

**Legal Notice  
Request for Qualifications**

**THE TOWN OF CALLAHAN, FLORIDA REQUEST FOR PROPOSALS (RFP)  
FOR SMALL CITIES CDBG ADMINISTRATIVE SERVICES RELATED TO A  
FFY 2023-24 COMMUNITY BLOCK GRANT (CDBG)**

The Town of Callahan, Florida has been awarded a Small Cities Community Development Block Grant under the FY2023-24 (CDBG #25DB-N11) in the amount of \$650,000.00 by Florida Commerce. The Town of Callahan, Florida requests proposals from qualified individuals or firms to providing program administration services related to the above referenced CDBG grant. Additional services may be requested of the selected consultant on an ongoing basis to research, make application for funding and manage awarded projects from other public grant or loan sources at the discretion of the Town Council.

The project involves the rehabilitation of 56 sanity sewer collection system manholes and rehabilitation of 400 LF of 8" gravity sewer line at the intersection of US Highway 1 and 4<sup>th</sup> Avenue and the rehabilitation of 200 LF of 8" gravity sewer line at the intersection of US Highway 301 and Booth Street. 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).

Grant Administration Services shall include, but not limited to reviewing existing policies to insure grant compliance, developing new policies that are required as part of the grant contracting process; preparing environmental review(s), coordination with all funding agencies, coordination with all agency contact(s), coordinating the draw down of program funds, tracking and managing program funds in compliance with program guidelines and acceptable accounting practices, providing all required reports and technical assistance, coordinating and attending all DEO monitoring visits, preparing all desktops monitoring packages for review and approval by the Town prior to submission to the DEO., preparing the grant closeout package, insuring federal and state record – keeping requirements are met, reviewing change orders and pay request for compliance with grant requirements., attendance at all pre-bid and pre-construction conferences and providing the engineer managing the project with developmental support for the project. Developmental support shall include but not limited to, providing the project engineer, just prior to bidding, with a current list of state approved WBE/MBE firms and the wage decision(s) for the project.

Procurement and contracting for all services shall conform to CDBG guidelines as well as the state and federal regulation including 2 CFR, Part 200. All records shall be maintained in accordance with state and federal CDBG requirements.

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:

Grant Administrative Services:

- (1) The years of experience of the consultant's staff with administering CDBG Neighborhood Revitalization, Housing Rehabilitation, Commercial Revitalization and Economic Development grants funded through The State of Florida Department of Community Affairs and/or the Florida Department of Economic Opportunity.

Grant Programs; 20 points

(2) Experience of the firm's management group with the State of Florida Community Development Block Grant Program. Grant Programs; 20 points

(3) The firm's approach to meeting local project needs including an outline of the tasks to be preformed and the thoroughness of the approach presented. Grant Programs; 20 points

(4) Number of favorable client reference letters dated 2018 or later provided from other communities. Please note, only one (1) letter per community will be Accepted. Grant Programs; 20 points

(5) The quality of the response from the client references provided from other local governments. Grant Programs; 15 points

(6) The fee or the proposed fee basis. Grant Programs; 5 points

During the RFP process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal.

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 Ten (10) copies of sealed proposals, marked "RFQ for Consulting Engineering/CDBG Services" must be received by 4:00 pm, **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