



City of Port St. Lucie Public Information Support for Public Works Projects

Quest Corporation of America, Inc. (QCA) is pleased to provide this proposal to serve as public information, public relations and outreach services for the City of Port St. Lucie Public Works Projects including but not limited to Floresta Drive and projects driven by the sales tax.

We stand ready to support the City at a flat hourly rate of \$97.00. Below are some of the recommended services we feel can add value to the efforts of and support Public Works and the City of Port St. Lucie Communications Department. We have also included a full list of our Quest services for your reference. We propose 20 hours a week for one year to get started. We can evaluate the level of need and adjust the hours accordingly to fit the needs of the City and the Public Works Department. Quest will bill actual time spent and will monitor the hours, providing monthly reports and updates to the City.

City of Port St. Lucie resident Beth Zsoka will serve as the lead for the City of Port St. Lucie Public Works Projects. Beth has been working with the City of Port St. Lucie on the design and construction of the Crosstown Parkway Extension Project since 2014. Quest has a full service team of professionals to add extra value and support to City efforts, as needed, including an in-house creative services team, photographers, website specialists, a certified drone operator and additional public information specialists.

Proposed Public Information Services:

- Maintain a hotline for the City – answering and responding to resident comments and concerns
- Weekly Photography of Projects throughout the City
- Weekly Reports and Project Spotlights
- Attend City and Progress Meetings
- Create and distribute project information
- Prepare project fact sheets and educational materials
- Complete door to door outreach efforts
- Prepare press releases and other written materials to spotlight projects
- Identify affected stakeholders and prepare project databases
- Document communication with residents and support with follow up
- Attend HOA and other community meetings and events
- Support with presentation materials

- Support with public meetings for design and construction including signage, speaker cards, notes, meetings summaries, sign in sheets, project handouts and additional support staff.
- Draft content for social media and website updates
- Draft Memos to Council and provide content for City Manager Reports
- Help spotlight public works activities on PSLTV
- Graphics including project maps, videos and information flyers
- Meet directly with impacted residents and businesses
- Track and respond to queries from groups, organizations etc.
- Conduct field reviews and regular project site visits

Activity	Estimated Hours	Rate	Cost
Public Information Services	20 hours a week for one year	\$97.00	\$100,880