

CITY OF PORT ST. JOE, FLORIDA
NOTICE OF REQUEST FOR QUALIFICATIONS
RFQ 2026-02
REQUEST FOR QUALIFICATIONS FOR GRANT ADMINISTRATION SERVICES FOR
COMMUNITY DEVELOPMENT BLOCK GRANTS (CDBG-DR)
Wastewater Plant Improvements

Sealed Qualification Packets for the City of Port St. Joe's Request for Qualifications for Grant Administration Services for Community Development Block Grants (CDBG-DR) Wastewater Plant Improvements will be received at City Hall, 305 Cecil G. Costin, Sr. Blvd., Port St. Joe, Florida 32456, up until 3:00 P.M. EDST, Wednesday, March 25, 2026. Qualification Packets will be publicly opened and acknowledged, Wednesday, March 25, 2026, at 3:05 EDST, in the City Commission Conference Room. **This RFQ will be for the Wastewater Plant Improvements to utilize CDBG-DR Grant Funds and any other grants needed to complete the project.**

Qualifications shall be submitted in a sealed envelope, plainly marked with submitter's name, address, date, time of opening, and "RFQ 2026-02 for Request for Qualifications for Grant Administration Services for CDBG-DR Wastewater Plant Improvements." Your packet must include a thumb drive with your proposal on it.

The full RFQ is available on the City's website at www.cityofportstjoe.com. For questions concerning this RFQ, please contact Jim Anderson, City Manager, at 850-229-8261.

The City of Port St. Joe is an Equal Opportunity, Affirmative Action, Drug Free Work Place Employer.

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A. Overview/Purpose

This is a request for qualifications (RFQ) from interested individuals, firms, and corporations to conduct grant administration for the design and construction of the Wastewater Plant Improvements for the City of Port St Joe. The work includes a variety of routine and complex technical and professional elements to keep the City in compliance with federal and state laws, regulations, and procedures. The Grant Administrator must be able to perform all the duties of Grant Administrator as described throughout this RFQ. The Grant Administrator will work under the direction of the City Commission.

As a result of this RFQ, the City will select the most qualified contractor with whom to commence contract negotiations. If negotiations are successful, the City will enter into a professional services contract. The City will consider a Grant Administrator contract for the duration of the project.

B. Source of Funds

Work under this contract will be funded with federal grant funds from the Community Development Block Grant Disaster Recovery program (CDBG-DR) and other grants/funds required to complete the project.

C. About the Assignment

The Grant Administrator will administer the City's \$25 million CDBG-DR grant number MS028 and other grants or funds required to complete the design and improvement of the Wastewater Treatment Plant Infrastructure. The selected Grant Administrator will be expected to provide full services associated with the administration, monitoring, reporting, and record keeping requirements associated with the CDBG-DR program, which includes but is not limited to all necessary tasks associated with reporting and record keeping with the Labor Standards and Compliance as required by the CDBG-DR reporting regulations, and with the Environmental Assessment (EA) as outlined in the CDBG-DR Grant Management Handbook. Working in conjunction with the City Staff and the CDBG-DR Project Manager, the Grant Administrator will finalize and formalize the EA documentation, as necessary.

The selected Grant Administrator will be expected to have the capacity to ensure all tasks are submitted/completed in a timely manner and without delay. This project timeline is limited and the selected Grant Administrator will be expected to meet benchmark deadlines.

D. Timeline

- Issue RFQ on Thursday, February 12, 2026.
- Receive RFQ Proposals by 3:00 p.m. on Wednesday, March 25, 2026.
- Screen and Select Proposal on Tuesday, April 7, 2026.
- Complete Negotiations and Enter into Professional Services Contract on Friday, April 24, 2026.

E. Process

The City Commission will select the best qualified Grant Administrator. A 3-step process will be used:

1. Each RFQ proposal will be reviewed, and a short list of qualified individuals/firms will result.
2. If warranted, the short list of individuals/firms may be asked to prepare a more detailed written proposal with personnel, costs, and/or methods described.
3. If necessary, after reviewing additional materials, candidates may be asked for a brief oral interview.

Once a final selection has been made, the City and chosen Grant Administrator will work jointly to refine a detailed scope of work and a contract for services. Grant specifications may be reviewed at City Hall (address below).

F. Content of Responses

Responses to this RFQ must be complete, timely and submitted in conformance with specifications, including all items below:

1. Describe your grants' administration background and history, including the number of years in business and scope of services currently provided to clients.
2. Describe your experience and current practice in providing grants administration, services to governmental entities, including the names of current or recent government clients. This section should also include a description of any CDBG programs you have administered.
3. Describe the workload capacity of your firm. Include any limitations you would foresee in your firm's ability to manage certain times of work or work capacity limitations.
4. Provide a certification in your proposal that you/your firm is not presently debarred or otherwise ineligible from participation in the project.
5. Provide three (3) client references from the public sector.
6. State and potential conflict(s) of interest you may have in providing services outlined in this RFQ.
7. Provide a proposed hourly rate schedule, including all fees, support staff wages, where applicable, and any other supporting costs.
8. Provide any other information you believe is relevant or important to your response.

G. Investigations

The City reserves the right to conduct appropriate investigations into the background, previous experience, and training of any firm or individual under consideration for this RFQ.

H. Evaluation of RFQ and Selection

The City reserves the right to accept or reject any and all submissions in the best interest of the City. In connection with the evaluation, the City may, at its option, invite one more applicant for an interview at a time and location to be announced and may require the submission of supplemental material intended to substantiate or clarify information previously submitted. The attached scoring sheet will be used during the evaluation process.

I. Incurring Costs

The City of Port St Joe is not liable for any costs incurred by respondents prior to contract agreement.

J. Submittal Information

Two (2) original submissions clearly marked Request for Qualifications for Grant Administration Services and a thumb drive copy must be received by 3 p.m., Wednesday, March 24, 2026.

Mailing Address:

City of Port St Joe, Charlotte Pierce, PO Box 278, Port St Joe, FL 32457

Hand Delivery:

City of Port St Joe, City Hall, Attn: Charlotte Pierce, 305 Cecil G. Costin Sr. Blvd., Port St. Joe, FL 32456

Submissions received after the deadline will not be accepted or considered.

Questions regarding this RFQ should be directed to Jim Anderson, City Manager, janderson@psj.fl.gov, 850-229-8261.

CITY OF PORT ST JOE
GRANT ADMINISTRATION SERVICES RFQ NO: 2026-02
Wastewater Plant Improvements

Proposer A: _____

Proposer B: _____

Proposer C: _____

Proposer D: _____

CRITERIA	Proposer A	Proposer B	Proposer C	Proposer D
Capacity to serve the needs of the City of Port St Joe: Excellent: 20 points Above average: 15 points Good: 10 points Fair: 5 points Poor: 0 points				
Successful experience with Florida Small Cities CDBG and Florida HMGP projects administered. Up to 20 points.				
Key staff and qualifications: 20 or more years: 15 points 15-19 years: 10 points 10-14 years: 5 points 5-9 years: 2 points Less than 5 years: 0 points.				
Ability to address the needs of the project including understanding of the local needs and approach to project. Excellent: 20 points Above average: 15 points Good: 10 points Fair: 5 points Poor: 0 points				
Reputation and Client References. Excellent: 15 points Above average: 7 points Good: 5 points Fair: 2 points Poor: 0 points				
Certified Minority / Women Owned business. Award 5 points if the firm is MBE/WBE				
Total Score: (95 possible)				

Ranking: #1 _____

#2 _____

#3 _____

#4 _____

Signature: _____

Date: _____

Certification of Non-segregated Facilities

The federally assisted Grant Administrator certifies that he/she does not maintain or provide for their employees, any segregated facilities at any of his establishments and that it does not permit his employees to perform their services at any location under his control, where segregated facilities are maintained. The federally assisted Grant Administrator certifies that it will not maintain or provide segregated facilities at any of its establishments for its employees and that it will not permit its employees to perform their services at any location under his control, where segregated facilities are maintained. The federally assisted Grant Administrator agrees that a breach of this certification is a violation of the equal opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting room, work areas, rest rooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directives or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally assisted Grant Administrator agrees that (except where it has obtained identical certifications from proposed sub-Contractors for specific time periods) it will obtain identical certifications from proposed sub-Contractors prior to the award of subcontracts exceeding ten thousand (\$10,000.00) dollars US which are not exempt from the provisions of the equal opportunity clause and that it will retain such certifications in its files.

Signature of Grant Administrator

Title

Date