

CITY OF CHIPLEY, FLORIDA  
REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
FOR A FLORIDA DEPARTMENT OF COMMERCE  
COMMUNITY PLANNING TECHNICAL ASSISTANCE GRANT  
RFQ NO. 2024-03

The City of Chipley, herein referred to as the “City” is seeking statements of qualifications from qualified Engineering Firms. One firm is expected to be selected to enter into a service contract with the City to perform services related to a Department of Commerce grant through the State of Florida for preparing a City of Chipley Downtown Redevelopment Master Plan for the area located in the City of Chipley Community Redevelopment Agency District. The service contract from this RFQ will have all necessary clauses and language required by the State of Florida, Department of Commerce Office.

All questions must be submitted in writing to Mrs. Patrice Tanner, City Administrator for the City of Chipley, and may be emailed to [ptanner@cityofchipley.com](mailto:ptanner@cityofchipley.com). A complete copy of the RFQ may be downloaded at [www.cityofchipley.com](http://www.cityofchipley.com). All Statements of Qualifications will be ranked on an individual and equal basis.

To be considered, the Firm must submit an original and three (3) copies of the Statement of Qualifications in a sealed envelope or package, clearly marked with the Firm’s or individual’s name and address, and the words “RFQ No. 2024-03 - ENGINEERING SERVICES FOR CITY OF CHIPLEY”. Statements of Qualifications will be received by either hand delivery to the City of Chipley – City Clerk’s Office located at 1442 Jackson Avenue, Chipley, Florida or by regular mail to City of Chipley, Attention: City Clerk’s Office, Post Office Box 1007, Chipley, Florida 32428 by the closing date.

**RFQ Deadline: February 21, 2024, at 2:00 p.m., local time.**

Late submittals received after the aforementioned deadline date, either by mail or otherwise, will not be considered and will be returned unopened. The time of receipt will be determined by the time received in the City of Chipley City Hall – City Clerk’s Office. It is the sole responsibility of the firm for assuring that the RFQ is received in the City Clerk’s Office by the designated date and time. No faxed, electronic, or oral Statement of Qualifications will be accepted.

Award will be made to the best responsive Firm, but the City reserves the right to reject any or all Statement of Qualifications. The City of Chipley reserves the right to reject the Statement of Qualifications of a firm who has previously failed to perform properly or complete on time, contracts of similar nature, or of a firm who, in the sole opinion and discretion of the City of Chipley is not in a position to perform the contract.

**SPECIAL NOTE:**

The City requires a business license tax be paid for the privilege of engaging in any business within the city limits. Please contact the City Clerk’s Office for requirements and a fee schedule.

**EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESSIBLE/FAIR HOUSING  
JURISDICTION**

Advertised: Washington County News – January 31, 2024  
Panama City News Herald – January 31, 2024