

**REQUEST FOR QUALIFICATIONS (RFQ) FOR CDBG ARCHITECTURAL AND/OR ENGINEERING SERVICES FOR THE TOWN OF MICANOPY FOR A FFY 2021 COMMUNITY DEVELOPMENT BLOCK GRANT CORONA VIRUS GRANT PROJECT**

The Town of Micanopy hereby issues a “Request for Qualifications” (RFQ) from qualified individuals or firms to provide architectural and/or engineering services for a Florida Small Cities Community Development Block Grant (CDBG) project in the Corona Virus application cycle.

The project involves construction of a Community Center facility to be utilized, among other things, as a Covid testing, vaccination and counseling facility.

The City has received a Small Cities CDBG grant in the Corona Virus Grant #22CV-S38 to purchase the property, design and construct the Community Center, therefore, procurement and contracting will follow Federal CDBG regulations.

Contracts funded in whole or in part through other funding sources such as the Florida Rural Infrastructure Fund may be entered into from this solicitation.

Architectural and/or Engineering Services for this project will include but not be limited to topographical surveying, testing, engineering design, permitting, bidding, construction administration and resident observation services.

A Request for Qualifications (RFQ) will be accepted on an equal competitive basis. A “Request for Qualifications” will not be accepted from individuals or firms placed on the convicted vendor list following a conviction for a public entity crime.

The evaluation criteria that will be utilized in the selection of the engineer are as follows:

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| 1. Knowledge of State and Federal Regulations governing the CDBG Program as well as other grant programs; | 20 pts.       |
| 2. Experience with CDBG Funded Projects;  | 20 pts.       |
| 3. Management and Staffing, Organizational Charts, Resumes, etc;  | 20 pts.       |
| 4. Ability to become Quickly Familiar with Local Conditions;  | 20 pts.       |
| 5. Experience with Municipal Architectural and/or Engineering Projects;                                   | 10 pts        |
| 6. Approach to Task;  | <u>10 pts</u> |
| Total:  | 100 pts.      |

In the event of a tie, if one of the businesses involved in the tie is minority or female owned, they shall be ranked above the other firm or firms involved in the tie. Architectural/Engineering fees will be negotiated after ranking is completed utilizing the Consultants’ Competitive Negotiation Act, Florida Statute 287.055.

Negotiation will begin with the firm ranked highest based upon the final rankings.

Respondents are required to submit an original and \_\_\_\_\_ ( 7 ) copies in a sealed envelope marked “SEALED “REQUEST FOR PROPOSALS” FOR CDBG ARCHITECTURAL and/or ENGINEERING SERVICES”. Qualifications must be received by 2:00 p.m. on May 7, 2024, at the Town of Micanopy Town Hall, Attention: Ms. Sara Owens, Town Administrator, 706 NE Cholakka Boulevard, Micanopy, Florida 32667-

4113. Request for Qualifications will be publicly opened on the same day, May 7, 2024, at 2:30 p.m. at the Town Hall.

The Town of Micanopy reserves the right to reject any and all Request for Qualification packages, to waive any informalities or irregularities in the proposal review process and to award the contract(s) in the best interest of the Town.

Architectural and/or Engineering service contract(s) may be subject to grant/loan award and release of funds by the funding agency.

**THE TOWN OF MICANOPY SUPPORTS "EQUAL OPPORTUNITY EMPLOYMENT,  
FAIR HOUSING AND PROVIDING HANDICAP ACCESS".**