

**CITY OF PORT ST. JOE, FLORIDA
NOTICE TO RECEIVE SEALED QUALIFICATIONS
RFQ 2017-02
Professional Planning Services**

Sealed Qualifications for the City of Port St. Joe for Professional Planning Services will be received at City Hall, 305 Cecil G. Costin Sr., Blvd., Port St. Joe, Florida 32456 up until 3:00 PM EST, Friday, November 3, 2017. Quotes will be publicly opened and acknowledged, Friday, November 3, 2017, at 3:05 PM EST, in the City Commission Conference Room.

Qualifications shall be submitted in a sealed envelope, plainly marked with the entity name, address, date and time of opening, and RFQ 2017-02 for "Professional Planning Services."

DESCRIPTION OF WORK: A complete Qualifications Package is available on the City's website at www.cityofportstjoe.com.

For questions concerning the Qualifications, please contact Charlotte Pierce, City Clerk at 850-229-8261.

The City of Port St. Joe reserves the right to accept or reject any and all Statements of Qualifications in whole or in part, to waive informalities in the process, to obtain new Statements of Qualifications, or to postpone the opening pursuant to the City's purchasing policies. Each Statement of Qualifications shall be valid to the City of Port St. Joe for a period of sixty (60) days after the opening.

The City of Port St. Joe is an Equal Opportunity, Affirmative Action Employer.

NOTICE TO PUBLISHER: This legal ad is to appear on October 19, 2017, and October 26, 2017, in the Star Newspaper.

Please forward the original "Proof of Publication" and the invoice to:

The City of Port St. Joe
Attn: Charlotte Pierce, City Clerk
P.O. Box 278
Port St. Joe, FL 32457

RFQ 2017-02
City of Port St. Joe
Request for Qualifications: Professional Planning Services

The City of Port St. Joe is requesting the submittal of statements of qualification from interested planning professionals or firms for a Professional Planning Services Contract to complete any or all of the following types of services on an as needed basis:

- Initiating and conducting public workshops
- Community, neighborhood and comprehensive planning
- Collecting and evaluating data and analysis
- Preparing textual revisions and essential narratives for the Comprehensive Plan and Land Development Regulations
- Developing and preparing overlay districts
- Analyzing growth and development patterns
- Preparing the Evaluation and Appraisal Report amendments
- Review of the City's Comprehensive Plan, Land Development Regulations to recommend revisions and updates
- Perform ancillary services as required

This contract is intended to be a time saving device for City staff to augment in areas where specific expertise is not available or where workload will not permit timely accomplishment of budgeted projects. This contract will allow the City to solicit proposals directly from the consultant for each project or task. The City, at any time, reserves the right to solicit separate proposals for any and all projects or tasks. Selection by the City as a consultant does not guarantee that the consultant will be called on a regular basis during the contract term, nor does it guarantee a minimum level of compensation with respect to volume of work or fees. Work will be awarded to consultants on an as needed basis and based on consultant's current workload or availability, expertise in the project area, and previous work awarded. The City reserves the right to select firms based solely on the content of the qualifications that are received. The City reserves the right to reject any and all bids. Responses will be evaluated with the following criteria:

- Qualifications of firm, staff, and consultants
- Previous Comprehensive Planning and Land Development Regulation experience in North Florida
- Reputation of client references
- Understanding and familiarity of the City's Comprehensive Plan and Land Development Regulations
- Claims and litigation history

An original and three (3) copies of proposals marked "Proposals for Professional Planning Services Contract RFQ 2017-02" must be received by 3:00 ET on Friday, November 3, 2017, at Port St. Joe City Hall, 305 Cecil Costin, Sr. Blvd., Port St. Joe, FL, 32456. All RFQs will be publicly opened and acknowledged Friday, November 3, 2017, at 3:05 P.M. ET, in the City Commission Conference Room. Send to the attention of Mrs. Charlotte Pierce, City Clerk. There is no expressed or implied obligation for the City to reimburse responding firms for any expenses associated with the preparation and submittal of the proposals in response to this request.