

**REQUEST FOR QUALIFICATIONS FOR CDBG ENGINEERING SERVICES FOR THE TOWN OF WAUSAU FOR A FFY 2022 COMMUNITY DEVELOPMENT BLOCK GRANT PROJECT 25DB-N08**

The Town of Wausau hereby requests proposals from qualified individuals or firms to provide Engineering services for a Community Development Block Grant Project 25DB-N08

The Project provides funding to conduct improvements to the Town Park and the Rogers Community Center which are both located within the town limits.

The Town has been awarded CDBG Grant Project 25DB-N08 in the amount of \$600,000.00, therefore, procurement and contracting will follow CDBG regulations.

Engineering Services for these projects will include but not be limited to topographical surveying, testing, engineering design, permitting, bidding, construction administration and resident observation services.

Proposals will be accepted on an equally competitive basis. No bid or proposal will be accepted from individuals or firms placed on the convicted vendor list following a conviction for a public entity crime.

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

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|---|-------------------|
| 1. Company information and experience;            | Up to:<br>25 pts. |
| 2. Staff Qualifications and experience;           | 20 pts.           |
| 3. References;                                    | 20 pts.           |
| 4. Project Approach and Project Management; and   | 25 pts.           |
| 5. Experience with Municipal Engineering Projects | 10 pts.           |

A copy of the complete Request for Qualifications package may be obtained at Town Hall at 1607 2<sup>nd</sup> Avenue, Wausau, Florida, or by contacting Lynn Gothard, Town Clerk, by phone at 850-638-1781, or by email at [townofwausau@wausaufl.com](mailto:townofwausau@wausaufl.com).

The Town of Wausau encourages submittal of proposals from minority and women business enterprises. 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. Engineering fees and profit will be negotiated after ranking is completed utilizing the Consultants' Competitive Negotiation Act, Florida Statute 287.055.

Respondents are required to submit **one (1)** original, and **five (5)** copies in a sealed envelope marked "SEALED PROPOSAL FOR CDBG PROJECT 25DB-H08 ". **Proposals must be received by 1 :00 p.m. on May 5, 2025** at the Town of Wausau, Town Hall Attention: Ms. Lynn Gothard, Town Clerk. Proposals will be publicly opened on **May 6, 2025 at 10:00 a.m.** at the Wausau Town Hall.

The Town of Wausau reserves the right to reject any and all proposals, to waive any informalities or irregularities in the proposal process and to award the contract(s) in the best interest of the Town. Engineering service contract(s) may be subject to grant/loan award and release of funds by the funding agency.

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