

City of Coleman
Request for Proposals
CDBG-Coronavirus (CDBG-CV) Engineering Services

The City of Coleman requests proposals from qualified individuals or firms to provide the following services: Engineering services for a State of Florida Small Cities Community Development Block Grant in the Corona Virus category. The City has been awarded \$1,772,500.00 through agreement 22CV-S27, the proposed project involves the improvements to the three (3) City owned parks; therefore, procurement and contracting will follow CDBG regulations.

Engineering services include but are not limited to surveying, testing, design, cost estimating, permitting, construction administration and resident observation related to park improvements for three (3) City owned parks. In accordance with section 287.133, Florida Statutes, the City does not do business with anyone convicted of public crimes.

Proposals for the engineering services will be considered on an equal competitive basis and should include a Public Entity Crimes form. Qualifications for each service must be described separately. Proposals for the services will be evaluated separately, using the following criteria:

- (1) Knowledge of State & Federal Regulations governing the CDBG program; 20 points
- (2) CDBG experience; 20 points
- (3) Approach to Task; 20 points
- (4) References: Minimum of 5 projects currently ongoing for which you are responsible; 15 points
- (5) Ability to become quickly familiar with local conditions; 15 points
- (6) Interviews, 10 points
- (7) MBE/WBE shall prevail in the event of a tie.

The City of Coleman will hold interviews with all responding persons and/or entities on May 8, 2023 at 6:30pm. Interviews will take place at Coleman Community Building at 1204 North Church Street, Coleman, FL 33521.

Engineering fees will be negotiated after ranking, in compliance with the Florida Consultants Competitive Negotiation Act. An original and six (6) copies of sealed proposals, marked "CDBG-CV Engineering Services" must be received by 2:00 PM on May 5, 2023, at City Hall located at 3502 Warm Springs Ave., Coleman, Florida 33521. All mailed proposals shall be addressed to City of Coleman, PO Box 456, Coleman, Florida 33521-0456. For any questions, contact Akiko Teagle, City Finance Manager at (352) 748-1017 or ccityhall@cfl.rr.com.

Proposals will be opened as soon as possible after the submission deadline, evaluation and selection will occur in accordance with CDBG requirements at a time and place to be determined. The City reserves the right to reject any or all proposals, to waive any minor informalities or minor irregularities in the proposal process, and to award the contract in the best interest of the City. The City of Coleman is an Equal Opportunity Employer and welcomes bids from MBE/WBE and Section 3 Contractors.