

**CITY OF PORT ST. JOE  
REQUEST FOR PROPOSAL # 2010-03**

The Port St. Joe City Commissioners is seeking professional consultant services for Surveying and Engineering Services on a new multi-use path on Madison Street / Garrison Avenue.

Response Deadline: Thursday, May 20, 2010 at 2:00 P.M. ET

Opening Date: Thursday, May 20, 2010 at 3:00 P.M.

**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 Response, 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:

**FEDERAL DEPARTMENT:** By submitting a Letter of Response, 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. Selection will be made directly from Letters of Response 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 date and time is provided in this advertisement. Any other meetings will be noticed on the City's Web Site. All public meetings will be held at City Hall, 305 Cecil G. Costin Sr. Blvd., Port St. Joe, FL 32456. Changes to meeting dates and times will be updated on the City's Web Site. In order to ensure a fair, competitive, and open process, once a project is advertised for Letters of Response or Letters of Qualification, all communications between interested firms and the City must be directed to Ms. Charlotte Pierce, Grant Administrator at (850) 229-8261.

**RESPONSE PROCEDURE:** Qualified consultants are encouraged to **submit the original and three (3) copies of the letter of response to the Office of Jim Anderson, City Clerk, City Hall, 305 Cecil G. Costin, Sr., Blvd., Port St. Joe, FL 32456 by the Response Deadline (Thursday, May 20, 2010 at 2:00 P.M., E.T.)**. Selection will be made directly from Letters of Response. Letters of Response are limited to five pages for this project.

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

- a. Project Name/DOT Financial Management Number: **428174-1-38-01**
- b. Consultant's name and address
- c. Proposed responsible office for consultant
- d. Contact person, phone number and Internet Email Address
- e. Statement regarding previous experience of consultant or sub-consultants in advertised type of work
- f. Proposed key personnel and their proposed roles (do not include resumes)
- g. Sub-consultant(s) that may be used for the project
- h. Indication as to whether the prime firm and/or sub-consultants are disadvantaged business enterprises (DBE)
- i. The outside of the envelope should be marked with **"Sealed Proposal Madison Street / Garrison Avenue Multi-Use Path Engineering RFP # 2010-03"**.

The Port St. Joe City Commissioners reserves the right to reject any and all proposals deemed in the best interest of the City.