SERCAP, INC.

Hope F. Cupit, CPA
President & CEO

Keith Ashby
Board Chair

347 Campbell Avenue, SW | Roanoke, Virginia 24016 540
345-1184 (P) | 540 342-2932 (F) | www.sercap.org

Memorandum

To: Procurement File – City of Chipley
From: Melissa Cruz, SERCAP Technical Assistance Provider
Date: 8/31/2026
Subject: Scoring Committee Composition and Certification – Engineering Services

Purpose of Memorandum

This memorandum documents the composition and responsibilities of the Scoring Committee convened to evaluate proposals submitted for the City of Chipley's Engineering Services Contract. It also provides the required justification for the committee structure and includes the signed certification statements from all reviewers.

I further certify that I have reviewed the procurement file for the City of Chipley's Engineering Services Solicitation and confirm that:

- All proposals were initially reviewed and discussed collectively by the Scoring Committee to ensure consistent understanding of the published criteria.
- Each reviewer independently evaluated their assigned proposals, contacted references listed by each proposer, and completed a signed individual score sheet based solely on the approved scoring criteria.
- No reviewer had a real or apparent conflict of interest with any proposer.
- Review of the proposals was conducted consistent with Florida Statute §287.055 – Consultants' Competitive Negotiation Act, which requires procurement decisions to involve more than one individual to ensure transparency, fairness, and avoidance of sole-person selection authority.
- All scoring documentation, certifications, and reference verification notes have been retained in the official procurement file.

Please note that SERCAP cannot recommend an engineering firm and is only providing evaluation results based on the submission requirements and proposals submitted.

Sincerely,

Melissa Cruz
Melissa Cruz (Aug 31, 2026 17:49:31 EDT)
Melissa Cruz
Technical Assistance Provider SERCAP

*SERCAP is an Equal Opportunity Provider, Employer, and Lender.*