

**NOTICE OF REQUEST FOR PROPOSAL (RFP)**  
**RFP #2025-0108**

The City of Wewahitchka, a Florida municipal corporation, will receive sealed proposals from any qualified person, company or corporation interested in providing grant writing, program management and compliance, and consulting services on selected grant funded opportunities. Loan or grant funding agencies may include Triumph Gulf Coast, Inc., Florida Department of Transportation, Florida Department of Environmental Protection, Florida Commerce, Housing and Urban Development, Federal Emergency Management Agency (FEMA), RESTORE, etc. The ideal Consultant(s) shall possess demonstrated experience in programmatic disaster recovery and must have intimate knowledge and expertise in the operations of the CDBG, HMGP, Resilient Florida, and other state/federal programs.

Types of projects may include but are not limited to water system improvements, roadway repair/resurfacing, bridge replacements, stormwater improvements, wastewater plants, lift stations, sanitary sewer collection systems, etc. Compliance requirements may include but are not limited to Build America, Buy America, Davis-Bacon Act, Women/Minority in Business, Environmental Reviews, Contract Work Hours and Safety Standards Act, Section 3, Copeland Anti-Kickback Act, and all State and Federal Compliance requirements.

Please place **YOUR COMPANY NAME, SEALED PROPOSAL**, and **RFP# 2025-0108** on the outside of your envelope and include the original proposal plus seven copies, and one electronic copy (CD/DVD/Flash Drive).

Proposals will be received until **12:00 noon Central Time** on **February 26, 2025** at City Hall, 211 N Hwy 71 Wewahitchka, FL 32465 and will be opened at Wewahitchka Sr/Community Building, located at 314 N 3<sup>rd</sup> St, Wewahitchka, FL 32465 on **Thursday, February 27, 2025 6:00 pm Central time**. Receipt of a response by any Wewahitchka office, receptionist or personnel other than the Clerk's Office does not constitute "receipt" as required by this solicitation. Please clearly mark proposals: **GRANT WRITING, PROGRAM MANAGEMENT AND COMPLIANCE, AND CONSULTING SERVICES-RFP #2025-0108**

RFP specifications can be obtained by emailing [wewaclerk@fairpoint.net](mailto:wewaclerk@fairpoint.net). All proposals shall remain firm for a period of sixty days after the opening. All vendors shall comply with all applicable State and local laws concerning licensing registration and regulation of contractors doing business to the State of Florida. The proposal must conform to Section 287.133(3) Florida Statutes, on public entity crimes. All questions must be submitted to Rachel Jackson, City Clerk, at [wewaclerk@fairpoint.net](mailto:wewaclerk@fairpoint.net).

The City of Wewahitchka reserves the right to waive informalities in any proposal, to accept and/or reject any or all proposals, and to accept the proposal that in their judgment will be in the best interest of the City of Wewahitchka.

Minority and women's business enterprises are hereby solicited to bid on this contract as prime contractors and are encouraged to make inquiries regarding potential subcontracting opportunities and equipment, material and/or supply needs. All bidders must make positive efforts to use small and minority owned business and women business enterprises.

The City of Wewahitchka is an Equal Opportunity Employer.

Rachel Jackson, City Clerk