

**REQUEST FOR QUALIFICATIONS FOR CDBG ENGINEERING SERVICES
FOR THE TOWN OF WAUSAU FOR A SMALL CITIES COMMUNITY
DEVELOPMENT BLOCK NEIGHBORHOOD REVITALIZATION GRANT
#22CV-S36.**

The Town of Wausau hereby requests qualifications from qualified individuals or firms to provide Engineering services for the Town's Small Cities Community Development Block Grant. The Town has been awarded CDBG grant #22CV-S36 in the amount of \$600,000.00; therefore, procurement and contracting will follow CDBG regulations.

Engineering services may include preliminary engineering, topographic surveying, testing, engineering design, cost estimating, permitting, contractor bidding coordination, construction administration, and resident observation.

Additional information concerning the proposed services being requested and the ranking criteria to be used to evaluate the proposals may be obtained from Ms. Lynn Gothard, Town Clerk at Town Hall, 1607 Second Avenue, Wausau, FL 32463. Telephone: (850) 638-1781; E-mail: townofwausau@wausaufl.com.

Qualifications will be considered on an equal competitive basis using the following scoring criteria:

Engineering Services:

- (1) Knowledge of State & Federal Rules Governing the CDBG Program as well as Other Grant Programs - 30 points
- (2) Experience with Projects Funded through CDBG, USDA, FDEP and other Grant Programs - 30 points
- (3) Experience with Municipal Engineering Projects - 10 points
- (4) Management and Staffing - 10 points
- (5) Approach to Task - 10 points
- (6) Ability to Become Quickly Familiar with Local Conditions - 10 points

Engineering fees will be negotiated after ranking, in compliance with the Florida Consultants' Competitive Negotiation Act.

In compliance with the Florida Sunshine Amendment and Code of Ethics, the Town of Wausau strictly enforces open and fair competition in its RFP's. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not

submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required. During the RFQ process, questions or requests for additional information concerning this RFP shall be directed to: Ms. Lynn Gothard, Town Clerk at Town Hall, 1607 Second Avenue, Wausau, FL 32463. Telephone: (850) 638-1781; E-mail: townofwausau@wausaufl.com.

Respondents are required to submit **one (1)** original and **five (5)** copies **for each** project in a sealed envelope marked "SEALED QUALIFICATIONS FOR CDBG ENGINEERING SERVICES". **Qualifications must be received by 1:00 p.m. on April 14, 2025** at the Town of Wausau Town Hall Attention: Ms. Lynn Gothard, Town Clerk, Town of Wausau, PO. Box 39, Wausau, Florida 32463. Proposals will be publicly opened on **April 15, 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".**