

NOTICE TO REQUEST FOR QUALIFICATIONS

Qualified engineering firms are invited to submit a statement of qualifications to the **CITY OF MEXICO BEACH** for **PROFESSIONAL ENGINEERING SERVICES CONTINUING CONTRACT** by replying to the specification posted in full at www.mexicobeachgov.com. In order for the Statement of Qualifications to be considered, complete all items in the specification.

All Statements of Qualifications must include one **(1) original** and **five (5) copies** and be addressed to:

CITY OF MEXICO BEACH
ATTN: CITY CLERK
201 Paradise Path
Mexico Beach, Florida 32456

Proposals must be received at the address listed above no later than **2:00 p.m. on Monday, November 6, 2023**. Late Proposals will not be accepted, regardless of the reason.

Proposal envelopes must be **sealed and marked as CITY OF MEXICO BEACH FOR PROFESSIONAL ENGINEERING SERVICES CONTINUING CONTRACT** with the due date and name of Proposer to identify the enclosed submittal.

INTERPRETATION OF SPECIFICATION

All questions pertaining to the terms and conditions of the scope of work of this RFQ must be submitted **in writing** via email to the City Administrator as shown below:

Chris Hubbard, City
Administrator
City of Mexico Beach
c.hubbard@mexicobeachfl.gov

No oral interpretations will be made to any firm as to the meaning of specifications or any other contract documents.

All questions must be received no later than 12:00 pm (noon) on Monday, October 23, 2023. Any interpretation of the Statement of Qualifications terms, conditions, and/or specification, if made, will be only by Addendum issued by the City Administrator. A copy of such Addendum will be posted to the City's website at www.mexicobeachgov.com and Bay County public notices website at www.baycountypublicnoticefl.gov. **IT IS THE RESPONSIBILITY OF THE BIDDER/PROPOSER TO CHECK THE CITY'S WEBSITE FOR ANY ADDENDUMS PRIOR TO SUBMITTING A BID/PROPOSAL.**

The City reserves the right to reject any or all response, to waive informalities, or to re-advertise for Statements of Qualifications. The City also reserves the right to separately accept or reject any item or items of a Statement of Qualifications and to award and/or negotiate a contract in the best interest of the City.

The City of Mexico Beach encourages all segments of the business community to participate in its procurement opportunities, including small businesses, minority/women owned businesses, and disadvantaged business enterprises. The City does not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts.