



TOWN OF GREENVILLE, FLORIDA

REQUEST FOR PROPOSALS (RFP) NO. 2025-03

PROJECT MANAGER

Total Grant Amount for Management Fees: \$15,000.00

The Town of Greenville, Florida invites bids/proposals from qualified individuals or firms interested in providing Project Manager services related to the *Pure Water, Bright Future: Greenville's Energy-Efficient Path to Safe and Sustainable Water* project. The Town has been awarded grant funds under the Florida Department of Agriculture and Consumer Services Subrecipient Agreement No. 32832 in the amount of \$750,000.00 with \$15,000.00 designated for Project Manager services. This RFP is for Project Manager services only.

All responses will be ranked on an individual and equal basis.

Ranking criteria and requirements may be requested and general questions may be directed in person by contacting Kimberly M. Reams, Town Clerk, in person at 154 SW Old Mission Avenue, Greenville, FFL 32331, by mail at Post Office Box 235, Greenville, FL 32311, by telephone at (850) 948-2251, or by email kreams@mygreenvillefl.com. For email inquiries, the subject line must read "INQUIRY: Greenville RFP 2025-03".

Responses must be received by no later than the submission deadline of Friday, November 07, 2025, at 12:00 P.M. EST.

Submit five (5) copies of completed proposals to:

IN PERSON:

**Mrs. Kimberly M. Reams, Town Clerk
TOWN OF GREENVILLE, FLORIDA
154 SW Old Mission Avenue
Greenville, FL 32331**

BY MAIL:

**Mrs. Kimberly M. Reams, Town Clerk
TOWN OF GREENVILLE, FLORIDA
Post Office Box 235
Greenville, FL 32331**

***EQUAL OPPORTUNITY EMPLOYER
HANDICAP ACCESSIBLE/FAIR HOUSING JURISDICTION***

TOWN OF GREENVILLE, FLORIDA

REQUEST FOR PROPOSALS RFP NO. 2025-03

PROJECT MANAGER

Pure Water, Bright Future: Greenville's Energy-Efficient
Path to Safe and Sustainable Water

FDACS Subrecipient Agreement No. 32832
Energy Infrastructure Improvement Project

Total Grant Amount for Project Manager: \$47,400.00

DEADLINE: FRIDAY, NOVEMBER 07, 2025 – 12:00 P.M. (EST)

PUBLIC OPENING:

FRIDAY, NOVEMBER 07, 2025 – 12:30 P.M. (EST)

IN-PERSON ATTENDANCE

Town of Greenville Town Hall
154 SW Old Mission Avenue, Greenville, FL 32331

ONLINE ATTENDANCE

<https://us02web.zoom.us/j/9252673142?pwd=UVdSSzdGR093ekdvSFItMW1kRlB4dz09&omn=81738304744>

INSTRUCTIONS TO RESPONDENTS

The Town of Greenville, Florida, invites qualified firms or individuals to submit Bids/Proposals for Project Manager related to a FSACS Subrecipient grant funded project, RFP NO: 2025-03, by replying to the enclosed specifications. For the submittal to be considered, complete all items in this specification. Submittals will be ranked separately and considered on an equal and competitive basis.

All submittals must include five (5) copies addressed to and delivered either in person or by mail:

IN-PERSON SUBMISSIONS:

Mrs. Kimberly M. Reams, Town Clerk
TOWN OF GREENVILLE, FLORIDA
154 SW Old Mission Avenue
Greenville, FL 32331

MAIL SUBMISSIONS:

Mrs. Kimberly M. Reams, Town Clerk
TOWN OF GREENVILLE, FLORIDA
Post Office Box 235
Greenville, FL 32331

Submittals must be received at the address or post office box listed above no later than 12:00pm EST on Friday, November 07, 2025. **Late responses will not be accepted.**

Submittal envelopes for Project Manager must be sealed and marked with the RFP number, “Project Manager”, “FDACS Subrecipient Agreement No. 32832”, due date, and name of respondent to identify the enclosed submittal. If more than one envelope is needed, please mark “1 of 2”, “2 of 2”, etc.

INTERPRETATION OF SPECIFICATION

All questions pertaining to the terms and conditions of the scope of work must be submitted by mail or by e-mail (as specified on page 1) as shown below:

Mrs. Kimberly M. Reams, Town Clerk
TOWN OF GREENVILLE, FLORIDA
Post Office Box 235
Greenville, FL 32331
kreams@mygreenvillefl.com

In accordance with Section 287.057(25), *Florida Statutes*, “Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.”

No in-person or oral interpretations will be made to any firm as to the meaning of specifications or any other contract documents. Questions must be submitted in writing.

All questions must be received at least five (5) business days prior to the scheduled opening of submittals. Any interpretation of these terms, conditions, and/or specifications, if made, will be only by Addendum issued by the Town Manager. A copy of such Addendum will be emailed to each respondent that received a copy of the advertisement of the Request for Proposal.

IT IS THE RESPONSIBILITY OF THE RESPONDENT TO CHECK FOR ANY ADDENDA PRIOR TO SUBMITTING.

No verbal instructions or interpretations of drawings and specifications will be made other than indicated above.

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TOWN OF GREENVILLE, FLORIDA

REQUEST FOR PROPOSALS (RFP) NO. 2025-03

PROJECT MANAGER

Pure Water, Bright Future: Greenville's Energy-Efficient Path to Safe and Sustainable Water
FDACS Subrecipient Agreement No. 32832 – Energy Infrastructure Improvement Project

Total Grant Amount: \$750,000.00
Total Grant Amount for Project Manager Fees: \$47,400.00

I. INTRODUCTION

The Town of Greenville, Florida (the “Town”) is soliciting proposals from qualified individuals or firms to provide Project Manager Services for a project funded through a Federal Financial Assistance Subrecipient Agreement with the Florida Department of Agriculture and Consumer Services (FDACS). The project involves energy infrastructure improvements within the Town.

This procurement follows 2 CFR Part 200 (Uniform Guidance) and applicable FDACS subrecipient and federal grant requirements. The successful proposer (Project Manager) will assist the Town in the administration, compliance, and financial management of the FDACS award.

II. PROJECT BACKGROUND

The Town of Greenville has been awarded a \$750,000 federal subrecipient grant from FDACS for an energy-related infrastructure project funded by the U.S. Department of Energy (USDOE). Under the Subrecipient Agreement (FDACS #32832), the Town is responsible for implementing the Scope of Work and maintaining compliance with all federal, state, and local requirements, including 2 CFR Part 200, 2 CFR Part 25, Chapter 119, *Florida Statutes*, and FDACS reporting standards.

III. SCOPE OF SERVICES

The selected firm or individual will provide comprehensive Project Manager services in support of the Town of Greenville’s “*Pure Water, Bright Future: Energy-Efficient Path to Safe and Sustainable Water*” project, funded under the Florida Department of Agriculture and Consumer Services (FDACS) Subrecipient Agreement No. 32832.

The Project Manager shall coordinate all technical, scheduling, and financial aspects of the project in accordance with the approved Scope of Work (Attachment A), applicable state and

federal laws, and all FDACS program requirements. Services include, but are not limited to, the following:

- A. Leading the development and maintenance of a comprehensive project workplan, including timelines and milestones.
 - Preparing and maintaining a detailed Project Implementation Plan covering all tasks identified in Attachment A of the FDACS Agreement, including procurement, installation, testing, reporting, and close-out.
 - Establishing milestones consistent with the grant schedule (August 2025 – July 2027) and ensuring all deliverables are completed in accordance with the Deliverables Table on pages 18–19 of the FDACS agreement.
 - Utilizing recognized project-management tools (e.g., Gantt charts, critical-path scheduling) to track progress and dependencies among contractors, equipment deliveries, inspections, and FDACS reporting cycles.
 - Aligning all planning activities with 2 CFR § 200.301 (Performance Measurement) and § 200.328 (Monitoring and Reporting Program Performance) to ensure measurable progress and accountability.
 - Providing monthly status summaries for inclusion in the FDACS Monthly Progress Report (Form 02018) and assisting the Town Manager in certifying report accuracy prior to submission.

- B. Overseeing the coordination of contractors, equipment vendors, and support Town-level management.
 - Overseeing the work of all contractors and vendors engaged in the project, ensuring compliance with the Town’s adopted Procurement Policy (purchases exceeding \$20,000 require sealed competitive bids) and with 2 CFR § 200.317–200.327 (Procurement Standards).
 - Coordinating with the Town Manager, Public Works Director, and consulting engineers to confirm that procurement specifications and installation activities meet the approved engineering design and FDACS performance standards.
 - Conducting and documenting regular progress meetings with contractors and Town staff, maintaining written records, meeting minutes, and action items pursuant to Chapter 119, *Florida Statutes* (Public Records Law).
 - Ensuring that all subcontractors maintain appropriate licenses, insurance, and E-Verify compliance (Section 448.095, *Florida Statutes*) and that debarment checks are verified through SAM.gov in compliance with 2 CFR § 180.220.

TOWN OF GREENVILLE, FLORIDA
REP 2025-03: Project Manager

- Preparing written progress certifications and inspection summaries required for payment-request submissions under FDACS Form 02019 (Payment Request Packet).
- C. Monitoring the project budget and cash flow in accordance with the approved budget plan.
- Maintaining a project budget consistent with the line-item allocations in Section I (Budget Detail) of the FDACS agreement, including the \$737,541.84 contractual-services allocation.
 - Tracking expenditures by cost category (salaries, contractual, equipment) and providing monthly financial summaries for Town review.
 - Reconciling actual costs against the approved Budget Plan and preparing documentation for reimbursement in accordance with 2 CFR § 200.403–405 (Allowable Costs and Allocable Costs).
 - Reviewing all invoices for accuracy and eligibility prior to submission, ensuring that each payment request includes supporting documentation required by FDACS Form 02019 (invoice copies, deliverable evidence, certification, and summary sheet).
 - Assisting the Town Clerk and Compliance Specialist in maintaining records for audits under the Florida Single Audit Act (Section 215.97, *Florida Statutes*) and 2 CFR Part 200, Subpart F (Audit Requirements).
 - Advising the Town on budget modifications that may require FDACS approval pursuant to Section D.7 (Revision of Budget Plan) of the grant agreement.
- D. Providing technical guidance on grant management and compliance.
- Supporting the Town Manager and Compliance Specialist in implementing all grant compliance activities, including deliverable verification, record retention, and report preparation.
 - Ensuring compliance with 2 CFR Part 200 (Subpart D – Post Federal Award Requirements) and relevant FDACS reporting, property-management, and procurement provisions.
 - Providing technical input for quarterly and final reports, ensuring alignment with energy-efficiency and performance goals identified in the FDACS Scope of Work.

- Maintaining familiarity with FDACS Forms 02018 (Progress Report), 02019 (Payment Request Packet), and the Final Report Template (Attachment E) to verify completeness and accuracy of submissions.
- Assisting with FDACS and U.S. Department of Energy monitoring visits, responding to data or documentation requests, and coordinating corrective-action responses.
- Providing close-out assistance, including verification of final deliverables, reconciliation of remaining balances, and confirmation of equipment inventory consistent with 2 CFR § 200.313 (Equipment) and Section E (Property Standards) of the Subrecipient Agreement.

IV. COMPENSATION AND TERM

This contract is budgeted at \$150.00 per hour for up to 316 hours, not to exceed \$47,400.00 total. The term of the contract shall commence upon execution and continue through the completion of the FDACS project or until all required deliverables and reporting obligations have been fulfilled.

V. PROPOSAL REQUIREMENTS

Each proposal shall include the following sections:

A. Cover Letter / Letter of Transmittal

Include name, title, and contact information of the authorized representative, firm's interest, and familiarity with federal grant compliance.

B. Qualifications and Experience

Provide a resumé or statement of qualifications demonstrating experience managing public infrastructure or utility projects.

C. Technical Approach

Outline approach to project planning, coordination, and reporting.

D. References

Provide at least three references for similar work performed.

E. Timeline and Availability

Prepare a proposed timeline for the project and describe you or your firm's availability for the project.

F. Required Certifications and Forms

The following forms must be completed, signed, and submitted with each proposal. Proposals lacking any required form may be deemed non-responsive. All forms are attached as Appendix A to this RFP and must be completed in full. The successful proposer shall also maintain these certifications throughout the contract term.

1. Equal Opportunity / Affirmative Action Statement
2. Drug-Free Workplace Certification
3. Non-Collusion Affidavit
4. Conflict of Interest Disclosure
5. Certification Regarding Lobbying (Byrd Anti-Lobbying Amendment)
6. Certification Regarding Debarment, Suspension, and Other Responsibility Matters
7. E-Verify Compliance Certification
8. Insurance Certification
9. Indemnification and Hold Harmless Agreement

VI. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

Criteria	Maximum Points
Demonstrated project management and engineering experience	45
Quality and clarity of proposal and approach	30
Availability and responsiveness	25

VII. SUBMISSION INSTRUCTIONS

Submission Deadline: Friday, November 07, 2025, at 12:00 p.m. (EST)

TOWN OF GREENVILLE, FLORIDA
REP 2025-03: Project Manager

IN-PERSON SUBMISSIONS:

Mrs. Kimberly M. Reams, Town Clerk
TOWN OF GREENVILLE, FLORIDA
154 SW Old Mission Avenue
Greenville, FL 32331

MAIL SUBMISSIONS:

Mrs. Kimberly M. Reams, Town Clerk
TOWN OF GREENVILLE, FLORIDA
Post Office Box 235
Greenville, FL 32331

Envelope Label: "RFP 2025-03 – Project Manager – FDACS Subrecipient Agreement"

VIII. GENERAL TERMS AND CONDITIONS

The Town reserves the right to reject any or all proposals, waive irregularities, and negotiate with the top-ranked proposer. All proposals become public records under Chapter 119, F.S. The selected proposer must enter into a Professional Services Agreement subject to Town Council approval and maintain all records for five (5) years following project close-out.

IX. QUESTIONS

All questions must be submitted in writing by Friday, October 31, 2025, to:

Mrs. Kimberly M. Reams, Town Clerk
TOWN OF GREENVILLE, FLORIDA
154 SW Old Mission Avenue
Greenville, FL 32331
kreams@mygreenvillefl.com

Responses will be posted on www.mygreenvillefl.com.

X. EQUAL OPPORTUNITY STATEMENT

The Town of Greenville is an Equal Opportunity Employer, Fair Housing Advocate, and Section 504 Accessible Community. Minority-owned, woman-owned, and Section 3 business enterprises are encouraged to submit proposals.

APPENDIX A – REQUIRED FORMS

Each proposer must complete and submit the following forms:

FORM 1: Equal Opportunity / Affirmative Action Statement

FORM 2. Drug-Free Workplace Certification

TOWN OF GREENVILLE, FLORIDA
REP 2025-03: Project Manager

FORM 3. Non-Collusion Affidavit

FORM 4. Conflict of Interest Disclosure

FORM 5. Certification Regarding Lobbying (Byrd Anti-Lobbying Amendment)

FORM 6. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

FORM 7. E-Verify Compliance Certification

FORM 8. Insurance Certification

FORM 9. Indemnification and Hold Harmless Agreement

Forms must be executed by an authorized representative and notarized where required.

APPENDIX A

TOWN OF GREENVILLE, FLORIDA
RFP No. 2025-03 – PROJECT MANAGER

FORM 1 - EQUAL OPPORTUNITY AFFIRMATIVE ACTION STATEMENT

The proposer hereby agrees to comply with all federal, state, and local laws prohibiting discrimination.

This includes Title VI and VII of the Civil Rights Act, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____

Address: _____

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RFP No. 2025-03 – PROJECT MANAGER

FORM 2 - DRUG-FREE WORKPLACE CERTIFICATION

The proposer certifies that it has implemented a Drug-Free Workplace Program in accordance with Section 287.087, *Florida Statutes*.

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____

Address: _____

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FORM 3 - NON-COLLUSION AFFIDAVIT

The undersigned affirms that this proposal is genuine and not collusive or a sham; that no other person, firm, or corporation has conspired or agreed to limit competition.

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____

Address: _____

State of Florida, County of _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Public: _____ My Commission Expires: _____

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FORM 4 - CONFLICT OF INTEREST DISCLOSURE

The proposer must disclose any potential conflicts of interest as defined in Chapter 112, *Florida Statutes*.

Describe any known relationships with Town officials or employees:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____

Address: _____

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FORM 5 - CERTIFICATION REGARDING LOBBYING

The undersigned certifies compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352).

No federal funds have been paid to influence the awarding of any federal contract, grant, or agreement.

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____

Address: _____

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FORM 6 - CERTIFICATION REGARDING DEBARMENT SUSPENSION

The proposer certifies that it and its principals are not presently debarred, suspended, or declared ineligible for federal contracts or grants.

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____

Address: _____

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FORM 7 - E-VERIFY COMPLIANCE CERTIFICATION

Pursuant to Section 448.095, *Florida Statutes*, the proposer certifies that it uses the U.S. Department of Homeland Security's E-Verify system to verify employment eligibility of all new hires.

The proposer shall require all subcontractors to use the E-Verify system as well.

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____

Address: _____

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FORM 8 - INSURANCE CERTIFICATION

The proposer certifies that it maintains insurance coverage as required by the Town of Greenville including general liability, professional liability, and workers' compensation coverage.

A Certificate of Insurance, naming the Town of Greenville as additional insured, shall be provided upon award.

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____

Address: _____

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FORM 9 - INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the proposer shall indemnify and hold harmless the Town of Greenville, its officers, and employees from all claims, damages, losses, and expenses arising out of or resulting from the performance of this contract.

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____

Address: _____
