

CITY OF CHIPLEY, FLORIDA
REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CONSULTING SERVICES FOR
PLANNING AND ZONING
RFQ NO. 2024-04

The City of Chipley, herein referred to as the “City” is seeking statements of qualifications from qualified firms, teams or individuals to provide professional planning services on a continuing basis for the Planning and Zoning Department. One firm is expected to be selected to enter into a continuing services contract with the City to perform support services to city staff on an as-needed basis for projects to be coordinated with the Planning and Zoning Department.

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. A complete copy of the RFQ may be downloaded at 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. 2024-04 – PROFESSIONAL PLANNING AND ZONING 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: June 4, 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 Finance Office for requirements and a fee schedule.

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

Advertised: Washington County News – May 15, 2024 and May 22, 2024