

**Legal Notice**  
**Request for Qualifications**  
**THE TOWN OF CALLAHAN, FLORIDA REQUEST FOR PROPOSALS (RFP)**  
**FOR SMALL CITIES CDBG ENGINEERING SERVICES RELATED TO A**  
**FFY 2023-24 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**

The Town of Callahan, Florida has been awarded a Small Cities Community Development Block Grant under the FY 2023-24 (CDBG #25DB-N11) in the amount of \$650,000.00 by Florida Commerce. The Town of Callahan, Florida is requesting proposals from qualified individuals or firms to provide Engineering Services related to the above-mentioned CDBG grant. Contracts for ongoing services, or for other grant/loan programs other than CDBG, may be negotiated on an as-needed basis separately from the CDBG contract and may include USDA Rural Development (RD), FDEP Springs, Alternative Water Supply (AWS) and State Revolving Fund (SRF), Water Management Districts, FDOT, and/or other water and wastewater collection, pumping and WWTF facility projects.

Engineering services may include 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 Shawna Gugliuzza, Town Clerk, Town of Callahan, 542300 US Highway 1, Callahan, Florida, (904) 879-3801 or email: [clerk@townofcallahan-fl.gov](mailto:clerk@townofcallahan-fl.gov).

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 Program as well as Other Grant Programs; 30 points
- (2) Experience with Projects Funded through CDBG, USDA, FDEP and other Grant 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.

In compliance with the Florida Sunshine Amendment and Code of Ethics, the Town of Callahan strictly enforces open and fair competition in its RFP's. In accordance with Section 287.133, FS, a person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a proposal on a contract to provide services to a public entity. A public entity crimes statement is required. During the RFP process, questions or requests for additional information concerning this RFP shall be directed to: Shawna Gugliuzza, Town Clerk, Town of Callahan, 542300 US Highway 1, Callahan, Florida, (904) 879-3801 or email: [clerk@townofcallahan-fl.gov](mailto:clerk@townofcallahan-fl.gov).

An original and (10) copies of sealed proposals, marked "RFQ for Consulting Engineering/CDBG Services" must be received by 4:00 pm, on August 27, 2025, at Town of Callahan Town Hall, 542300 US Highway 1, Callahan, Florida 32011.

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. Town of Callahan, 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.

THE TOWN OF CALLAHAN SUPPORTS EQUAL OPPORTUNITY EMPLOYMENT,  
FAIR HOUSING, AND PROVIDING HANDICAP ACCESS