

## 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 AND DESIGN SERVICES: STORMWATER MANAGEMENT RETENTION POND** by replying to the specification posted in full at [www.mexicobeachgov.com](http://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 **(1) electronic copy on flash drive** and be addressed to:

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

Proposals must be received at the address listed above no later than **12:00 p.m. C.S.T. on, Friday May 19th, 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 AND DESIGN SERVICES: STORMWATER MANAGEMENT RETENTION POND with the due date and name of Proposer so as 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 Clerk as shown below:

Tammy Brunson, City Clerk  
City of Mexico Beach  
[t.brunson@mexicobeachgov.com](mailto:t.brunson@mexicobeachgov.com)

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 by **12:00 p.m. C.S.T. Friday May 5<sup>th</sup>, 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](http://www.mexicobeachgov.com) under "Bids". **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.