



TOWN OF GREENVILLE, FLORIDA

REQUEST FOR PROPOSALS (RFP) NO. 2025-04

LEAD ENGINEER

Total Grant Amount for Management Fees: \$74,800.00

The Town of Greenville, Florida invites bids/proposals from qualified engineering firms or licensed Professional Engineers interested in providing Lead Engineer 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 \$74,800.00 designated for Lead Engineer services. This RFP is for Lead Engineer 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 2025-04".

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. 2025-04

LEAD ENGINEER

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 Lead Engineer: \$74,800.00

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 engineering firms or licensed Professional Engineers to submit Bids/Proposals for Lead Engineer related to a FSACS Subrecipient grant funded project, RFP NO: 2025-04, 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 Lead Engineer must be sealed and marked with the RFP number, “Lead Engineer”, “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. 2025-04

LEAD ENGINEER

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 Lead Engineer Fees: \$74,800.00

I. INTRODUCTION

The Town of Greenville, Florida (the “Town”) is soliciting proposals from qualified engineering firms or licensed Professional Engineers to serve as Lead Engineer 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 is subject to 2 CFR Part 200 (Uniform Administrative Requirements), 2 CFR Part 25, Chapter 287 (F.S.), and all FDACS and U.S. Department of Energy program rules.

II. PROJECT BACKGROUND

The Town of Greenville has been awarded a \$750,000 federal subrecipient grant from FDACS to improve energy efficiency and infrastructure resiliency in its water utility. 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 qualified engineering firm or licensed Professional Engineer will provide comprehensive Lead Engineer 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 Lead Engineer will provide technical design, construction oversight, and documentation to ensure compliance with the approved Scope of Work and Deliverables (See Table, paragraph F, pages 18–19 of the FDACS agreement). The selected engineer shall perform all services necessary to design, specify, and oversee implementation of energy-efficient

equipment and process improvements, ensuring compliance with FDACS and federal requirements. Tasks include, but are not limited to:

- A. Engineering Design and Technical Specifications.
 - Developing engineering plans and technical specifications consistent with the approved Scope of Work (Attachment A of FDACS Agreement No. 32832).
 - Ensuring design documents conform to Florida Administrative Code Rule 62-555 (Public Water Systems), Rule 62-610 (Reuse of Reclaimed Water), and applicable FDEP standards.
 - Preparing equipment and installation specifications reflecting energy-efficiency criteria and cost allowability under 2 CFR §§ 200.403-405.
 - Providing engineer-of-record certification stamping all design drawings pursuant to Section 471.025, *Florida Statutes*.
- B. Construction and Installation Oversight.
 - Overseeing procurement and installation of approved equipment (pumps, motors, VFDs, controls), ensuring compliance with contract documents and energy targets.
 - Conducting field inspections and preparing written site visit reports in accordance with 2 CFR § 200.328 (Monitoring and Reporting Program Performance).
 - Reviewing and approving contractor submittals and shop drawings for consistency with design intent.
 - Verifying quantities and materials used for payment approval and inclusion in FDACS Form 02019 (Payment Request Packet).
- C. Testing, Commissioning, and Deliverables Verification.
 - Witnessing and documenting system testing, commissioning, and acceptance procedures.
 - Preparing and submitting certified completion reports for each deliverable in the FDACS agreement.
 - Verifying that deliverables meet the quantifiable metrics in Attachment A, consistent with 2 CFR § 200.301 (Performance Measurement).

- Supporting the Town and FDACS during monitoring visits and responding to any corrective actions or technical requests.
- D. Recordkeeping and Compliance Documentation.
- Maintaining a comprehensive engineering record set, including drawings, test results, submittals, and as-builts, retained for five years after close-out per 2 CFR § 200.334-337 and Chapter 119, *Florida Statutes*.
 - Providing documentation support for the Town’s audits under the Florida Single Audit Act (Section 215.97, *Florida Statutes*) and 2 CFR Part 200, Subpart F.
- E. Coordination and Reporting.
- Working closely with the Project Manager and Compliance Specialist to ensure accurate progress and financial reporting.
 - Contributing engineering summaries and certifications for inclusion in FDACS Form 02018 (Monthly Progress Report).
 - Attending project meetings, Town Council briefings, and stakeholder sessions as requested.

IV. COMPENSATION AND TERM

This contract is budgeted at a fixed not-to-exceed amount of \$74,800.00, inclusive of labor, travel, and incidentals. The term shall begin upon execution and continue through project completion and FDACS close-out.

V. PROPOSAL REQUIREMENTS

Each proposal shall include the following sections:

A. Cover Letter / Letter of Transmittal

Include the name, title, and contact information of the authorized representative. The cover letter should briefly summarize the firm’s interest in the project, familiarity with energy-efficiency and infrastructure improvements, and commitment to meeting all FDACS and Town deadlines.

B. Qualifications and Experience

Provide a résumé or statement of qualifications for all key personnel who will perform services under this contract. Clearly identify the Florida-licensed Professional

Engineer (PE) who will serve as Engineer of Record. Each proposal must include proof of a valid and active Florida PE license, issued by the Florida Board of Professional Engineers, in good standing at the time of submission.

Describe prior experience with municipal water and wastewater projects, FDACS or other federal-funded infrastructure projects, and energy-efficiency retrofits performed under 2 CFR Part 200 or similar programs.

C. Technical Approach

Outline your proposed approach to engineering design, procurement oversight, and construction management. Explain the methodology you will use to ensure deliverables meet the performance metrics established in the FDACS Scope of Work. Discuss how you will coordinate with the Project Manager, Compliance Specialist, and Town staff to meet deadlines, prepare reports, and ensure quality control.

D. References

Provide at least three (3) professional references for similar projects completed within the last five (5) years. Each reference should include the client's name, organization, project description, approximate dollar value, contact person, phone number, and email address. Preference may be given to firms with prior experience in federally funded or FDACS-managed infrastructure projects.

E. Timeline and Availability

Include a proposed schedule showing major phases of work from contract execution through project close-out. Describe your availability to begin immediately upon award and to dedicate adequate staff time to meet the FDACS performance period. Identify any potential scheduling conflicts and how they will be mitigated.

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 engineering and design experience in municipal water/wastewater projects	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)

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 2025-04 – Lead Engineer – 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, *Florida Statutes*. 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

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. 2025-04 – LEAD ENGINEER

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: _____

TOWN OF GREENVILLE, FLORIDA

RFP No. 2025-04 – LEAD ENGINEER

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: _____

TOWN OF GREENVILLE, FLORIDA
RFP No. 2025-04 – LEAD ENGINEER
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: _____

TOWN OF GREENVILLE, FLORIDA

RFP No. 2025-04 – LEAD ENGINEER

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: _____

TOWN OF GREENVILLE, FLORIDA

RFP No. 2025-04 – LEAD ENGINEER

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: _____

TOWN OF GREENVILLE, FLORIDA
RFP No. 2025-04 – LEAD ENGINEER

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: _____

TOWN OF GREENVILLE, FLORIDA
RFP No. 2025-04 – LEAD ENGINEER

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: _____

TOWN OF GREENVILLE, FLORIDA
RFP No. 2025-04 – LEAD ENGINEER
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: _____

TOWN OF GREENVILLE, FLORIDA
RFP No. 2025-04 – LEAD ENGINEER

FORM 9 - INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
(Revised on 11/03/2025)

The proposer shall indemnify and hold harmless the Town of Greenville, its officers, and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the proposer and other persons employed or utilized by the proposer in the performance of the contract.

Signature: _____ Date: _____

Name: _____ Title: _____

Company: _____

Address: _____
