

Legal Notice
Request for Qualifications
Engineering Services – CDBG Neighborhood Revitalization Project

The City of Lake Butler, Florida has been awarded a Small Cities Community Development Block Grant (CDBG) under Federal Fiscal Year 2023 and 2024 (Subgrant Contract Number: 26DB-N10; FLAIR Contract Number: H2613) in the amount of \$2,827,800.00 by the Florida Department of Commerce. The funded project involves improvements to the City's sanitary sewer wastewater collection system. The City requests proposals from qualified individuals or firms to provide Engineering Services related to the above-mentioned CDBG grant. Engineering services may include but are not limited to preliminary engineering, topographic surveying, testing, engineering design, cost estimating, permitting, contractor bidding coordination, construction administration, and resident observation.

Additional information concerning the proposed services being requested and the ranking criteria to be used to evaluate the proposals may be obtained from Ms. Kimberly Hayes, City Manager, 200 Southwest 1st Street, Lake Butler, Florida, (386) 496-3401 or email, khayes@cityoflakebutler.com.

Proposals will be considered on an equal competitive basis. No proposal will be accepted from individuals or firms placed on the convicted vendor list following a conviction of a public entity crime. Proposals for services will be evaluated in accordance with the requirements of Florida Statutes 287.055, the Consultants' Competitive Negotiation Act, using the following scoring criteria:

Engineering Services:

- 1) Knowledge of State & Federal Rules Governing the CDBG Small Cities Program as well as Other Grant Programs serving municipalities with less than 10,000 population; 30 points
- 2) Experience with Projects Funded through CDBG Small Cities, CDBG Disaster Recovery (DR), and CDBG Mitigation (MIT) Programs; 30 points
- 3) Experience with Municipal Engineering Projects; 10 points
- 4) Management and Staffing; 10 points
- 5) Approach to Task; 10 points
- 6) Ability to Become Quickly Familiar with Local Conditions; 10 points

Engineering fees will be negotiated after ranking, in compliance with the Florida Consultants' Competitive Negotiation Act, Florida Statute 287.055.

An original and two (2) copies of sealed proposals, marked "RFQ for CDBG Engineering Services" must be received by 3:00 pm, Tuesday, March 3, 2026 at 200 Southwest 1st Street Lake Butler, FL 32054. Bids will be opened on Tuesday, March 3, 2026 at 3:00pm at the address listed above.

Proposals will be opened as soon as possible after the submission deadline and evaluation and selection will occur in accordance with CDBG requirements at a time and place to be determined. The City of Lake Butler, Florida reserves the right to reject any or all proposals, to waive any minor informalities or minor irregularities in the proposal process, all things being considered equal.

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