

**Notice to Professional Consultants**  
**Bennett Drive Resurfacing Project**  
**FPN No. 453572-1-54-01**  
**City of Chipley, Florida**  
**RFQ No. 2025-01**

The City of Chipley, Florida anticipates seeking professional consultant services for the design services to include the milling and resurfacing of Bennett Drive from SR 273 to Church Avenue including drainage improvements within the Old Bonifay/Bennett Drive intersection. The total project length is approximately .53 mile. The project varies in width from 18' to 22' wide. The project will also include clearing and grubbing, sodding, seeding and mulching, drainage improvements, residential and commercial turnouts, manhole adjustments, valve adjustments, signing, pavement markings along the roadway and intersections. The drainage improvements at the intersection of Bennett Drive and Old Bonifay include the replacement of cross drain. Services include but are not limited to all documents associated with bidding the project, attending any necessary meetings required, making recommendation to City Council for awarding the project, facilitating pre-bid meeting, attending preconstruction conference and any other meeting(s) that may be required to make this project successful. Consideration will be given to only those firms that are qualified pursuant to law and that have been pre-qualified by the Florida Department of Transportation (FDOT) in accordance with Rule Chapter 14-75, Florida Administrative Code to perform the indicated Type(s) of Work.

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| Work Types:        | 3.1-Minor Highway Design                  |
| Response Deadline: | December 2, 2024, at 2:00 p.m. local time |
| Selection Date:    | December 10, 2024 at 5:00 p.m. local time |

**CONSULTANT ELIGIBILITY:** It is a basic tenet of the City's contracting program that contracts are procured in a fair, open, and competitive manner. By submitting a Letter of Qualification, the Consultant certifies that they are in compliance with FDOT Directive No. 375-030-006. This directive is available on FDOT's Web Site. In addition to the restrictions identified in Directive No. 375-030-006, please be advised of the following prohibition: A consultant firm or its affiliate who was the Designer or Engineer of Record is precluded from bidding on the same project as the construction contractor, or as a member of the construction contractor's team (subcontractor).

**FEDERAL DEBARMENT:** By submitting a Letter of Qualification, the consultant certifies that no principal (which includes officers, directors, or executives) is presently suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation on this transaction by any Federal Department or Agency.

**SELECTION PROCEDURE:** This project is covered by the selection process detailed in the Rule Chapter 14-75, Florida Administrative Code. The selection will be made directly from Letters of Qualifications for this project. After ranking of the consultants, the contract fee will be negotiated in accordance with Section 287.055, Florida Statutes.

Note: The final selection meeting date and time is provided in this advertisement. Any other meetings will be noticed on the City of Chipley website. All public meetings will be held in the

Council Chambers located in the City of Chipley City Hall, 1442 Jackson Avenue, Chipley, Florida 32428. Changes to meeting dates and times will be updated on the City of Chipley website. In order to ensure a fair, competitive, and open process, once a project is advertised for Letters of Qualification, all communications between interested firms and the city must be directed to Mrs. Patrice Tanner, City Administrator at (850) 638-6350.

**RESPONSE PROCEDURE:** Qualified consultants are encouraged to submit a letter of qualification for the advertised project, to the City Clerk, at 1442 Jackson Avenue, Chipley, Florida by the deadline. Selection will be made directly from Letters of Qualifications and the responses are limited to ten pages for this project. Title pages and separator pages are not counted as part of the ten pages.

**Letters of Qualifications should at a minimum, include the following information:**

- a. Project Name/DOT Financial Management Number
- b. Consultant's name and address
- c. Proposed responsible office for consultant
- d. Contact person, phone number and email address
- e. Statement regarding prequalification of consultant or proposed subconsultants in advertised type of work
- f. Proposed key personnel and their proposed roles  
(do not include resumes)
- g. Subconsultant(s) that may be used for the project
- h. Indication as to whether the prime firm and/or subconsultants are disadvantaged business enterprises (DBE)
- i. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- j. Certification Regarding Lobbying
- k. Truth in Negotiation Certification
- l. DBE Participation Statement
- m. Bid Opportunity List

**ADVERTISEMENT DATES: October 30, 2024 and November 6, 2024**

**RESPONSE DEADLINE: December 2, 2024 at 2:00 p.m. local time**

**FINAL SELECTION: December 10, 2024 at 5:00 p.m. local time - City Hall, 1442 Jackson Avenue, Chipley, FL**

**Note: Any changes to these dates will be posted on the City of Chipley website at [www.cityofchipley.com](http://www.cityofchipley.com).**

The City requires a business license to be purchased for the privilege of engaging in any business within the city limits. Please contact the City of Chipley Finance Office for a fee schedule.

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**HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION**