infrastructure, depiction of the logical and physical relationships between the systems in use and the logical and physical relationships within the network. EPIC will develop standards for infrastructure devices and for sustaining the future architecture. EPIC will conduct a general assessment of business processes, information systems, data management, and infrastructure.

EPIC will assess and compile current and backlogged project work, assess the IT budget and will use the findings from the SWOT Analysis to articulate the gaps between PSL's current state and desired state. Using Information and expertise, EPIC will create an aligned architecture consisting of an arrangement of information systems that will fulfill the future needs of Administrative, Infrastructure and Technology

functions. In addition, EPIC will create a data integration plan and produce a high-level systems diagram of integrated major systems.

After the approval of the current and future state diagrams, EPIC will provide visualization and transparency solutions to PSL.





Step 4 Activities

Reorder and Simplify IT Standards for the following:

- PCs and laptops and typical PC software
- Servers and networking equipment
- Mobile devices
- Applications, Devices and Services that can:
    - Ease development of integrated information systems (e.g. N-tier)
    - Ease operation of integrated information systems (e.g. SOAP)
    - Accelerate the adoption of best practice methodologies

Document the Current State, Report and Critique/Update and Refine:

- Develop and document Computer Security Incident Response Team (CSIRT) Process
- Create/update Network and SCADA diagrams
- Current Gaps
- Current Opportunities
- Hardware, Software and Network

Strategy Formulation:

- Define vision and mission, for IT utilization across PSL (not just IT dept.)
- Define alignment
- Define goals and objectives for IT utilization
- Define evaluation measures
- Define key performance indicators
- Define future architecture
- Develop staffing recommendations

Technology Program Definition:

- Describe up to projects and/or initiatives to be undertaken in the next 3 to 5 years, including schedules and costs

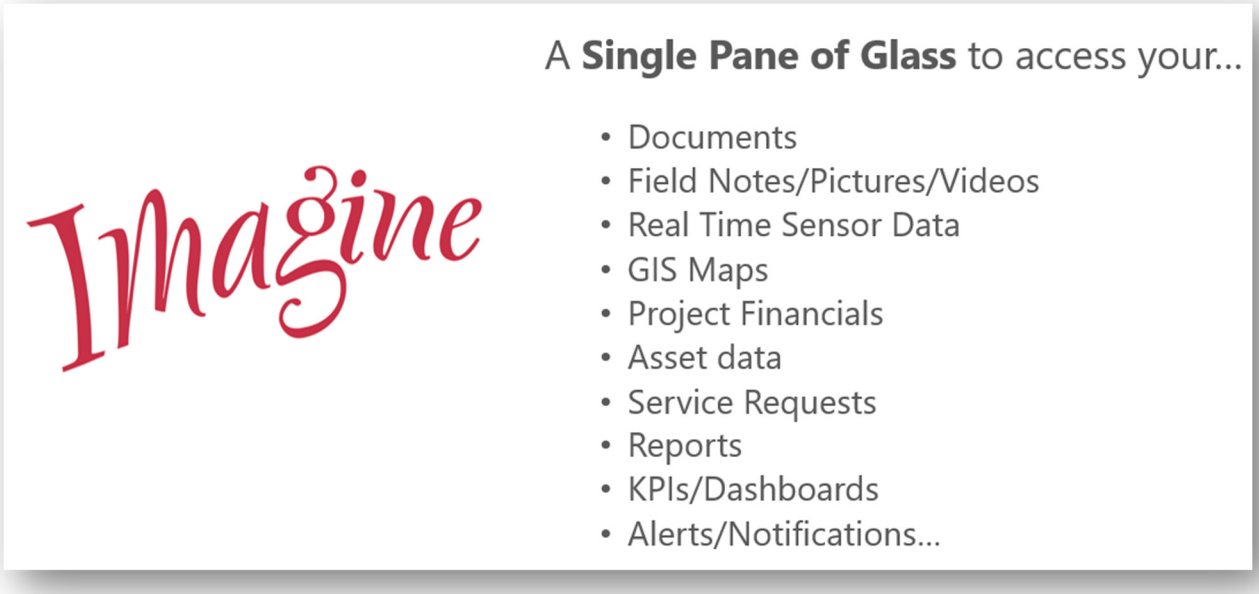
Task 4 Deliverables from EPIC	
1	Draft versions of individual plan components
2	Multiple meetings and/or conversation to validate findings and conclusions
3	Dashboards and Visualization

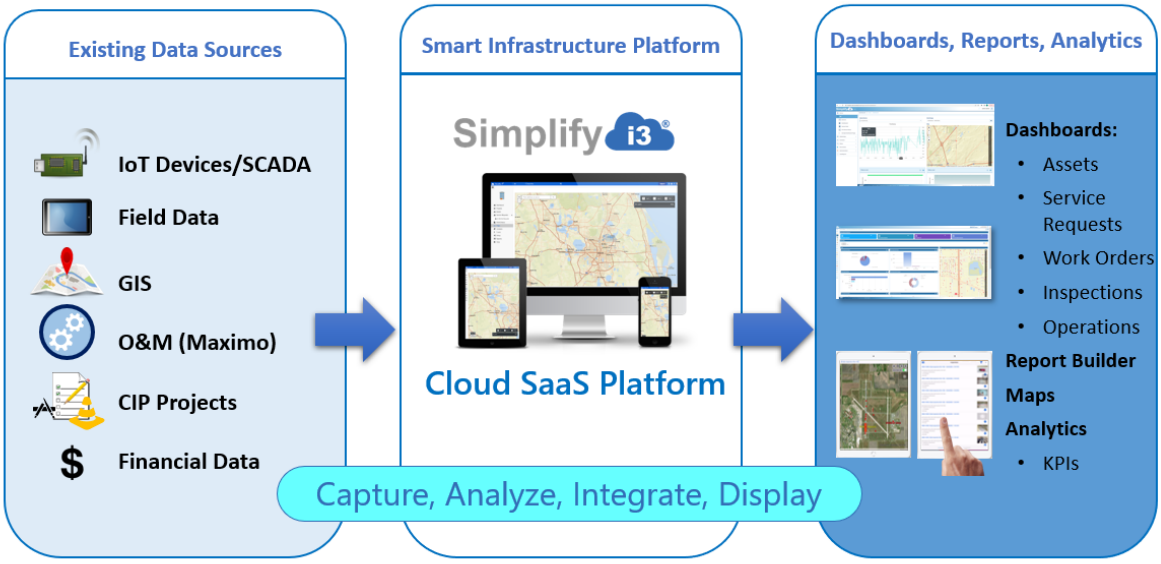
SMART CITY INITIATIVE – STEP 5 DELIVERY

EPIC will bring together the intelligence and information compiled in the prior activities and put it to work to deliver the priority solution implementations as determined by the PSL leaders. Each of the selected implementation will be aligned with PSL's Smart City Initiative and will deliver the benefits of the technology investments to PSL residents and staff and stakeholders.

The overarching driver for the EPIC team during the solution implementation is to ensure that each investment and application works towards supporting PSL's Vision, Mission and Strategic Objectives.

We have the expertise to leverage all the technology investments made PSL and initiate the implementation of targeted solutions. The EPIC team has been delivering Digital Transformation Solutions utilizing our Simplify i3® platform. With our Simplify i3® platform, Cities and infrastructure management agencies are able to provide their staff and users with a single point of access to diverse information.





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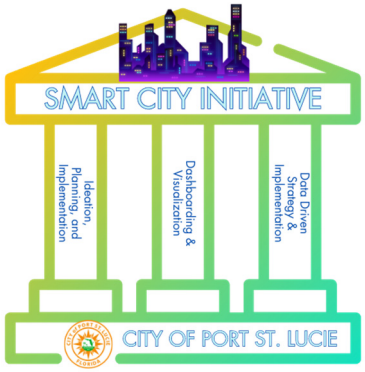
The following section describes the activities to reach PSL's vision in more detail.
EPIC will compile and organize the data, findings, observations, calculations, conclusions and recommendations into a single document – the draft version of the Modernization Strategic Plan. The Plan will include a Road Map of IT decisions, actions and investments for PSL. EPIC will send the draft

Strategic Plan to PSL for review and will then meet with PSL for a detailed review. EPIC will modify the document as agreed upon and submit the final version. If requested, EPIC will deliver a formal presentation to PSL's senior management team and/or to PSL's Board.



Step 5 Activities

IT Organization:

- Create accurate organization chart (after completion of analysis and the discussion of the draft document.

Technology Program Definition:

- Develop set of recommended projects that focus on the top priority improvement opportunities
- Review and prioritize
- Refine definition of priority initiatives
- Propose for adoption the overall level of effort to be expended within the 3 to 5 year planning window
- Identify acquisition and implementation issues
- Integrate projects within IT department's performance targets
- Compile all projects and budgets for next 3 to 5 years
- Apply framework for future actions and processes, including policies and charter recommendations for implementing an IT Governance Council and decision matrix

Strategic Plan Definition:

- Develop draft IT master plan for review with management
- Modify as required - incorporate comments
- Bundled initiatives into annual work packets; timeline and budget
- Assembled packets into sequenced, high-level annual work plan
- Demands leveled on the organization by time period and resources

Develop IT Governance and Decision Matrix:

- Assist City of Port St. Lucie in finalizing the design for an IT Governance framework

Step 5 Deliverables from EPIC	
1	Draft version of the IT Modernization Strategic Plan
2	Draft version of the Road Map
3	Final version of the IT Modernization Strategic Plan
4	Final version of the Road Map
5	IT Governance Charter
6	Formal presentation

C. Proposed Schedule

EPIC will provide the services described in this proposal within 8 months from the date of the Project Kickoff meeting. This schedule is subject to the availability of City stakeholders to participate in meetings

and workshops, and to receiving input from City staff on draft documents in a timely manner.

The task-level project schedule is presented in the following table.

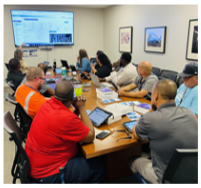
		Timeline (Months)									Years 2 - 5
Focus Area	**Steps**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9-12**	
Data Driven Strategy & Implementation to Support the City Initiatives	Step 1 - Deliberation (Plan, Schedule, Communicate)										
	Step 2 - Discovery (Review, Interview)										
Functional & Technical Business Analyst for Ideation, Planning, and Implementation	Step 3 -Data Analysis (SWOT, Gap Analysis, Evaluate)										
Dashboarding & Visualization Development Efforts to Support business Intelligence Initiatives	Step 4 - Development (Calculate, Validate, Recommend)										
Smart City Initiatives	Step 5 - Deliverables (Draft Report, Final Report, Presentation)										
	Future: Solution Implementation as Determined by the City										

Schedule is based on the availability of PSL staff to participate in project meetings and providing timely feedback on draft deliverables.

D. Customer and Staff Engagement

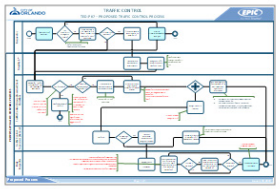
EPIC subscribes to the concept that ***you cannot improve what you cannot measure, and you cannot bring effective change without the desire and commitment from every team member.*** We believe in engaging the organization from the ground-up, in identifying and achieving business process optimization and service delivery excellence. This requires the courage to look deep into the organizational performance, ask tough questions, and the willingness to change the status quo. The City of Port St. Lucie has shown the leadership to take this bold initiative through the project identified in this RFP as described in out implementation.

EPIC will defer to the City of Port St. Lucie with regard to in-person meetings. EPIC staff will be available for either in-person or on-line meetings at the discretion of the City of Port St. Lucie.

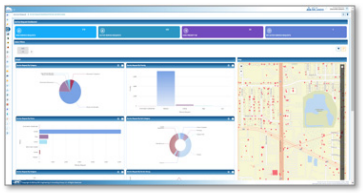


Stakeholder Meetings

Process Mapping & Ideation



Optimized Workflows



Solution Implementation

E. Project Delivery Tools and Technologies Used

In line with our focus on Simplicity and Agility, EPIC team is very adept at minimizing the paperwork created during the project management activities and focus on the quality of the deliverables rather than quantity.

We will follow the industry- standard Project Management Institute (PMI) protocols and we streamline the deliverables in collaboration with the PSL Project Manager.

Our software delivery activities follow the industry standard software development lifecycle. The intensity and duration of each phase will be governed by the magnitude and complexity of the assignment. This flexibility and common-sense oriented approach enable the EPIC team minimize the impact on PSL staff resources during the project.

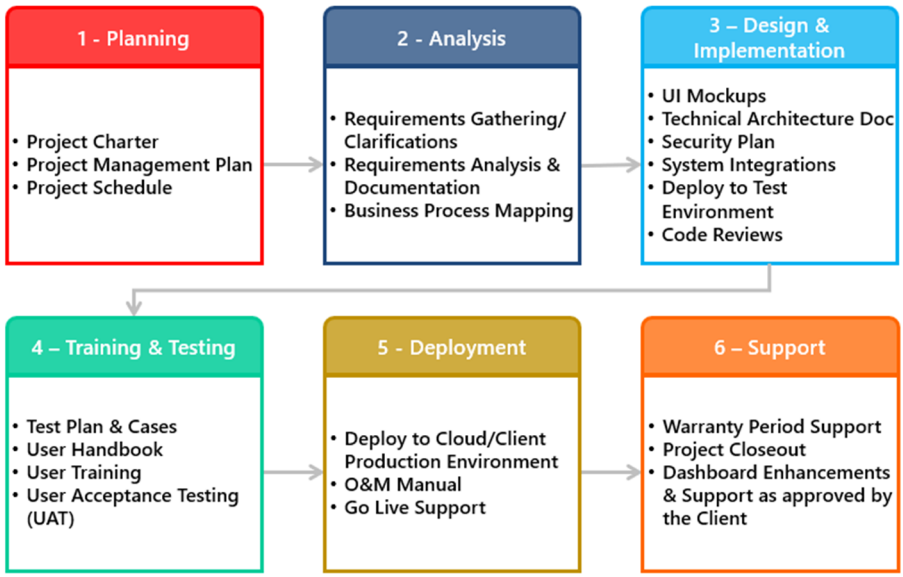
Communication is the key to project success. For each specific project assignment, the EPIC project will work with the PSL project manner to perform these activities:

- Verify Project Stakeholders
- Schedule Weekly Internal Status Meetings for the EPIC project staff
- Establish preferred communication protocols and schedule with the PSL Project Manager
- Establish task success criteria and deliverables
- Establish risk management protocol
- Establish internal QA/QC process for deliverables
- Deliver Draft and seek PSL feedback
- Deliver Final Task Deliverables incorporating PSL feedback
- Present the project findings and recommendations to the steering committee or PSL leadership as determined by the PSL project manager
- Conduct a Project Closeout meeting and document lessons learned for **continuous improvement**

Depending on the type of the project activity, a consolidated set of the following deliverables will be provided to the PSL project manager for review and approval.

- Project Charter
- Change Management Plan
- Monthly Project Status Report
- Project Schedule
- Project Management Plan
- Requirements Documentation
- Business Process Mapping Documentation
- Functional Requirements Documentation
- Data Migration Plan

- User Interface Mockups
- Technical Architecture
- Security Plan
- System Integrations Plan
- UI/508 Review, Database Review, Code Review
- Security Vulnerability Scan
- Test Plan, Test Cases, Test Log
- User Handbook
- Operations and Maintenance Manual



Some of the tools the EPIC team uses during project delivery are:

- Box or SharePoint for document sharing with PSL
- Microsoft Project for Schedule
- Microsoft Visio for BPM/Process Flow Documentation
- Teams/Zoom for Web Meetings
- Microsoft DevOps for Software Delivery Management
- Email Communication
- All deliverables will be named consistently with a Date Prefix to minimize version conflicts
    - For example: 20240301_PSL_ProjectCharter

F. Smart City Solution Use Case

During our nearly two-decades of service to local government agencies, EPIC has found one of the common challenges faced by government agencies is ***data silos across departments***. Connecting the silos, improving the underlying data quality and enabling unified visualization of information across PSL is a key requirement to achieve the Smart City vision for the City of Port St. Lucie.

We live in an era of real-time gathering of information and its dissemination. The size of the digital universe was estimated to be around 5 zettabytes in 2013 and expected to grow to exceed 200 zettabytes in 2025. With the increasingly large amounts of digital information that is available to PSL from the variety of applications, this IT Modernization project is a very timely initiative.

The collection and exploitation of large data sets is not new to smart cities. However, the confluence of significantly lower hardware costs for computing and storage, communication technologies and open source analytics and artificial intelligence solutions have enabled novel applications that have the potential to trigger disruptive changes for smart cities and can have profound improvements in urban planning to provide a competitive advantage to decision makers in PSL. As part of this project, we will demonstrate the usefulness and benefits of utilizing the big data sets that are available along with data analytics and artificial intelligence to analyze, model and solve important challenges in the City of Port St

Lucie. We will demonstrate via pilot efforts how big data analytics and artificial intelligence can be used to make newer/intelligent queries on existing/emerging databases which can uncover newer patterns in data, leading to novel solutions.

The Land Use Development Potential Use Case

The City of Port St. Lucie is one of the fastest growing Cities in the United States. With the dynamic leadership, beautiful environment and vast potential for growth, PSL is projected to continue its rapid growth. One of the most requested service by the property owners is the development potential for their property. The City has over 80,000 developable lots and with the property rights bestowed by the laws of the State of Florida, every land owner wants to know the highest potential for development of their property. Based on the experience of our subconsultant experts, PSL usually spends a lot more resources than the fee collected to provide this service to the residents.

With the use of Artificial Intelligence (AI) in land management can offer real-time and accurate data for informed decision-making, enhance operational efficiency, and inform better decision-making in urban planning, surveying, and property development.

Large language models (LLMs) such as ChatGPT use deep learning techniques to build models based on vast amounts of text data as well as structured data. These models have the capability to understand and generate human-like text, thereby finding applications in various domains such as support for multilingual translation, and conversational AI; as well as searching large SQL type databases using natural language queries.

The EPIC team brings expertise from Dr. Sanjay Ranka and our data science team members to leverage this promising new technology to achieve the PSL Smart City vision. We will utilize various tools such as machine learning algorithms, generative design, digital twins, and geographic information systems (GIS) to process vast amounts of data quickly and accurately, identify patterns, interpret images, analyze land use data, predict changes, and facilitate sustainable and efficient development projects. Specifically, we will use Parcel information that contains detailed data about a specific piece of land, including ownership details, zoning information, property boundaries and other relevant attributes.

Using these AI technologies, GIS, and our Simplify i3® digital transformation platform, EPIC team can implement the **Land Use Development Potential** application that will "search" the relevant information from various City and County data sources and provide a comprehensive summary to PSL staff. The City staff can then utilize their subject matter expertise and refine the report that will be delivered to the Citizens. This process will minimize and potentially eliminate the time spent by PSL staff on data research.

Additional Applications

The application of LLMs in smart cities presents a significant potential to revolutionize urban living by leveraging their capabilities in understanding and generating human-like text. Nonetheless, responsible implementation, transparency, accountability, and privacy are essential aspects to consider in deploying these models for the greater good of society.

The AI/ML tools will usher in a new generation of solutions bringing significant efficiencies to the City of Port St. Lucie. The overall benefits include enhanced situational awareness, enabling predictive maintenance, efficient resource planning, and improving stakeholder engagement. We will work collaboratively with PSL IT team to address associated challenges such as ensuring data quality, data privacy concerns, and public acceptance. AI-powered solutions can help anticipate equipment failures, handle tenant inquiries, analyze large datasets, automate lease management tasks, optimize energy consumption, and enhance document processing, thereby improving efficiency and decision-making in the delivery of City services to the residents.

We will explore the use of large language models for a variety of applications for PSL, including:

- Enhancing public services and engagement: Provide 24/7 assistance in domains such as utilities, transportation, and healthcare, enabling citizens to receive real-time interactions with AI to get answers to their queries. We will also improve public engagement by being integrated into digital platforms to facilitate public discussions, answer questions, and solicit feedback on various city initiatives, thus fostering citizen participation.
- Task Automation: LLMs are also used to automate tasks such as generating large amounts of data including floor plans, building layouts, or urban design specifications, thus enabling planners, architects, and designers to focus more on the creative aspects of their work.
- Error Management: Additionally, LLMs provide an objective opinion by eliminating flaws and evaluating plans based on large amounts of data. These models also aid in public relations, advertising, and communications surrounding a plan, contributing to objective decision-making processes.

Using these tools and our solution expertise, we can support the PSL IT leaders in implementing other targeted application to deliver the following benefits to PSL staff, residents and emergency response/situational awareness applications.

City Staff - Employees will have access to as much information as possible in a single, simple interface to do their job. For example, a Permit Department staff receives a call from a citizen regarding their property and its development potential. The City employees will have integrated access to data sources for Permits, Property Appraiser, Tax Collector, Land Use and Zoning, Public Works, GIS, Clerks Office, etc. to research the required information in order to respond to the public request.

Citizen Services – Bringing in AI technologies to simplify citizen services. For example, a unified place to get information, a unified place to get services, and a unified place to make payments. LLLM and AI tools will enhance and simplify the Citizen information requests, reducing the time demands on City Staff.

Emergency Response/Situational Awareness – Currently there are standalone systems in Cities such as PSL, for traffic signals systems, SCADA, IT systems, smart building monitors, cameras, hydrologic sensors, environmental sensors, etc. By implementing a platform to help make the data connections possible, PSL can leverage its technology investments and start gaining the benefits of the Smart City Platform. The EPIC team has already started implementing portions of such solutions for the Florida Department of Transportation, the City of Orlando and Seminole County.

TAB 3 – REFERENCES

Client Reference 1 – City of Orlando Public Works
Project – Enterprise Public Works Platform Needs Assessment, Solution Recommendation and Simplify i3® Infrastructure Data Management Solution Implementation and Ongoing Support
Contact: ***Howard Elkin, Division Manager***, Streets and Stormwater Division, 1010 Woods Avenue, Orlando, FL 32805 | Phone: 407-246-2289 | Email: howard.elkin@cityoforlando.net
Project: Requirements Analysis, System Configuration, SaaS Solution Deployment and Ongoing Support
Contract Budget: $525,000 (Streets and Stormwater); $425,000 (Solid Waste Management); $150,000 (Traffic Engineering & Traffic Control) – Total Budget: $1.15 million
Dates of Implementation: 2018-Present

Client Reference 2 - Seminole County Environmental Services Division
Project: Program Management Enterprise System Needs Assessment, Design and Implementation
Contact: Carlos I. Vazquez – PMP, ACP, PSM, MCP, Team Lead / Senior IT Project Manager II
Information Technology | Solutions Delivery Group
Seminole County Government, 1101 E. 1st Street, Sanford FL 32771
Phone: (407) 665-7424 | Email: cvazquez@seminolecountyfl.gov
Contract Budget: $270,000
Duration: January 2021 – Present

Client Reference 3 - Polk County Utilities, 1011 Jim Keene Blvd, Winter Haven, FL 33880
Project: Requirements Analysis, Solution Design and Implementation of the PCU-MD enterprise web application
Contact: Eric Phillips |Phone: 863-298-4174 | Email: ericphillips@polk-county.net
Contract Budget: $550,000
Date of Services/Status: 2008 – Present

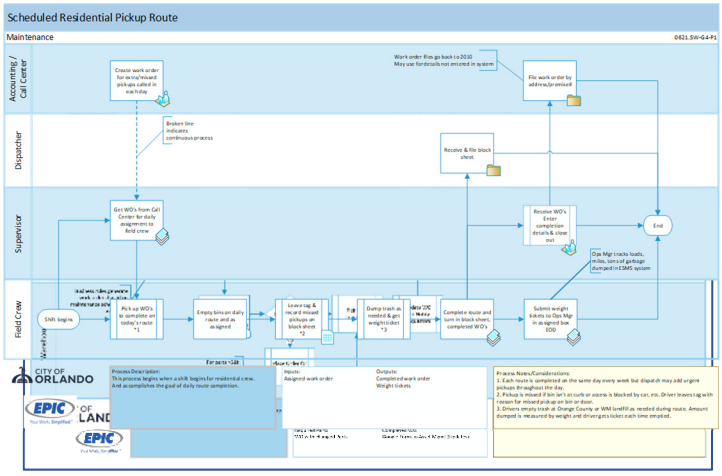
A. Reference Projects

Reference Project #1
Client – City of Orlando Public Works
Project – Enterprise Public Works Platform Needs Assessment, Solution Recommendation and Simplify i3® Infrastructure Data Management Solution Implementation and Ongoing Support

Testimonial: *The EPIC Team has been a trusted partner for the City in our digital transformation journey. Starting with various listening sessions with our stakeholders, EPIC team mapped our numerous business processes, collaboratively worked with us in streamlining our work and eliminating duplicate and labor-intensive data management processes. With the successful deployment of the Simplify i3 solution, our Division eliminated duplicate data entry, significantly reduced our spreadsheets, and successfully transitioned to tracking our activities and managing our information in this cloud-based system. Throughout this journey, the EPIC Team has been highly accessible, responsive and capable team players. Their diligence has helped us become more responsive to customer requests, provide on-demand information to executive leadership and elected officials, and capture institutional knowledge. As a result*

of our collaboration, the City staff are able to put their time in high-value activities and are able to make data-driven decisions. Howard Elkin, Division Manager, Streets & Stormwater Division

Description: City of Orlando engaged EPIC's services to assist them with the assessment for the feasibility to implement a uniform Public Works Platform solution that can serve the core business needs of the divisions. In this Business Operations Analysis and Optimization effort, the EPIC team reviewed the current asset management business processes for the participating City of Orlando Public Works business units. The Public Works business units identified for documentation of the processes and requirements in this task included: Streets and Storm Water, Solid Waste, Capital Infrastructure Improvement Division, Waste Water and City Engineering. Transportation Department's Traffic Engineering and Traffic Control business units joined the project during subsequent phases of the project.



The processes included division wide efforts to operate and maintain storm water facilities in order to achieve maximum design life and preserve water quality in the city's lake system through careful integration of operations, maintenance and capital investments for the required service in the most cost-effective manner. The specific business processes documented in this task were determined collaboratively by EPIC in consultation with the City Project Sponsor and the City Project Manager.

The task included requirements gathering and identifying the city assets and grouping them together in a meaningful way. Based on the analysis of the current process and requirements documentation, EPIC was successful in developing the proposed ("TO-BE") processes. The "TO-BE" processes were presented to City of Orlando staff for their review and feedback. The City of Orlando feedback was incorporated in the "TO-BE" processes and then submitted as a final deliverable. The following processes were mapped during the initial phases of the project:

- Citizen Request
- Corrective Maintenance
- Preventive Maintenance
- Asset Management
- Project Management

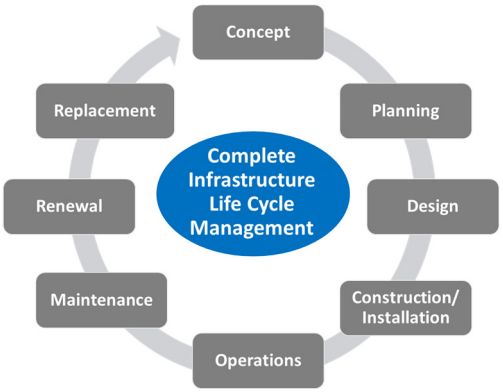
Phase 1 Project Deliverables included:

- *Presentation of summary findings from the As-Is Process Analysis and pain points analysis to the City staff*
- *Current ("AS-IS") Business Processes Documentation*
- *In BPML/BPMN standards*
- *In Microsoft Vision Workflow Diagrams*
- *Future ("TO-BE") Business Processes Documentation*
- *In BPML/BPMN standards*

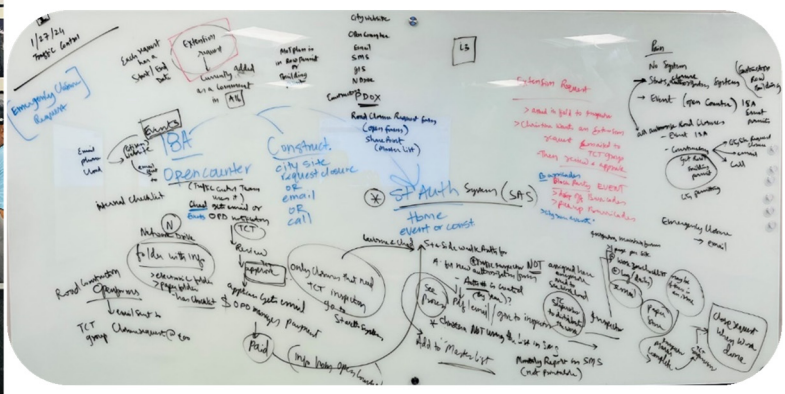
- *In Microsoft Vision Workflow Diagrams*
- *Business Rules Documentation*
- *Requirements Documentation*
- *Functional Requirements*
- *Non-Functional and System Requirements*
- *Resource Requirements*
- *Reporting Requirements*
- *Training Requirements*

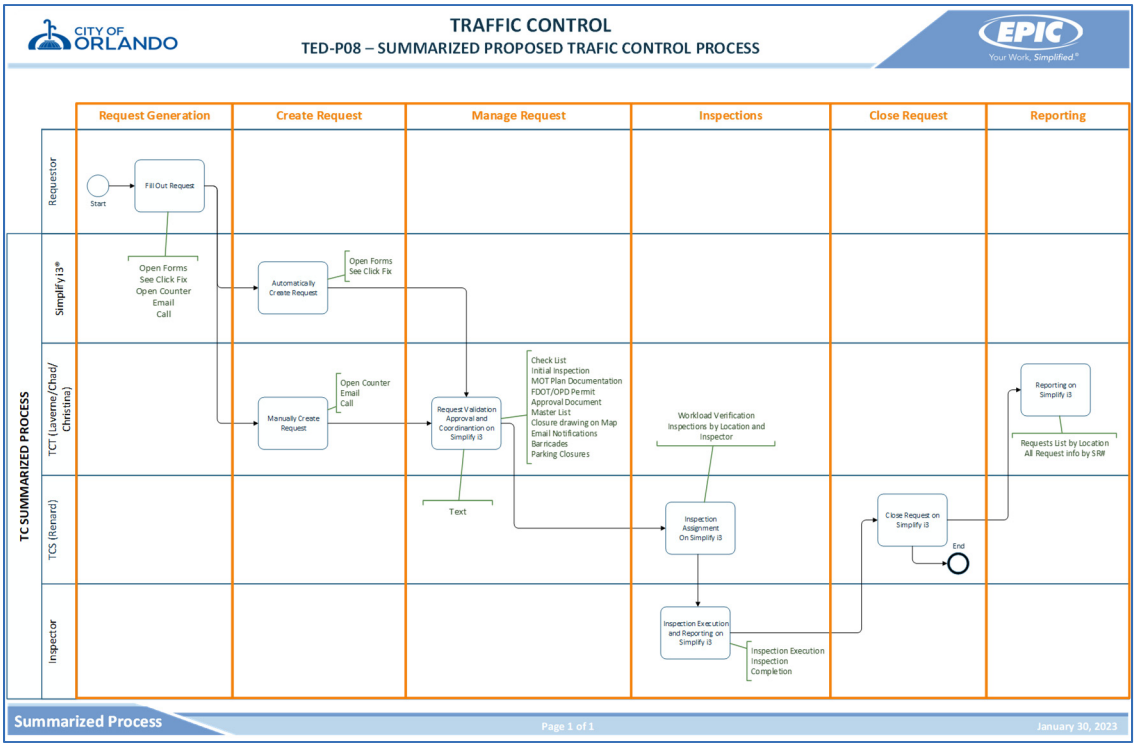
Subsequent to the delivery of the requirements, the City evaluated and selected the Simplify i3® infrastructure intelligence solution as the Public Works Platform to support the core business activities. EPIC configured and delivered the Simplify i3® Integrated Infrastructure Data Management Platform for the City of Orlando Public Works Department. The following modules were delivered as part of this effort:

- Asset Management
- Project Management
- Service Request Management
- Work Order Management
- Inspection Management
- Document Repository
- Contact Management
- Fund Management
- Ad-Hoc Reporting
- GIS
- Mobile Applications for Field Staff
- GIS API



Subsequent to the successful deployment of the Simplify i3® solution for Streets and Stormwater and Solid Waste Divisions, the Transportation Department authorized EPIC to perform the business process mapping for the Traffic Engineering, Sign Shop and Traffic Control Divisions. EPIC successfully mapped all the key business processes for these divisions and deployed the Simplify i3® solution to streamline the business processes and data management activities.

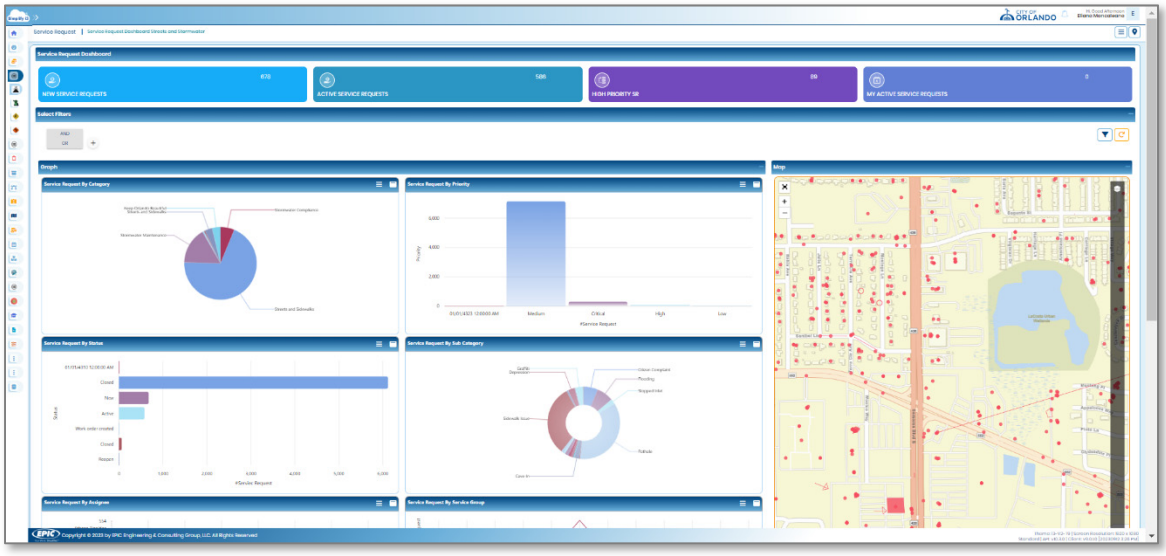




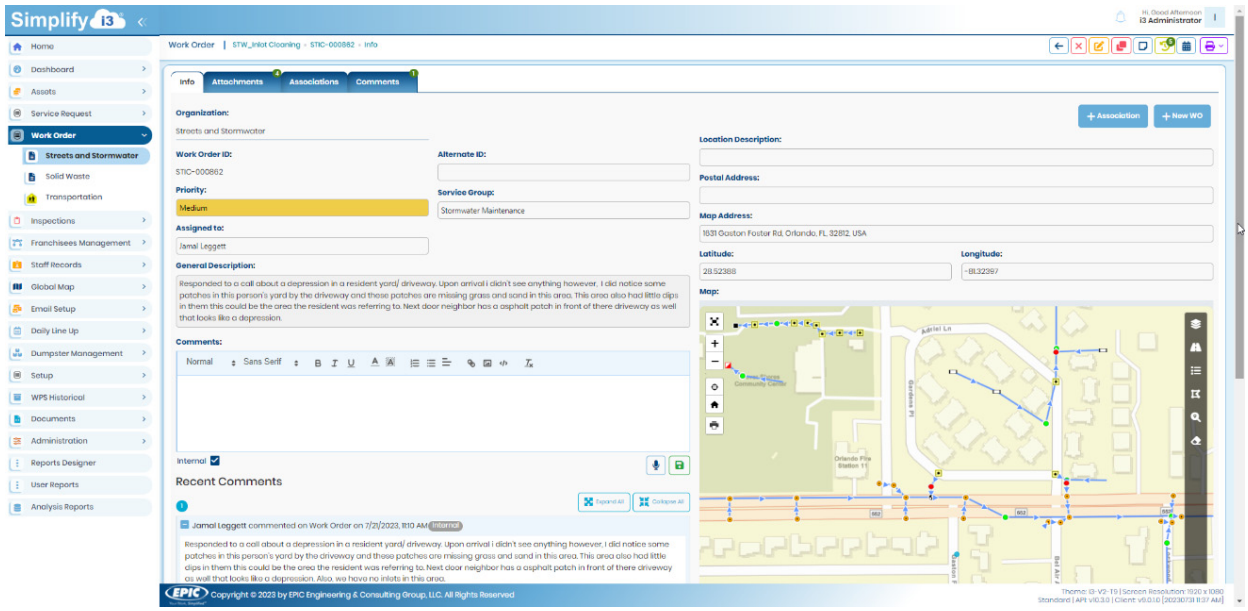
The following integrations were successfully performed for the City of Orlando project.

- Integration with the City Esri ArcGIS services
- Integration with Citizen Communication Software – SeeClickFix, OpenForms
- Integration with SSO – Okta
- Implementation of Franchise Management module
- Configuration of over 100 Service requests and Work Order templates
- Migration of 30+ years of historical data

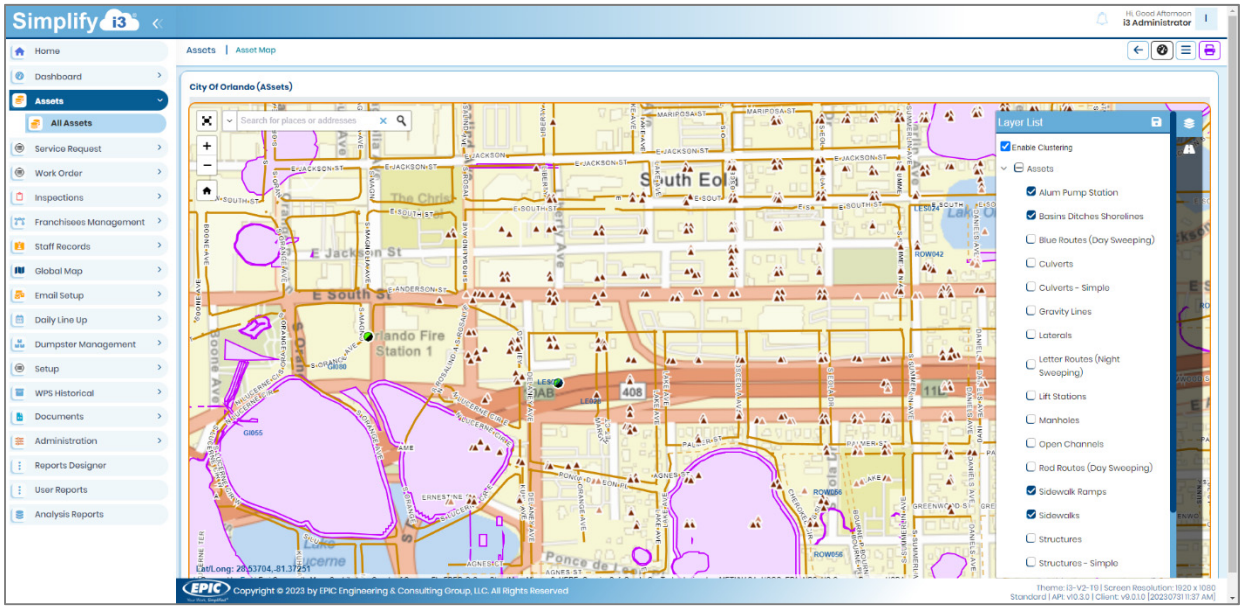
Dashboards



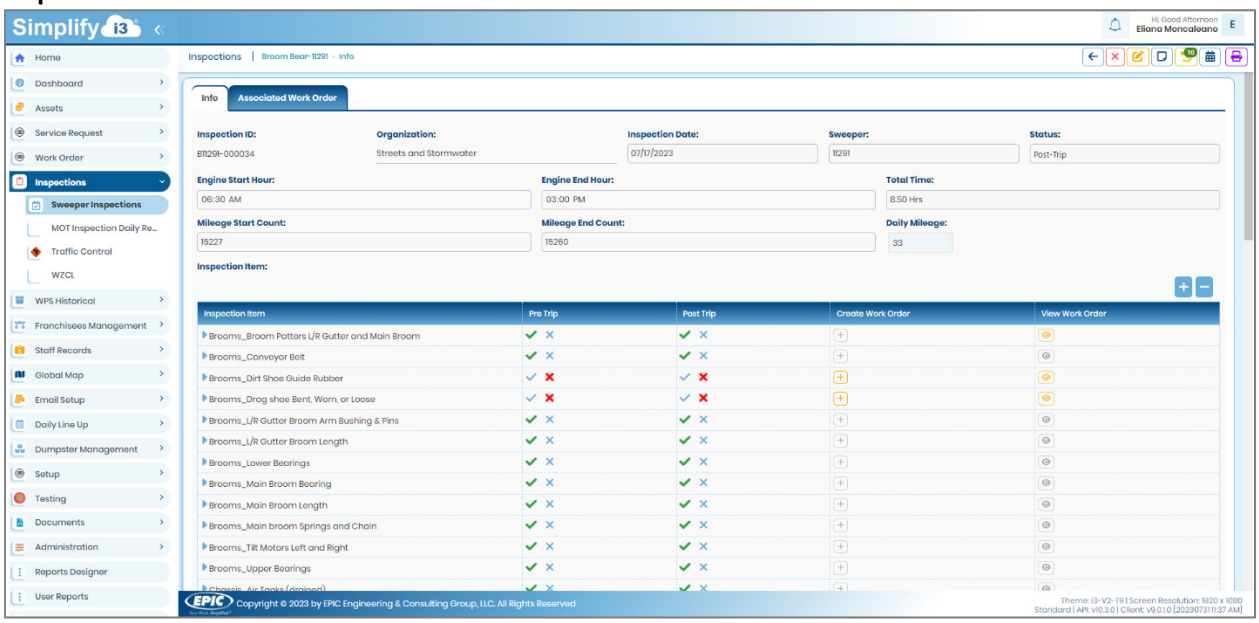
Work Orders



Assets



Inspection Forms



Reference Project #2

Seminole County Environmental Services Division
Project: Program Management Enterprise System Needs Assessment, Design and Implementation
Carlos I. Vazquez – PMP, ACP, PSM, MCP
Team Lead / Senior IT Project Manager II
Information Technology | Solutions Delivery Group
Seminole County Government, 1101 E. 1st Street, Sanford FL 32771
Phone: (407) 665-7424 | Email: cvazquez@seminolecountyfl.gov
Contract Budget: $270,000
Duration: January 2021 – Present

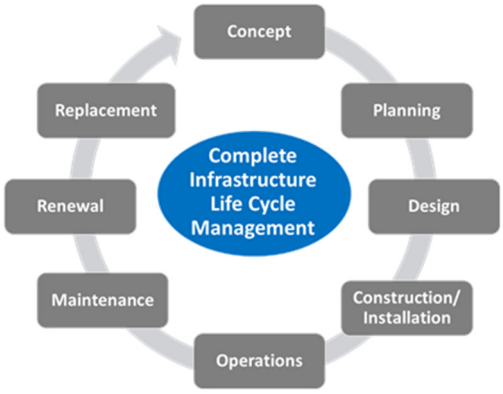
Testimonial: *Seminole County Environmental Services (SCES) has formed a partnership with EPIC Engineering & Consulting Group, LLC (EPIC) since 2021 to enhance their operational efficiency and streamline various aspects of their operations through software solutions. Specifically, EPIC has been instrumental in the development and implementation of two key modules: the Capital Improvement Projects (CIP) Project Management module and the One Stop Permitting (OSP) module. The partnership with EPIC has enabled SCES to undergo a digital transformation, transitioning from paper-based processes and standalone spreadsheets to web-based platforms that offer improved data visibility, accessibility, and transparency. By consolidating data and documents into these platforms, SCES has reduced the reliance on physical files and minimized the risk of data loss. Moreover, the integration of third-party systems would have expanded the system's capabilities and provided seamless access to external resources.*
EPIC has demonstrated a collaborative and proactive approach throughout this partnership. They've conducted needs analysis tasks and mapped internal processes to ensure the solutions developed align with the users' needs. This approach likely involved close collaboration with SCES staff to identify pain points, understand requirements, and design effective solutions. EPIC's willingness to troubleshoot issues, provide additional solutions, and engage with all stakeholders reflects their commitment to the success of the project.

Overall, this partnership with EPIC Engineering & Consulting Group has played a significant role in modernizing and enhancing the operational capabilities of Seminole County Environmental Services, driving efficiency, data integrity, and improved processes across their project management and permitting workflows.

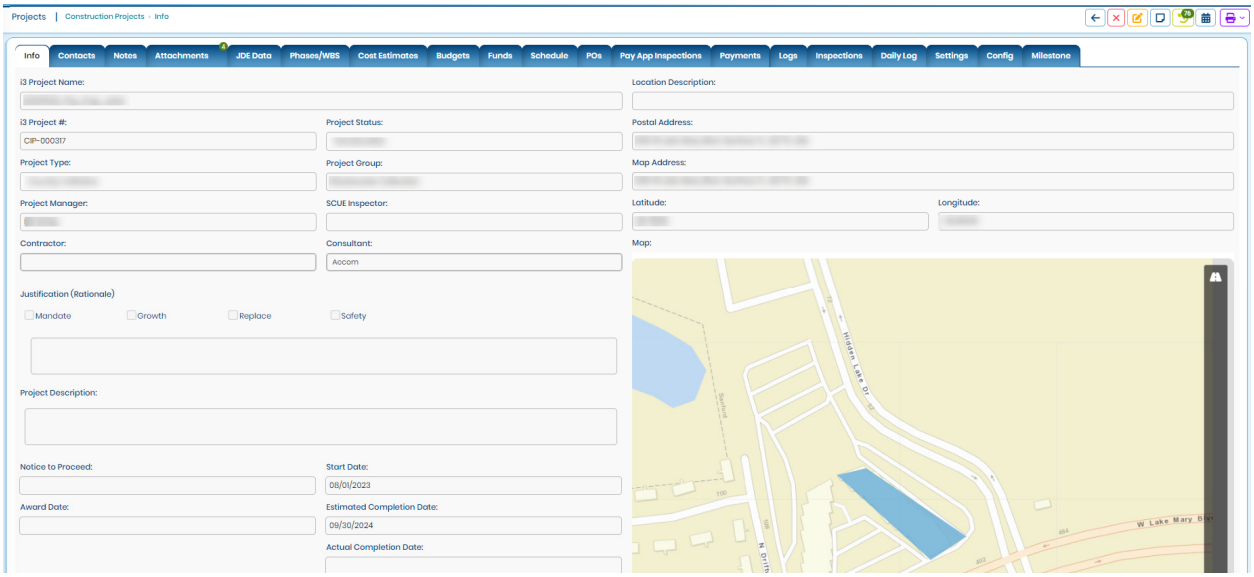
Project Description: The leaders of the Seminole County Environmental Services Department (SCESD) identified the need for a Capital Improvement Project (CIP) Program Management Enterprise solution (PME). The solution was to provide a simple and user-friendly interface for the department of Environmental Services staff and its vendors to perform, manage, and integrate the daily project work, PME processes, activities, and data with the Department's Systems.

EPIC configured and provided the Simplify i3® Program Management Enterprise solution for SCES's Development and Capital Improvement projects. The solution is specifically designed to grown with SCES's business needs and deliver optional efficiencies to Seminole County Staff. The following modules were delivered as part of this effort:

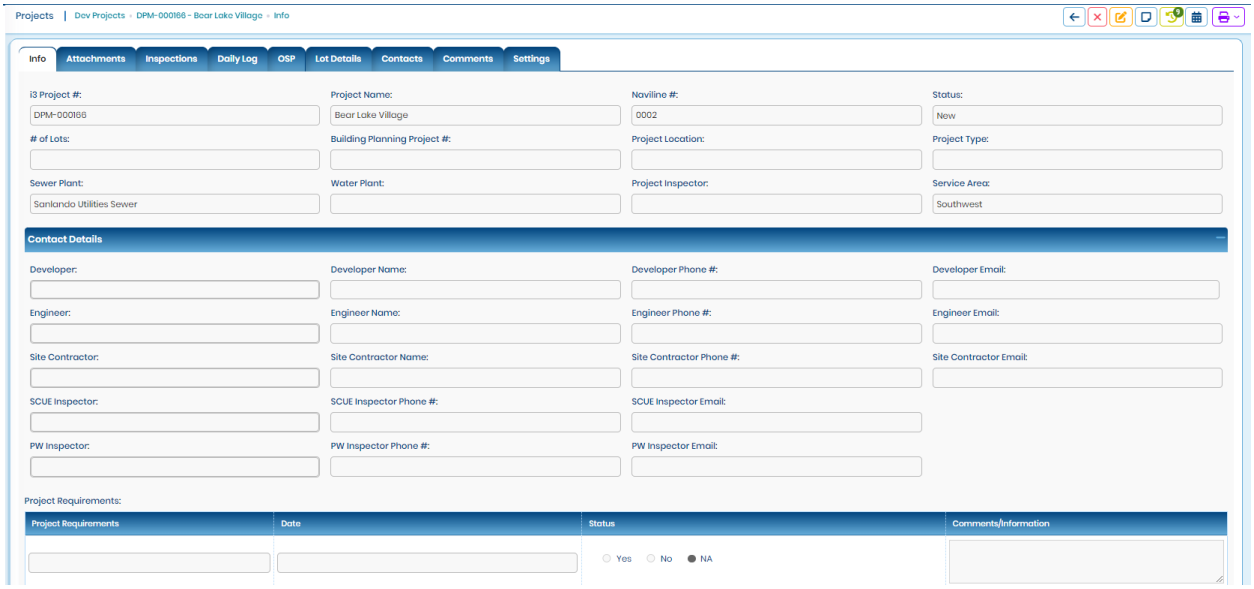
- Project Management
- Inspection Management
- Document Repository
- One Stop Permitting (Plant Capacity)
- Contact Management
- JDE Financial Data Integration
- Fund Management
- Ad-Hoc Reporting
- GIS
- Mobile Applications for Field Staff



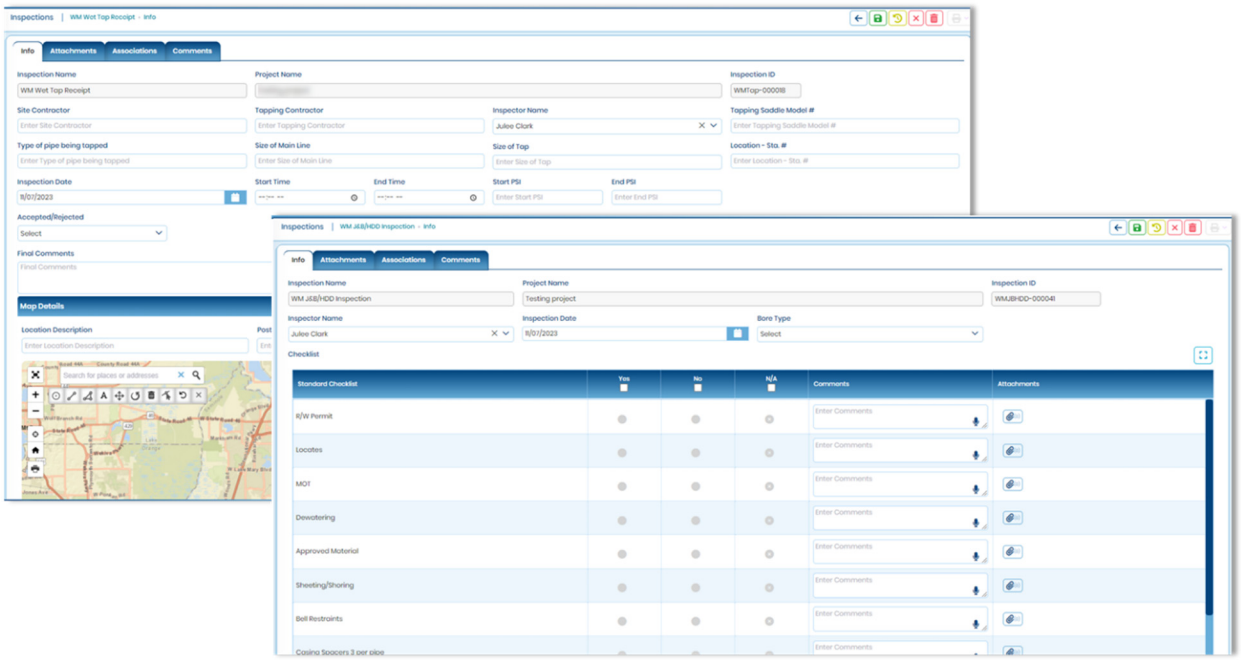
CIP Project



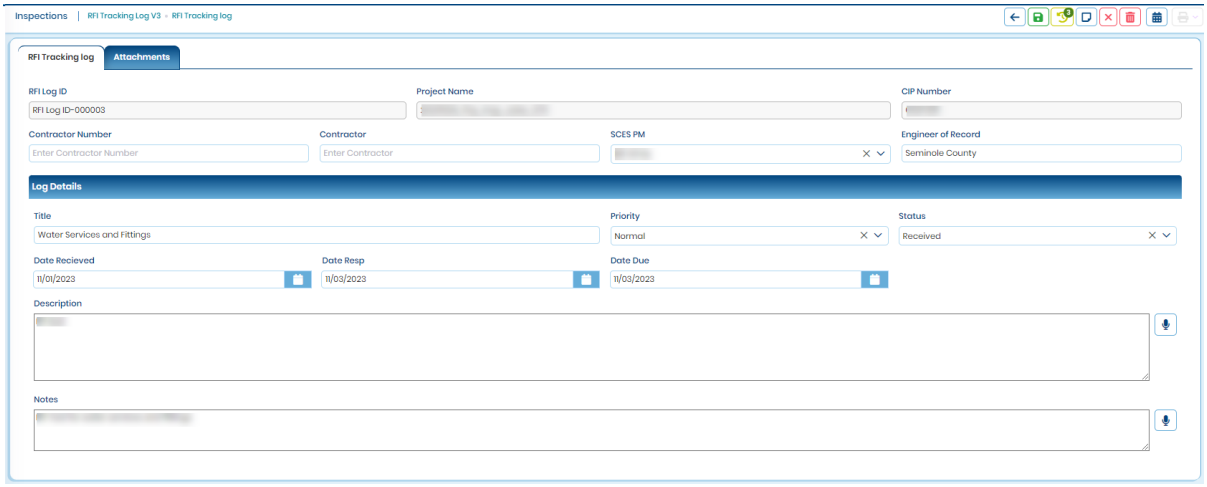
Development Project



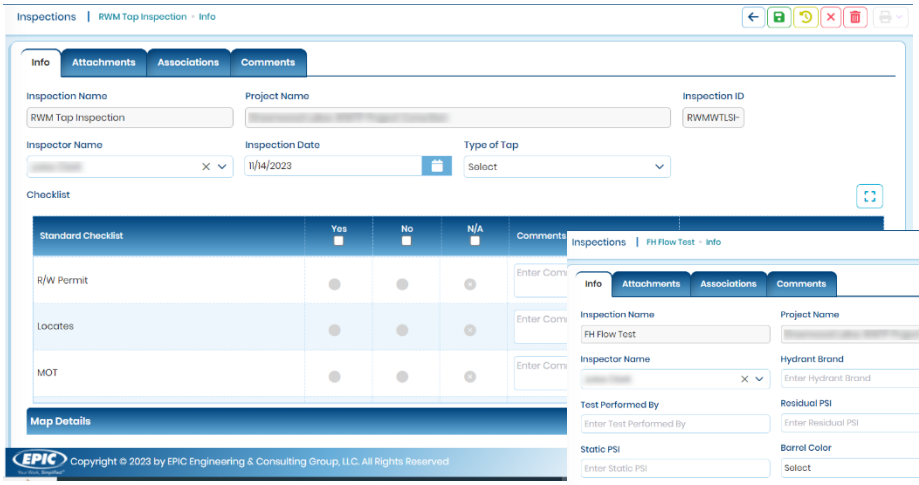
Inspections: The system supports configuration of multiple types of inspection with unique attributes

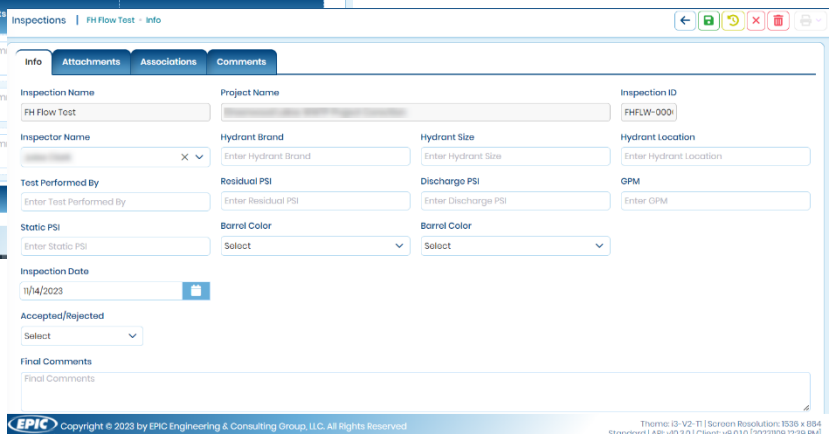


RFI Logs



Inspections





Reference Project #3

Polk County Utilities, 1011 Jim Keene Blvd, Winter Haven, FL 33880
Contact: ***Eric Phillips*** |Phone: 863-298-4174 | Email: ericphillips@polk-county.net
Contract Budget: $550,000
Project: Requirements Analysis, Solution Design and Implementation of the PCU-MD enterprise web application
Date of Services/Status: 2008 – Present

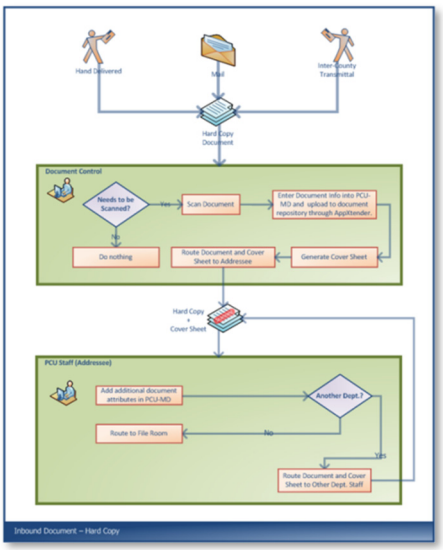
EPIC is supporting the PCU-MD application and is currently in the process of configuring and deploying the Simplify i3® platform to migrate the functionality of the PCU-MD application. The new solution is scheduled to Go Live in January 2024

Testimonial: *Polk County Utilities (PCU) has partnered with EPIC Engineering and Consulting Group, LLC (EPIC) for 15+ years for software driven solutions and software support. The primary software implementations were the Polk County Utilities Master Database (PCUMD) and the Capacity Management System (CapMS). PCUMD has been utilized to track land development projects as well as the Division's Capital Improvement Projects (CIP). CapMS was used to quantify capacity commitments represented by proposed projects as well as track existing/in-fill lots connecting to County water and wastewater facilities. These applications increased the availability of data to all staff, provided powerful capacity tracking, inspections, and budgeting capabilities, and integrated with the County's document storage repository.*

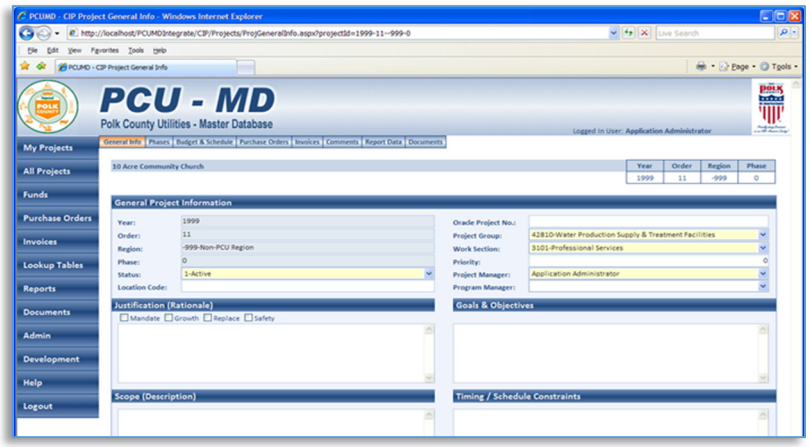
The PCUMD and CapMS applications consolidated volumes of information into web-based platforms and served up critical information and documents (via integration with 3rd party vendors) at our fingertips. As a result of these software solutions, staff enjoyed efficiencies from data entry into a single platform eliminating data silos thereby increasing overall data consistency and integrity/reliability. Standardized procedures in handling data, records, etc. were facilitated by PCUMD/CapMS and 3rd party integrations, which further reduced manual work and eliminated data duplication. EPIC's contributions have enabled the PCU organization to successfully embark on the path to digital transformation, by reducing/eliminating paper files, minimizing stand-alone spreadsheets, and improving data visibility, accessibility and transparency. EPIC has conducted various needs analysis tasks and mapped internal processes to understand user needs and ensure effective solution development and implementation. They (EPIC) have always demonstrated eagerness to provide additional solutions, troubleshoot issues when they arise, and collaborate with all stakeholders when necessary.

Description: Polk County Utilities (PCU) is located approximately 60 miles south of the Orlando metropolitan area. PCU provides water, wastewater, and reclaimed water services to over 56,000 households and commercial customers. PCU operates and maintains 45 water plants, 11 wastewater plants, over 290 wastewater lift stations and water pumping stations, and approximately 1100 miles of distribution and collection pipelines. PCU management has created a vision and an implementation plan to implement a seamless, integrated set of business applications that will help the PCU staff perform their activities more efficiently, improve customer service by responding to their needs quickly and prioritizing the response/repair activities efficiently.

One of the key business systems planned in this vision was an enterprise web application that would facilitate the management of critical project information on all projects that are managed by PCU staff. PCU had previously developed the Engineering Projects Database (EPD) application to track various projects in the county service areas. This application was developed in Microsoft Access and has been in use for several years. PCU selected EPIC to perform a comprehensive needs assessment of the business requirements of various departments within the utilities including Development Engineering, Capital Projects Management, Permitting & Compliance, Customer Service, Records Management and Operations and Maintenance.

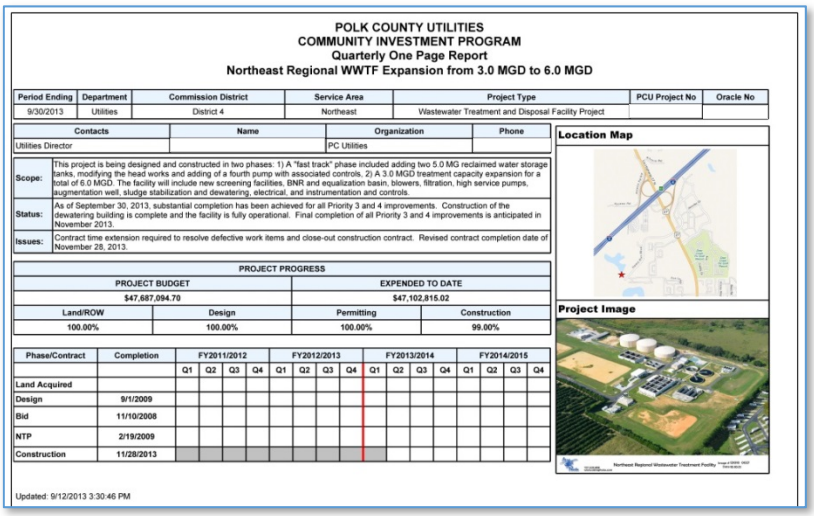


Working with the PCU project manager, EPIC staff formed the stakeholder groups to represent the entire spectrum of the user groups across PCU in order to ensure maximum user acceptance for the proposed solution. EPIC conducted multiple workshops with the user groups to listen to the users' needs, understand and document the current processes and challenges with the paper-based processes. EPIC staff then worked with PCU staff to build consensus for developing a concise and consistent set of functionalities that would assist the organization. One of the principal challenges in this process was the coordination and facilitation of consensus building across a diverse user base that had different requirements, skill sets, and understanding of what was needed from the proposed solution.



EPIC successfully completed the needs assessment and developed a recommendation to PCU to design and implement an enterprise web-based application to serve the business needs of the existing EPD database and incorporate the new functionality discovered in the needs assessment process. A phased implementation approach was recommended by EPIC and adopted by PCU. PCU approved the recommendation and authorized EPIC to design and implement the PCU Master Database (PCU-MD) solution. EPIC designed and implemented PCU-MD enterprise solution using the ASP.NET platform and SQL Server database, along the lines of the IT standards for PCU. The application was designed to be scalable to accommodate future functionality for PCU. EPIC also performed a data migration from the existing Microsoft Access Database (EPD) to the PCU-MD. EPIC staff worked closely with the County IT staff in order to comply with the County IT standards and requirements.

Since its implementation in 2008, PCU-MD has become an integral part of PCU's business infrastructure. PCU staff regularly access this application to look up information or perform their business functions. The application has now been expanded to track field inspection comments, track and manage project budget information, project status information and generates an extensive set of standard reports.



POLK COUNTY UTILITIES
COMMUNITY INVESTMENT PROGRAM
Quarterly One Page Report
Northeast Regional WWTF Expansion from 3.0 MGD to 6.0 MGD

Period Ending	Department	Commission District	Service Area	Project Type	PCU Project No	Oracle No
9/30/2013	Utilities	District 4	Northeast	Wastewater Treatment and Disposal Facility Project		

Contacts	Name	Organization	Phone
Utilities Director		PC Utilities	

Scope: This project is being designed and constructed in two phases: 1) A "fast track" phase included adding two 5.0 MG reclaimed water storage tanks, modifying the head works and adding of a fourth pump with associated controls, 2) A 3.0 MGD treatment capacity expansion for a total of 6.0 MGD. The facility will include new screening facilities, BNR and equalization basin, blowers, filtration, high service pumps, augmentation well, sludge stabilization and dewatering, electrical, and instrumentation and controls.

Status: As of September 30, 2013, substantial completion has been achieved for all Priority 3 and 4 improvements. Construction of the dewatering building is complete and the facility is fully operational. Final completion of all Priority 3 and 4 improvements is anticipated in November 2013.

Issues: Contract time extension required to resolve defective work items and close-out construction contract. Revised contract completion date of November 28, 2013.

Location Map

Project Image

PROJECT PROGRESS

PROJECT BUDGET		EXPENDED TO DATE	
$47,687,094.70		$47,102,815.02	
Land/ROW	Design	Permitting	Construction
100.00%	100.00%	100.00%	99.00%

Phase/Contract	Completion	FY2011/2012				FY2012/2013				FY2013/2014				FY2014/2015			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Land Acquired																	
Design	9/1/2009																
Bid	11/10/2008																
NTP	2/19/2009																
Construction	11/28/2013																

Updated: 9/12/2013 3:30:46 PM

The inspections tracking requirements were collaboratively developed with PCU inspection staff and a secure data access and storage protocol was developed to address the integrity of the data. All inspection entries are stored in a transactional manner so that a complete history of field events are available to PCU. PCU-MD is integrated with the County's Document Management System (Documentum/AX) to provide users with access to project documents through the integrated interface. This application is deployed on the County IT infrastructure and is used by PCU staff to manage project information. EPIC is providing as needed technical support for PCU.

Date of Services/Status: 2008 – Present: In January 2023, the County selected EPIC's Simplify i3® solution platform to transfer the functions of the PCU-MD application. The new solution is scheduled to go live in January 2024.

TAB 4 – WORK COST SHEET

Attachment B
E-Bid # 20240019
Technology Modernization Consulting Services
Cost Work Sheet - Schedule A

Deliverable		Hourly Cost
1	Project Manager	$190.00
2	Azure Solution Archiect	$210.00
3	AWS Solution Architect	$210.00
4	Cloud Security Engineer	$200.00
5	Data Security Engineer	$200.00
6	Data Architect	$200.00
7	BI Developer	$175.00
8	Data Analyst	$160.00
9	Database Administrator	$190.00
10	Data Engineer	$175.00
11	Data Governance Specialist	$175.00
12	IoT Architect	$200.00
13	IoT Developer	$175.00
14	IoT Solutions Engineer	$175.00

Note: Unit prices are limited to 2 decimals
Example : $5.2555 is not acceptable - $5.25 is acceptable

Contractor Signatutre: Julee Clark

Contractor Name : Julee Clark

Contractor Phone Number 407-381-3742

Contractor Email Address : julee@epicgroupllc.com

TAB 5 – ADDITIONAL REQUIRED DOCUMENTS

Consultant's General Information Work Sheet

Cone of Silence Form

Consultant's Code of Ethics

E-Verify Form

Non-Collusion Affidavit

Drug-Free Workplace Form

Vendor Certification Regarding Scrutinized Companies Form

Truth in Negotiation Form

CONTRACTOR'S GENERAL INFORMATION WORK SHEET
E-RFP #20240019

It is understood and agreed that the following information is to be used by the City to determine the qualifications of prospective Contractor to perform the work required. The Contractor waives any claim against the City that might arise with respect to any decision concerning the qualifications of the Contractor.

The undersigned attests to the truth and accuracy of all statements made on this questionnaire. Also, the undersigned hereby authorizes any public official, Engineer, Surety, bank, material or equipment manufacturer, or distributor, or any person, firm or corporation to furnish the City any pertinent information requested by the City deemed necessary to verify the information on this questionnaire.

Dated at 1049 Willa Springs, Drive, Winter Springs, FL 32708 (Location), this 29th day of February, 2024

Name of Organization/Contractor: EPIC Engineering & Consulting Group, LLC

By: Julee Clark, Operations Manager
Name and Title

1. Corporation, Partnership, Joint Venture, Individual or other? Corporation

2. Firm's name and main office address, telephone, and fax numbers

   Name: EPIC Engineering & Consulting Group, LLC

   Address: 1049 Willa Springs Drive, Suite 1001

   Winter Springs, FL 32708

   Telephone Number: 407-381-3742

   Fax Number: 407-365-1308

3. Contact person: Prasad Chittaluru Email: prasad@epicgroupllc.com

4. Firm's previous names (if any). N/A

5. How many years has your organization been in business? 17 years

6. Is the firm claiming Local Preference under City Ordinance 35.14 ? YES / NO

7. **ADDENDUM ACKNOWLEDGMENT** - Bidder acknowledges that the following addenda have been received and are included in its proposal/bid:

Addendum Number	Date Issued	Addendum Number	Date Issued
1	1/25/2024		
2	2/20/2024		
3	2/21/2024		

8. Has the Contractor or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership?

Yes ( ) No (X)

If yes, please explain:

9. List any lawsuits pending or completed within the past five (5) years involving the corporation, partnership or individuals with more than ten percent (10 %) interest:

No - EPIC Engineering & Consulting Group, LLC has not had any lawsuits at any time.

(N/A is not an acceptable answer - insert lines if needed)

10. List any judgments from lawsuits in the last five (5) years:

No - EPIC Engineering & Consulting Group, LLC has not had any judgments at any time

(N/A is not an acceptable answer - insert lines if needed)

11. List any criminal violations and/or convictions of the Proposer and/or any of its principals:

There have been no criminal violations and/or convictions for EPIC Engineering & Consulting Group, LLC or its principals.

(N/A is not an acceptable answer - insert lines if needed)

Julie Clark

Signature

Operations Manager

Title

PORT ST. LUCIE
HEART OF THE TREASURE COAST

NOTICE TO ALL PROPOSERS:

To ensure fair consideration is given for all Proposers, it must be clearly understood that upon release of the proposal and during the proposal process, firms, and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact or participate in any type of contact with City employees, department heads or elected officials, up to and including the Mayor and City Council. The "Cone of Silence" is in effect for this solicitation from the date the solicitation is advertised on DemandStar, until the time an award decision has been approved by City Council and fully executed by all parties. Information about the Cone of Silence can be found under the City of Port St. Lucie Ordinance 20-15, Section 35.13. Contact with anyone other than the Issuing Officer may result in the vendor being disqualified. All contact must be coordinated through India Barr, Issuing Officer, for the procurement of these services.

All questions regarding this Solicitation are to be submitted in writing to Nadia Tourjee, Procurement Agent I with the Procurement Management Department via e-mail ibarr@cityofpsl.com, or by phone 772-344-4055 Please reference the Solicitation number on all correspondence to the City.

All questions, comments and requests for clarification must reference the Solicitation number on all correspondence to the City. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the City. The City reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

**NOTE: All addendums and/or any other correspondence before bid close date (general information, question and responses) to this solicitation will be made available exclusively through the DemandStar's Website for retrieval. All notice of intent to award documentation will be published on the City Clerk's Website. Proposers are solely responsible for frequently checking these websites for updates to this solicitation.*

I understand and shall fully comply with all requirements of City of Port. St. Lucie Ordinance .

Typed Name: Julee Clark

Signed: Julee Clark

Company and Job Title: EPIC Engineering & Consulting Group, LLC, CEO

Date: 2/29/2024

"A City for All Ages"

E-RFP #20240019
CONTRACTOR'S CODE OF ETHICS

The City of Port St Lucie ("City), through its Procurement Management Department ("Procurement Management Department") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards, and enjoys the complete confidence of the public. To achieve these purposes, Procurement Management Department requires each vendor who seeks to do business with the City to subscribe to this Contractor's Code of Ethics.

- A Contractor's bid or proposal will be competitive, consistent, and appropriate to the bid documents.
- A Contractor will not discuss or consult with other Vendors intending to bid on the same contract or similar City contract for the purpose of limiting competition. A Vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- Contractor will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor prior to the bid or proposal closing date.
- Contractor will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- Contractor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the contract.
- Contractor will not offer or give any gift, item, or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
- Contractor will not cause, influence, or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person.
- Contractor will disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a Vendor contracted by the City.
- Contractor must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Contractor must require their suppliers

(including temporary labor agencies) to do the same. Contractor must conform their practices to any published standards for their industry. Compliance with laws, regulations and practices include, but are not limited to the following:

- Obtaining and maintaining all required environmental permits. Further, Contractor will endeavor to minimize natural resource consumption through conservation, recycling, and substitution methods.
- Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employee can report health and safety incidents, as well as providing adequate safety training.
- Providing workers with an environment free of discrimination, harassment, and abuse, which includes establishing a written antidiscrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

Name of Organization/Proposer EPIC Engineering & Consulting Group, LLC

Signature Julee Clark

Printed Name and Title Julee Clark, Operations Manager

Date 2/29/2024

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable contractor contract. In the case of any discrepancies between it and the law, regulation(s) and/or contractor contract, the law, regulatory provision(s) and/or vendor contract shall prevail.

Supplier/Consultant acknowledges and agrees to the following:

1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Supplier/Consultant during the term of the contract; and
2. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
3. The Contractor hereby represents that it is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes. The Contractor further represents that it will remain in compliance with the requirements of Sections 448.09 and 448.095 Florida Statutes, during the term of this contract and all attributed renewals.
4. The Contractor hereby warrants that it has not had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the effective date of this contract. If the Contractor has a contract terminated by a public employer for any such violation during the term of this contract, it must provide immediate notice thereof to the City.

E-Verify Company Identification Number	762441
Date of Authorization	3/10/2014
Name of Contractor	EPIC Engineering & Consulting Group, LLC
Name of Project	Information Technology Modernization Consulting Services
Solicitation Number (If Applicable)	E-RFP Number 20240019

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on February, 29, 20 24 in Winter Springs (city), FL (state).

Julee Clark
Signature of Authorized Officer

Julee Clark / Operations Manager
Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 29th DAY OF February, 20 24.

NOTARY PUBLIC Carey H. Greenlee

My Commission Expires: 2/4/2025

CAREY H. GREENLEE
MY COMMISSION #HH089281
EXPIRES: FEB 04, 2025
Bonded through 1st State Insurance

PORT ST. LUCIE

HEART OF THE TREASURE COAST

E-RFP #20240019

State of Florida }

County of Seminole }

Julee Clark, being first duly sworn, disposes and says that:
(Name/s)

1. They are Operations Manager of EPIC Engineering & Consulting Group, LLC the Proposer that
(Title) (Name of Company)

has submitted the attached PROPOSAL;

2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such PROPOSAL;

3. Such Proposal is genuine and is not a collusive or sham Proposal;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Proposal in connection with the contract for which the attached proposal has been submitted or to refrain from proposing in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Port St. Lucie or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) Julee Clark

(Title) Operations Manager

PORT ST. LUCIE
HEART OF THE TREASURE COAST

STATE OF FLORIDA }
COUNTY OF ST. LUCIE} SS:

The foregoing instrument was acknowledged before me this *(Date)* 2/29/2024

by: Julee Clark who is personally known to me or who has produced

_____ as identification and who did (did not) take an oath.

Commission No. HH089281

Notary Print: CAREY H. GREENLEE

Notary Signature: Carey H Greenlee

CAREY H. GREENLEE
MY COMMISSION #HH089281
EXPIRES: FEB 04, 2025
Bonded through 1st State Insurance

PORT ST. LUCIE
HEART OF THE TREASURE COAST

"A City for All Ages"

DRUG-FREE WORKPLACE FORM
E-RFP #20240019

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

EPIC Engineering & Consulting Group, LLC does:
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Contractor's Signature

2/29/2024
Date

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES' LISTS

Vendor Name:	EPIC Engineering & Consulting Group, LLC
Vendor FEIN:	20-5909230
Authorized Representative's Name:	Julee Clark
Authorized Representative's Title:	Operations Manager
Address:	1049 Willa Springs Drive, Suite 1001
City, State and Zip Code:	Winter Springs, FL 32708
Phone Number:	407-381-3742
Email Address:	julee@epicgroupllc.com

Sections 287.135 and 215.473, Florida Statutes, prohibit Florida municipalities from contracting with companies, for goods or services over $1,000,000 that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or to engage in any Business operations with Cuba or Syria. Sections 287.135 and 215.4725 also prohibit Florida municipalities from contracting with companies, for goods or services in any amount that are on the list of Scrutinized Companies that Boycott Israel.

The list of "Scrutinized Companies" is created pursuant to Section 215.473, Florida Statutes. A copy of the current list of "Scrutinized Companies" can be found at the following link: https://www.sbafla.com/fsb/FundsWeManage/FRSPensionPlan/GlobalGovernanceMandates/QuarterlyReports.aspx

As the person authorized to sign on behalf of the Respondent Vendor, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List; or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not participating in a boycott of Israel; and does not have any business operations with Cuba or Syria. I understand that pursuant to Sections 287.135 and 215.473, Florida Statutes, the submission of a false certification may subject the Respondent Vendor to civil penalties, attorney's fees, and/or costs.

I understand and agree that the City may immediately terminate any contract resulting from this solicitation upon written notice if the company referenced above are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) for any contract for goods or services in any amount of monies, it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars ($1,000,000) or more, it 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 it is found to have been engaged in business operations in Cuba or Syria.

Authorized Signature

Julee Clark

Print Name

Julee Clark

Signature

PORT ST. LUCIE

"A City for All Ages"

TRUTH-IN-NEGOTIATION CERTIFICATE

RFP-# 20240019

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixed fee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the City of Port St. Lucie, Florida requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the City determines the agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the City, whichever is later.

EPIC Engineering & Consulting Group, LLC
Name of Firm

Julee Clark
President or Designee (Printed)

Julee Clark
President or Designee (Signed)

The foregoing instrument was acknowledged before me by Julee Clark who is personally known to me. WITNESS my hand and official seal in the (Name of County) Seminole County, FL (State) last aforesaid this 29th day of February, 2024.

(SEAL)

CAREY H. GREENLEE
MY COMMISSION #HH089281
EXPIRES: FEB 04, 2025
Bonded through 1st State Insurance

Signature

CAREY H. GREENLEE
Notary Name (typed or printed)

Carey H Greenlee
Notary Name (signed)