

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF DORAL
AND
SEQUOIA CONSULTING GROUP – I, INC.
FOR
FY 2018 COST ALLOCATION PLAN SERVICES**

THIS AGREEMENT is made between SEQUOIA CONSULTING GROUP – I, Inc., an active, for-profit Foreign corporation, (hereinafter the “Provider”), and the CITY OF DORAL, FLORIDA, a Florida municipal corporation, (hereinafter the “City”).

RECITALS

WHEREAS, the City wishes to engage Provider to prepare a cost allocation study for Fiscal Year 2018;

WHEREAS, Provider will provide a detailed City-wide cost allocation plan based on FY 2018 actual expenditures and in accordance with Uniform Guidance 2 CFR Part 200, Full Cost Allocation Plans (CAP’s); and

WHEREAS, the City and Provider, through mutual negotiation, have agreed on the terms and conditions in this agreement for the provision of services.

AGREEMENT

NOW, THEREFORE, in consideration of the aforementioned recitals, which are incorporated herein and made a part hereof by this reference, the mutual covenants and conditions contained herein, and other good and valuable consideration, the sufficiency of which is acknowledged by the Parties, Provider and the City agree as follows.

1. Scope of Services/Deliverables.

- 1.1 The Provider shall furnish professional services to the City as set forth in the Scope of Services found in Exhibit “A”, which is attached to this Agreement and incorporated herein and made part hereof by this reference.
- 1.2 The “Scope of Services” includes a Project Schedule for the Project which includes a breakdown of tasks, timeline and deliverables to the City

2. Term/Commencement Date.

- 2.1 This initial Agreement shall become effective upon execution by both parties and shall remain in effect for one (1) year from the date of execution of Agreement, unless earlier terminated in accordance with Paragraph 8. The Provider shall maintain, for the entirety of the stated additional period(s), the same terms and conditions included with this original Agreement. Continuation of the Agreement beyond the initial term, to include the optional years, is the City’s sole and absolute discretion.

- 2.2 Provider agrees that time is of the essence and Provider shall complete each deliverable for the Project within the timeframes set forth in the Service Schedule, unless extended by the City Manager.

3. **Compensation and Payment.**

- 3.1 The Provider shall be compensated in the following manner: \$4,550.00 upon delivery of final City-wide cost allocation plan based in accordance with Uniform Guidance 2 CFR Part 200 and a Full Cost Allocation Plan.
- 3.2 The City shall pay the Provider in accordance with the Florida Prompt Payment Act.

4. **Sub-Providers.**

- 4.1 The Provider shall be responsible for all payments to any subcontractors and shall maintain responsibility for all work related to the Service.
- 4.2 Any subcontractors used on the Service must have the prior written approval of the City Manager or his designee.

5. **City's Responsibilities.**

- 5.1 Furnish to Provider, at the Provider's written request, all available data pertinent to the services to be provided by Provider, in possession of the City.
- 5.2 Arrange for access to and make all provisions for Provider to enter upon real property as required for Provider to perform services as may be requested in writing by the Provider (if applicable).

6. **Provider's Responsibilities.**

- 6.1 The Provider shall exercise the same degree of care, skill and diligence in the performance of the Services as is ordinarily provided by a provider under similar circumstances. If at any time during the term of this Agreement, it is determined that the Provider's deliverables are incorrect, defective or fail to conform to the Scope of Services, upon written notification from the City Manager, the Provider shall at Providers sole expense, immediately correct the work. The City in no way assumes or shares any responsibility or liability of the Provider or Sub Provider under this agreement.
- 6.2 Provider shall abide by the terms of the RFP to the extent not in conflict with this Agreement, including, without limitation, any and all requirements

pertaining to the personnel provided by Contractor to provide the Services contemplated herein.

- 6.3 The Provider understands and agrees City staff shall have access to the concession at all times in order to access City-owned equipment. The Provider understands that the City may, from time-to-time, utilize the concession for storage or meal prep of City approved programming (e.g. camps or recreational programming.)
- 6.4 Provider may only enter the concession during the operating hours posted at each park facility.

7. **Conflict of Interest.**

- 7.1 To avoid any conflict of interest or any appearance thereof, Provider shall not, for the term of this Agreement, represent any private sector entities (developers, corporations, real estate investors, etc.), with regard to any City related matter.

8. **Termination.**

- 8.1 The City Manager may terminate this agreement immediately with cause or upon thirty (30) days written notice to the Provider without cause. Cause shall include but not be limited to a failure on the part of Provider to: follow the reasonable Service directives of the City; cure a breach of this Agreement within ten (10) days of receiving the notice of breach or five (5) days before the anticipated Service, whichever is less; and/or failure to abide by local, state, and federal laws and regulations in performance of the duties provided herein.
- 8.2 Upon receipt of the City's written notice of termination, Provider shall stop providing the Service.
- 8.3 The Provider shall transfer all books, records, reports, working drafts, documents, maps, and data pertaining to the Service to the City, in a hard copy and electronic format specified by the City within 14 days from the date of the written notice of termination or the date of expiration of this Agreement.
- 8.4 If the Provider wishes to terminate this Agreement prior to the end of the initial term or during the option years, Provider must provide the City with one-hundred and twenty (120) days written notice. Failure to provide the City with one-hundred and twenty (120) days written notice may result in the Provider being unable to do business with the City in the future.

8.5 Upon termination or expiration of this Agreement, Contractor may remove any of its property from the Concession except that which has become fixtures. The City's property shall be left in a clean and as near to original condition as possible, this includes any repairs required to return the concession to its original condition. If the Provider fails in this responsibility, they City shall keep the security deposit.

9. **Insurance.**

9.1 The Provide shall secure and maintain throughout the duration of this Agreement insurance of such type and in such amounts as required by Exhibit "B". The insurance carrier shall be qualified to do business in the State of Florida and have agents upon whom service of proves may be made in the State of Florida.

9.2 Certificated of Insurance shall be provided to the City at the time of execution of this Agreement and certified copies provided if requested. Each policy certificate shall be endorsed with a provided to the City before any policy or coverage is cancelled or restricted, or in accordance to policy provisions. The City further reserves the right to solicit additional coverage, or require higher limited of liability as needed, and depending on the nature of scope , or level of exposure.

10. **Nondiscrimination.**

10.1 During the term of this Agreement, Provider shall not discriminate against any of its employees or applicants for employment because of their race, color, religion, sex, gender identity or gender expression or national origin and agrees to abide by all Federal and State laws regarding nondiscrimination.

11. **Attorneys' Fees and Waiver of Jury Trial.**

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

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

12. **Indemnification.**

12.1 Provider shall defend, indemnify, and hold harmless the City, its officers, agents and employees, from and against any and all demands, claims, losses, suits, liabilities, causes of action, judgment or damages, arising out of,

related to, or any way connected with Provider's performance or non-performance of any provision of this Agreement including, but not limited to, liabilities arising from Agreements between the Provider and third parties made pursuant to this Agreement. Provider shall reimburse the City for all its expenses including reasonable attorneys' fees and costs incurred in and about the defense of any such claim or investigation and for any judgment or damages arising out of, related to, or in any way connected with Provider's performance or non-performance of this Agreement. This indemnification may not exceed the limits established in Section 768.25 of the Florida Statutes. This section shall be interpreted and construed in a manner to comply with any applicable Florida Statutes, including without limitation Sections 725.06 and 725.08, Fla. Stat., if applicable.

- 12.2 The provisions of this section shall survive termination of this Agreement.
- 12.3 Ten dollars (\$10) of the payments made by the City constitute separate, distinct, and independent consideration for the granting of this indemnification, the receipt and sufficiency of which is voluntary and knowingly acknowledged by the Provider.

13. **Notices/Authorized Representatives.**

- 13.1 Any notices required by this Agreement shall be in writing and shall be deemed to have been properly given if transmitted by hand-delivery, by registered or certified mail with postage prepaid return receipt requested, or by a private postal service, addressed to the parties (or their successors) at the following addresses:

For the City: Albert P. Childress
 City Manager
 City of Doral, Florida
 8401 NW 53rd Terrace
 Doral, Florida 33166

With a Copy to: Luis Figueredo, Esq.
 City Attorney
 City of Doral, Florida
 8401 NW 53rd Terrace
 Doral, Florida 33166

For The Provider: Sequoia Consulting Group-I, Inc.
 3121 Rue Royale, Suite 410
 Tallahassee, FL 32308

14. **Governing Law.**

- 14.1 This Agreement shall be construed in accordance with and governed by the laws of the State of Florida. Exclusive venue for any litigation arising out

of this Agreement shall be in Miami-Dade County, Florida, or the Southern District of Florida.

15. **Entire Agreement/Modification/Amendment.**

- 15.1 This writing contains the entire Agreement of the parties and supersedes any prior oral or written representations. No representations were made or relied upon by either party, other than those that are expressly set forth herein.
- 15.2 No agent, employee, or other representative of either party is empowered to modify or amend the terms of this Agreement, unless executed with the same formality as this document.

16. **Ownership and Access to Records and Audits.**

- 16.1 All records, books, documents, maps, data, deliverables, papers and financial information (the "Records") that result from the Provider providing services to the City under this Agreement shall be the property of the City.
- 16.2 The City Manager or his designee shall, during the term of this Agreement and for a period of three (3) years from the date of termination of this Agreement, have access to and the right to examine and audit any Records of the Provider involving transactions related to this Agreement.
- 16.3 The City may cancel this Agreement for refusal by the Provider to allow access by the City Manager or his designee to any Records pertaining to work performed under this Agreement that are subject to the provisions of Chapter 119, Florida Statutes.
- 16.4 In addition to other contract requirements provided by law, Provider shall comply with public records laws, specifically to:
 - (a) Keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service;
 - (b) Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law;
 - (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and

- (d) Meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

17. **No assignability.**

- 17.1 This Agreement shall not be assignable by Provider unless such assignment is first approved by the City Manager. The City is relying upon the apparent qualifications and personal expertise of the Provider, and such firm's familiarity with the City's area, circumstances and desires.

18. **Severability.**

- 18.1 If any term or provision of this Agreement shall to any extent be held invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and be enforceable to the fullest extent permitted by law.

19. **Independent Contractor.**

- 19.1 The Provider and its employees, volunteers and agents shall be and remain independent contractors and not agents or employees of the City with respect to all of the acts and services performed by and under the terms of this Agreement. This Agreement shall not in any way be construed to create a partnership, association or any other kind of joint undertaking, enterprise or venture between the parties.

20. **Representations and Warranties of Provider.**

- 20.1 Provider hereby warrants and represents, at all times during the Term of this Agreement, inclusive of any renewals thereof, that:
 - (a) Provider, and its employees and/or subcontractors, shall maintain in good standing all required licenses, certifications and permits required under federal, state and local laws necessary to perform the Services hereunder;
 - (b) Provider is a corporation duly organized, validly existing and in good standing under the laws of the State of Florida and duly registered, validly doing business and in good standing under the laws of the State of Florida;
 - (c) The execution, delivery and performance of this Agreement by Provider has been duly authorized and no consent of any other person or entity to

such execution, delivery and performance is required to render this Agreement a valid and binding instrument enforceable against Provider in accordance with its terms; and

- (d) Provider has the required knowledge, expertise, and experience to perform the Services and carry out its obligations under this Agreement in a professional and first-class manner.

21. **Compliance with Laws.**

21.1 The Provider shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities relating to the services.

21.2 The Provider shall not commit nor permit any violations of applicable federal, state, county and municipal laws, ordinances, resolutions and governmental rules, regulations and orders, as may be in effect now or at any time during the term of this Agreement, all as may be amended, which are applicable to the City, the Provider, or the Concession. The Provider, at the Provider's expense, shall be responsible for obtaining all required food licenses and permits relevant to the operation of the Concession.

21.3 The City may promulgate and enforce reasonable rules and regulations governing the use of the Concession by the Provider, and the Provider shall provide adequate supervision of the Concession at all times the Provider is in control of the Concession.

22. **Non-collusion.**

22.1 Provider certifies that it has not divulged, discussed or compared his/her/its quote with other individuals and/or entities that provided quotes to the City for the Services and has not colluded with any other individual or entity whatsoever.

23. **Truth in Negotiating Certificate.**

23.1 Provider hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for the Services that may be offered pursuant to this Agreement are accurate, complete, and current. Provider further agrees that the Fee provided 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 one (1) year following the end of the Term or any Extension term.

24. **Waiver**

24.1 The failure of either party to this Agreement to object to or to take affirmative action with respect to any conduct of the other which is in

violation of the terms of this Agreement shall not be construed as a waiver of the violation or breach, or of any future violation, breach or wrongful conduct.

25. **Survival of Provisions**

25.1 Any terms or conditions of either this Agreement that require acts beyond the date of the term of the Agreement, shall survive termination of the Agreement, shall remain in full force and effect unless and until the terms or conditions are completed and shall be fully enforceable by either party.

26. **Prohibition of Contingency Fees.**

26.1 The Provider warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Provider, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person(s), company, corporation, individual or firm, other than a bona fide employee working solely for the Provider, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement.

27. **Force Majeure.**

27.1 It is understood that performance of any act by the City or Provider hereunder may be delayed or suspended at any time while, but only so long as, either party is hindered in or prevented from performance by acts of God, the elements, war, rebellion, strikes, lockouts or any cause beyond the reasonable control of such party, provided however, the City shall have the right to provide substitute service from third parties or City forces as may be necessary to meet City needs. If the condition of force majeure exceeds a period of fourteen (14) days, the City may, at its option and discretion, cancel or renegotiate the Agreement

28. **Counterparts**

28.1 This Agreement may be executed in several counterparts, each of which shall be deemed an original and such counterpart shall constitute one and the same instrument.

29. **Interpretation.**

29.1 The language of this Agreement has been agreed to by both parties to express their mutual intent and no rule of strict construction shall be applied against either party hereto. The headings contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement. All personal pronouns used in this Agreement shall include the other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as

“herein,” “hereof,” “hereunder,” and “hereinafter” refer to this Agreement as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a Section or Article of this Agreement, such reference is to the Section or Article as a whole, including all of the subsections of such Section, unless the reference is made to a particular subsection or subparagraph of such Section or Article.

29.2 Preparation of this Agreement has been a joint effort of the City and Provider and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than any other

30. **Discretion of City Manager.**

30.1 Any matter not expressly provided for herein dealing with the City or decisions of the City shall be within the exercise of the reasonable professional discretion of the City Manager.

31. **Third Party Beneficiary**

34.1 Provider and the City agree that it is not intended that any provision of this Agreement establishes a third-party beneficiary giving or allowing any claim or right of action whatsoever by any third party under this Agreement.

32. **No Estoppel**

32.1 Neither the City’s review, approval and/or acceptance of, or payment for services performed under this Agreement shall be construed to operate as a waiver of any rights under this Agreement of any cause of action arising out of the performance of this Agreement, and Provider shall be and remain liable to the City in accordance with applicable laws for all damages to the City caused by Provider’s negligent performance of any of the services under this Agreement. The rights and remedies provided for under this Agreement are in addition to any other rights and remedies provided by law.

[THIS SPACE INTENTIONALLY LEFT BLANK. SIGNATURES TO FOLLOW.]

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

Attest:

CITY OF DORAL



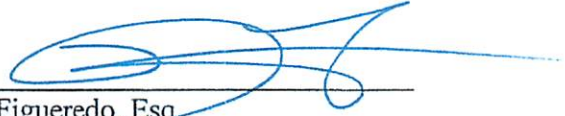
Connie Diaz, City Clerk

By: 

Albert P. Childress, City Manager


Date: May 1, 2019

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



Luis Figueredo, Esq.
City Attorney

Sequoia Consulting Group – I, Inc.

By: 

Its: Director

Date: May 3, 2019



SEQUOIA

CONSULTING GROUP

Response to
City of Doral, Florida
Request for Quote
Cost Allocation Plan Services
Submittal Date: February 20, 2019

ORIGINAL (1 of 1)

Submitted By:

Sequoia Consulting Group
3121 Rue Royale, Suite 410
Tallahassee, FL 32308
(850) 251-3228 or (800) 429-4218
Fax: (317)272-7250

Richard McLaughlin, Director
richardmclaughlin@sequoiacg.com
Cell (850)251-3228

Federal ID # 20-0178146

February 20, 2019



EXHIBIT A

City of Doral, Florida

Request for Quote for Cost Allocation Plan Services



SEQUOIA
CONSULTING GROUP

Statement of Interest/ Request for Quote Summary

February 20, 2019

Ms. Eliza Rassi
Assistant Finance Director
City of Doral
8401 NW 53rd Terrace, 3rd Floor
Doral, Florida 33166

The Need: Request for Quote for Cost Allocation Plan Services

Ms. Rassi:

The Sequoia Consulting Group is pleased to submit this response to prepare for the City of Doral, Florida (City) the following as requested in the Request for Quote (RFQ) Scope of Services:

- Detailed City-wide Full Cost Allocation Plan and Uniform Guidance 2 CFR Part 200 Cost Allocation Plan based on FY2017-2018 actual expenditures;
- Respond to questions and interpretations;
- Meet with City of Doral staff to provide explanation of the plan and other uses;
- Revise as necessary; and
- Deliver FY2017-2018 Final Full Cost Allocation Plan and Uniform Guidance 2 CFR Part 200 Cost Allocation Plan.

The Solution:

We feel that once you review our response, you will agree that Sequoia's commitment to and experience with Uniform Guidance 2 CFR Part 200 (formerly OMB Circular A-87), Full Cost Allocation Plans (CAP's), Rate setting, and Indirect Cost Rate Proposals make us best-qualified to provide the services requested by the City of Doral. Sequoia Consulting Group will provide the City with a fresh and independent third-party review and opinion.



Why the City of Doral Should Select Sequoia Consulting Group?

Sequoia Consulting Group understands the City wants to use the cost allocation plan to document the allocations and reimbursements of City indirect costs that support City departments. Other key reasons include:

- Project staff possess an extensive blend of public management, financial analysis, and City-wide management consulting experience. Our client service staff have served state and local governments throughout the United States, including several governments throughout the State of Florida.
- Project Manager, Richard McLaughlin, based in our Tallahassee, FL office, has direct experience working with Florida state and local government entities. He has prepared Full Cost Allocation Plans and Uniform Guidance 2 CFR Part 200 Cost Allocation Plans for city and county governments throughout Florida and the Southeast and more specific, the City of Doral.

Florida Municipality Experience of Richard McLaughlin, Florida Based Project Manager

Counties:

Florida: Alachua, Broward, Broward Transit, Charlotte, Citrus, Collier, Clay, Escambia, Hernando, Lake, Leon, Marion, Martin, Miami-Dade, Okaloosa, Orange, Polk, St. Lucie, Sarasota

Cities:

Florida: Boca Raton, Coral Springs, Deltona, Doral, Ft. Lauderdale, Ft. Walton Beach, Gainesville, Hollywood, Jacksonville, Miami, Miramar, North Port, Stuart, Sunny Isles Beach, Tallahassee, Tampa, Tamarac, Venice

Affirmative Statement

- a. Sequoia Consulting Group as a firm has over fifteen (15) years of experience in developing indirect cost allocation plans. The project team members each have on average over twenty (20) years of experience in developing indirect cost allocation plans. Project Team overview and Project Team Resume's will be provided upon request.
- b. Sequoia Consulting Group and each Project Team member, has provided indirect cost allocation consulting services to hundreds of state and local government entities throughout the country, and specifically, Florida. The Project Team leader, Richard McLaughlin, has direct experience with the City of Doral.
- c. No subcontractors or temporary employees will participate on the project team.

Proposed Fee

FY2017-2018 Full Cost Allocation Plan and Uniform Guidance 2 CFR Part 200 \$4,550

Our quote is a fixed, not-to-exceed fee and includes such items as travel, printing, production, postage, and other costs associated with meeting the scope of services.

Additionally, if at the City's request, we will extend the proposed services at the same fee for two (2) additional years with renewal options as determined by the City.



Proposed Timeframe

We are fully capable of meeting the City's time frame and are prepared to refine as necessary to deliver the final report to the City. This time frame depends on the availability of requested information, staff availability for questions and onsite interviews as needed.

Project timeline by task is attached and can be adjusted accordingly to meet City needs.

Requirements of City Staff

We would expect the City to assign a project manager/point of contact that would coordinate data collection and meetings as needed with City departments.

We would provide a data request which would include such items as expense detail, payroll information, depreciation, and other statistical data.

The Sequoia Commitment

While we rely on e-mail for communications and data transmission, Sequoia Consulting Group project team consultants will be on-site conducting training, department interviews, and collecting data. Our approach is to have first-hand knowledge of City of Doral and its needs.

Person Representing Sequoia Consulting Group

Sequoia Consulting Group
Richard McLaughlin, Director
3121 Rue Royale, Suite 410
Tallahassee, FL 32308
Phone: (850) 251-3228
E-mail: richardmclaughlin@sequoiacg.com

Authorized Official of Sequoia Consulting Group

Sequoia Consulting Group
Karen Kinder, Chief Financial Officer
7754 Cobblesprings Drive
Avon, IN 46123
Phone: (317) 272-7011
E-mail: karenkinder@sequoiacg.com

My signature on this letter binds Sequoia Consulting Group to the proposal and accepts the terms and conditions of the Request for Quote, and will remain firm for a period of one hundred twenty (120) calendar days. If you have any questions, please contact Richard McLaughlin by either e-mail: richardmclaughlin@sequoiacg.com or by phone at (850) 251-3228. Thank you for this opportunity to submit a proposal for this very important project. We look forward to working with the City of Doral.

Sincerely,



Karen Kinder, Chief Financial Officer
Sequoia Consulting Group



Proposed Project Timeline by Task



City of Doral, Florida
 Cost Allocation Plans
 Proposed Timeline by Phase and Task

Description		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12+
Development of Cost Allocation Plan													
Phase 1	Meet with City staff to discuss the project requirements and to initiate project												
Task 1.1	Discuss the City's information needs for the preparation of the Cost Allocation Plan												
Task 1.2	Discuss any historic audit issues and any other problems or issues the City expects over the new few years												
Task 1.3	Prepare work papers supporting the cost allocation plans and future reviews of the plans												
Task 1.4	Discuss uses for the cost plans												
Task 1.5	Establish the liaison and working relationships necessary to ensure that project objectives are met												
Task 1.6	Meet with appropriate staff to:												
Task 1.6a	Review in detail our proposal and approach and discuss any changes in approach the City might desire												
Task 1.6b	Establish working and reporting relationships												
Task 1.6c	Confirm dates and schedules												
Task 1.6d	Review previous cost allocation methodology and discuss organizational changes that could impact the development of the new plans, as well as any specific cost allocation issues												
Phase 2	Obtain available financial information and conduct preliminary information review												
Task 2.1	Review the budget and prior year actual data												
Task 2.2	Review prior year cost allocation plans												
Task 2.3	Prepare for the project initiation and to further study the City's organizational and financial structure												
Task 2.4	Review the City's current organizational chart(s) and discuss any changes in either organization structure or expenditure levels												
Task 2.5	Request additional information for possible creation of new allocation basis												
Task 2.6	Review the City's Comprehensive Annual Financial Report (CAFR) to verify the fund structure												
Task 2.7	Review long-term assets, and identify special costing issues such as insurance and debt service												

City of Doral, Florida
 Cost Allocation Plans
 Proposed Timeline by Phase and Task

Description		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12+
Phase 3	Establish City-Wide plan structure and identify cost centers												
Task 3.1	List the City's support services and operating units												
Task 3.2	Review the existing plan structure and identify any new support services and operating units												
Task 3.3	Confirm that new support services are allowable under the provisions of OMB A-87 that will be used to charge federal and state funded grant programs												
Task 3.4	Propose to develop City-Wide OMB A-87 & Full Cost compliant cost plans												
Task 3.5	Develop the preliminary OMB A-87 and Full Cost plan structures												
Task 3.6	Identify all central or support service cost												
Task 3.7	Identify all receiving departments												
Task 3.8	Review preliminary structure with the City before the plan is completed												
Task 3.9	Make amendments and adjustments for issues or suggestions of City staff												
Task 3.10	Suggest any additional costs that could be allocated												
Task 3.11	Allow for City input before the plans are completed												
Phase 4	Conduct detailed on-site interviews to determine costs for the OMB A-87 & Full cost allocation plans												
Task 4.1	Meet with the managers responsible for the departments that provide central/support services to determine the functions performed, and for whom they are performed												
Task 4.2	Define equitable bases for the allocation of costs associated with each function												
Task 4.3	Define functional cost pools within a central service department which are equitable for the allocation of the cost of the services to the beneficiaries of the services												
Task 4.4	Discuss whether there are any offsetting revenues:												
Task 4.4a	Deduct offsetting revenues from the total allocable costs												
Task 4.4b	Credit offsetting revenues to certain departments or programs												

**City of Doral, Florida
Cost Allocation Plans
Proposed Timeline by Phase and Task**

Description		Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12+
Task 4.4c	Exclude offsetting revenues from the cost allocation calculations entirely												
Task 4.4d	Delineate any costs that are allocated												
Phase 5	Process OMB A-87 & Full Cost compliant City-Wide cost allocation plan												
Task 5.1	Utilize our proprietary computer system to enter data and process the City's cost allocation plan												
Task 5.2	Review the plan internally to ensure OMB A-87 compliance												
Task 5.3	Provide the draft plan resulting from this review to the City for review and revision, as appropriate												
Task 5.4	Make revisions within 5 working days of receipt of the City's comments and suggestions or respond as to why we suggest not making the City's suggested revisions												
Task 5.5	Provide two drafts to be reviewed prior to the presentation of the final cost plan												
Phase 6	Finalize the City-Wide OMB A-87 & Full Cost cost allocation plans												
Task 6.1	Make any and all revisions necessary as directed in task 5 (two drafts)												
Task 6.2	Provide the OMB A-87 & Full Cost compliant cost plan for review												
Task 6.3	Make any other required changes and present the final City-Wide OMB A-87 & Full Cos Compliant Cost Plan												
Task 6.4	Identify and develop the indirect cost rates if requested by the City												
Task 6.5	Submit final plan to State or Federal Agency, if required.												
Task 6.6	Follow up with and negotiate approval on behalf of the City												
Phase 7	Provide additional support as required												
Task 7.1	Assist the City with any negotiations, audits, contract reviews, or other discussions that relate to the cost plan prepared by our staff												
Task 7.2	Provide one trip under the basic fees identified later for these reviews if needed												



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Foreign Profit Corporation

SEQUOIA CONSULTING GROUP - I, INC.

Cross Reference Name

SEQUOIA CONSULTING GROUP INC

Filing Information

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Date Filed	12/26/2013
State	IN
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	10/08/2018

Principal Address

7754 COBBLESPRINGS DR.
AVON, IN 46123

Changed: 10/03/2014

Mailing Address

7754 COBBLESPRINGS DR.
AVON, IN 46123

Changed: 10/03/2014

Registered Agent Name & Address

MCLAUGHLIN, RICHARD
3121 RUE ROYALE
SUITE 410
TALLAHASSEE, FL 32308

Name Changed: 11/18/2016

Officer/Director Detail

Name & Address

Title President, VP, Treasurer, Director

LYNN, DAVID F
7754 Cobblesprings Dr.
Avon, IN 46123

Title CFO, Director, Secretary

Kinder, Karen L
7754 CobbleSprings Drive
Avon, IN 46123

Annual Reports

Report Year	Filed Date
2016	11/18/2016
2017	04/04/2017
2018	10/08/2018

Document Images

10/08/2018 -- REINSTATEMENT	View image in PDF format
04/04/2017 -- ANNUAL REPORT	View image in PDF format
11/18/2016 -- REINSTATEMENT	View image in PDF format
01/13/2015 -- ANNUAL REPORT	View image in PDF format
10/03/2014 -- REINSTATEMENT	View image in PDF format
12/26/2013 -- Foreign Profit	View image in PDF format

2018 FOREIGN PROFIT CORPORATION REINSTATEMENT

DOCUMENT# F13000005564

Entity Name: SEQUOIA CONSULTING GROUP - I, INC.

Current Principal Place of Business:

7754 COBBLESPRINGS DR.
AVON, IN 46123

Current Mailing Address:

7754 COBBLESPRINGS DR.
AVON, IN 46123

FEI Number: 20-0178146

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

MCLAUGHLIN, RICHARD
3121 RUE ROYALE
SUITE 410
TALLAHASSEE, FL 32308 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: RICHARD MCLAUGHLIN

10/08/2018

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title PRESIDENT, VP, TREASURER,
 DIRECTOR
Name LYNN, DAVID F
Address 7754 COBBLESPRINGS DR.
City-State-Zip: AVON IN 46123

Title CFO, DIRECTOR, SECRETARY
Name KINDER, KAREN L
Address 7754 COBBLESPRINGS DRIVE
City-State-Zip: AVON IN 46123

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: DAVID LYNN

PRESIDENT

10/08/2018

Electronic Signature of Signing Officer/Director Detail

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LOWDER INSURANCE PO Box 31 Zionsville, IN 46077	CONTACT NAME: ROB BERGER PHONE (A/C, No, Ext): (317)873-3113 E-MAIL ADDRESS: rob.berger@lowderinsurance.com	FAX (A/C, No): (317)873-3165
	INSURER(S) AFFORDING COVERAGE	
INSURED SEQUOIA CONSULTING GROUP, INC 7754 COBBLESPRINGS DRIVE AVON, IN 46123	INSURER A: LIBERTY MUTUAL INSURANCE	
	INSURER B: WESTERN WORLD	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	BKO(19)57808564	6/5/2018	6/5/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	Y	BAS(19)57808564	6/5/2018	6/5/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$ 10000	Y	USO(19)57808564	6/28/2018	6/28/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A XWW(19)57808564	6/5/2018	6/5/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	PROFESSIONAL LIABILITY		SPL 0011506	5/10/2018	5/10/2019	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Commercial Crime — \$25,000
 \$1,000 deductible

CERTIFICATE HOLDER CITY OF DORAL 8401 NW 53RD TERRACE DORAL, FL 33166	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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