



# CITY OF CHIPLEY



## Memo

To: City Council  
From: Dan Miner, City Administrator  
Date: December 6, 2023  
Re: RFQ No. 2024-02 Engineering Services for a Division of Historical Resources Grant

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### **SUMMARY:**

The City advertised for an engineering services for the Washington County Historical Society Museum to assess the structure to determine any additional structural damage from Hurricanes Michael and Sally with a plan for restoration and repair, as well as develop a plan to expand the internal square footage of the structure for additional display and storage space to address future needs of the museum.

Only one firm submitted an RFQ for this project.

### **RECOMMENDATION:**

Recommendation is that City Council award RFQ 2024-02 to Baker Design Build and staff will negotiate a contract with the firm for fair and reasonable compensation, and bring it to the City Council for approval.

CITY OF CHIPLEY, FLORIDA  
REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
FOR A DIVISION OF HISTORICAL RESOURCES GRANT  
RFQ NO. 2024-02

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 Division of Historical Resources grant through the State of Florida for inspection and creation of a plan for repairs, restoration, and storm hardening of the existing building and creation of a separate plan for expansion of the Washington County Historical Society Museum, owned by the City. The service contract from this RFQ will have all necessary clauses and language required by the State of Florida, Division of Historical Resources Office.

All questions must be submitted in writing to Mrs. Heather Lopez, Director of the Washington County Tourist Development Council, and may be emailed to [director@visitwcfla.com](mailto:director@visitwcfla.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. 2024-02 - 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.

**RFP Deadline: November 13, 2023 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 RFP 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 Statements 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 a 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.

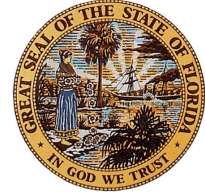
**EQUAL OPPORTUNITY EMPLOYER/HANDICAP ACCESSIBLE/FAIR HOUSING  
JURISDICTION**

Advertised: Panama City News Herald – October 24, 2023

Washington County News – October 25, 2023



# CITY OF CHIPLEY



## **Addendum No. 1**

### **CITY OF CHIPLEY, FLORIDA REQUEST FOR PROPOSALS (RFP) FOR ENGINEERING SERVICES FOR A DIVISION OF HISTORICAL RESOURCES GRANT**

**RFQ NO. 2024-02**

**November 13, 2023**

**1:59 PM CST Local Time**

The closing date will be changed to November 28, 2023 at 2:00 p.m. local time.

If you have any questions please contact Dan Miner at (850) 638-6350.