CITY OF CHIPLEY, FLORIDA
REQUEST FOR QUALIFICATIONS FOR ENGINEERING DESIGN,
PLANNING, PRELIMINARY ENGINEERING
RFQ NO. 2026-01

The City of Chipley, herein referred to as the "City", is seeking sealed proposals from interested and qualified consultant firms in the State of Florida with experience in Engineering Design, Planning, Preliminary Engineering, as well as Construction and Engineering Inspection Services on a Continuing Contract basis. It is the intent of the city to select and negotiate an agreement with a firm or firms to perform general engineering services required by the city for various projects. The selected firm(s) shall serve as the City of Chipley's Planning, Preliminary Engineering, Design Engineer and/or Construction and Engineering Inspection Services (CEI) consultant for projects as they are assigned as well as projects identified in the City's Capital Improvement Plan including State Revolving Fund (SRF) Facilities Plan, FDEP SRF OSG funding, United States Department of Agriculture (USDA), Rural Development, Resilient Florida Funding, and Rural Infrastructure funds.

All questions must be submitted in writing to Mrs. Patrice Tanner, City Administrator, and may be emailed to ptanner@cityofchipley.com. A complete copy of the RFQ may be downloaded at www.cityofchipley.com. All RFQ's will be ranked on an individual and equal basis.

The City desires a firm that has proven ability and is capable of designing and administering construction contracts; inspecting construction work and activities; ensuring completion of construction as required by, City of Chipley, Federal, and State standards, plans and specifications; meeting permitting and other applicable agency requirements; invoicing timely and accurately; and handling all FDOT EEO, Wages, DBE and OJT filing, interviewing and other requirements in a timely and responsible manner.

To be considered, the Firm must submit an original and three (3) copies of the RFQ in a sealed envelope or package, clearly marked with the Firm's or individual's name and address, and the words "RFQ No. 2026-01 ENGINEERING SERVICES". RFQ's will be received by either hand delivery to the City of Chipley City Clerk located at 1442 Jackson Avenue, Chipley, Florida or by regular mail to City of Chipley, Attention: City Clerk, Post Office Box 1007, Chipley, Florida 32428 by the closing date.

RFQ Deadline: July 1, 2026, 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 by the City of Chipley City Clerk. It is the sole responsibility of the firm for assuring that the RFQ is received by the City Clerk by the designated date and time. No faxed, electronic or oral RFQ will be accepted.
Award will be made to the best responsive Firm(s), but the City reserves the right to reject any or all RFQ's. The City of Chipley reserves the right to reject the RFQ of a firm who has previously failed to perform properly or complete on time contracts of a similar nature, or the RFQ 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 to be purchased 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: June 3, 2026 and June 10, 2026