



TOWN OF GREENVILLE, FLORIDA

REQUEST FOR PROPOSALS (RFP) NO. 2025-07

COMPREHENSIVE PLANNING CONSULTING SERVICES

Total Grant Amount for Comprehensive Planning Consulting Fees: \$48,500.00

The Town of Greenville, Florida invites bids/proposals from qualified individuals or firms interested in providing Comprehensive Planning Consulting Services related to the Town's Comprehensive Plan Updates. The Town has been awarded grant funds under the Florida Department of Commerce Community Planning Technical Assistance (CPTA) Grant in the amount of \$48,500.00 designated for Comprehensive Planning Consulting Services. This RFP is for Comprehensive Planning Consulting 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 2025-07".

Responses must be received by no later than the submission deadline of Wednesday, December 10, 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. 2025-07

COMPREHENSIVE PLANNING CONSULTING SERVICES

Greenville Comprehensive Plan Updates

Community Planning Technical Assistance (CPTA) Grant
Florida Department of Commerce

Total Grant Amount for Comprehensive Planning Consulting Services:
\$48,500.00

DEADLINE: WEDNESDAY, DECEMBER 10, 2025 – 12:00 P.M. (EST)

PUBLIC OPENING:

FRIDAY, DECEMBER 12, 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=89526859500>

INSTRUCTIONS TO RESPONDENTS

The Town of Greenville, Florida, invites qualified individuals or firms to submit Bids/Proposals for Comprehensive Planning Consulting Services related to a Department of Commerce CPTA grant funded project, RFP NO: 2025-07, 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 Wednesday, December 10, 2025. **Late responses will not be accepted.**

Submittal envelopes for Comprehensive Planning Consulting Services must be sealed and marked with the RFP number, "Comprehensive Planning Consulting Services", "CPTA Grant", 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."

TOWN OF GREENVILLE, FLORIDA
REP 2025-07: Comprehensive Planning Consulting Services

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 no later than Monday, December 8, 2025. 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. 2025-07

COMPREHENSIVE PLANNING CONSULTING SERVICES

Florida Department of Commerce's Community Planning Technical Assistance (CPTA) Grant
Greenville Comprehensive Planning Updates

Total Grant Amount: \$48,500.00

Total Grant Amount for Comprehensive Planning Consulting Services Fees: \$48,500.00

I. INTRODUCTION

The Town of Greenville, Florida ("Town") is soliciting sealed proposals from qualified individuals or firms to provide Comprehensive Planning Consulting Services funded through the FY 2025-26 Community Planning Technical Assistance (CPTA) Grant administered by the Florida Department of Commerce.

The selected consultant ("Vendor") will perform all services necessary to complete as described in the Town's CPTA Grant Application and Deliverables, including but not limited to:

1. Housing Analysis
2. Economic Development Strategic Plan
3. Comprehensive Plan Update (including updated FLUM series)

This RFP is issued in compliance with the Town of Greenville Procurement Policy and sections 287.057 and 119.0701, *Florida Statutes*.

II. PROJECT BACKGROUND

The Town of Greenville is a Rural Area of Opportunity (RAO) community facing significant challenges related to

- population decline and aging demographics
- housing instability and limited affordable units
- hurricane recovery
- economic stagnation
- outdated and noncompliant Comprehensive Plan

The CPTA grant provides \$48,500 to enable the Town to complete an integrated planning effort consisting of:

- A Housing Analysis
- An Economic Development Strategic Plan
- A full Comprehensive Plan update in compliance with Chapter 163, *Florida Statutes*

All services will be performed in accordance with the Town's CPTA Grant Application (July 2025) and the Scope of Work therein (Deliverables 1–6).

III. SCOPE OF SERVICES

The selected Vendor shall provide all professional planning services required to complete each deliverable identified below. Deliverable descriptions are taken directly from the CPTA Grant Application Scope of Work (pp. 7-13).

A. DELIVERABLE 1 — Housing Analysis (Due January 30, 2026).

Vendor shall prepare a Housing Analysis Report including:

1. population and demographic trends
2. income and employment statistics
3. market area analysis
4. housing demand forecasts
5. tenure and unit type by age and affordability
6. rental and ownership market trends
7. housing conditions (condition, vacancy, stock, etc.)
8. competitive environment
9. opportunities and needs
10. impediments to meeting housing demand

FINAL DELIVERABLE: Housing Analysis Report (.pdf)

B. DELIVERABLE 2 — Outreach and Collaboration (Due February 16, 2026).

Vendor shall:

1. conduct an Economic Development Stakeholder Workshop
2. conduct a Comprehensive Plan Steering Committee Work Session
3. conduct one publicly noticed Community Engagement Workshop
4. develop a Community Input Survey (paper and online)
5. prepare an Analysis of Survey Findings

FINAL DELIVERABLES:

- Workshop documentation (meeting date/time, attendees, summary)
- Public workshop notice, agenda, sign-in sheets, materials
- Community Input Survey and Analysis

C. DELIVERABLE 3 — Data & Analysis Collection (Due March 2, 2026).

Vendor shall:

1. compile updated data and analyses for the Economic Development Strategic Plan
2. compile updated data and analyses for the Comprehensive Plan
3. revise the Town's FLUM series to reflect new data

FINAL DELIVERABLES:

- updated data & analysis documents
- updated FLUM series maps

D. DELIVERABLE 4 — Economic Development Strategic Plan (Due April 1, 2026).

Vendor shall:

1. conduct a second Economic Development Stakeholder Workshop
2. prepare the final Economic Development Strategic Plan (.pdf)
3. incorporate revisions from public/stakeholder input

E. Deliverable 5 — Strikeout/Underline Comprehensive Plan Revisions (Due April 15, 2026).

Vendor shall prepare a strikeout/underline version of all proposed changes to:

- goals
- objectives
- policies

for each Comprehensive Plan Element

F. Deliverable 6 — Updated Comprehensive Plan + FLUM Series (Due May 30, 2026).

Vendor shall:

1. conduct second Steering Committee Work Session
2. prepare final draft Comprehensive Plan (all elements)
3. prepare final Data & Analysis Report
4. prepare final FLUM series

FINAL DELIVERABLES:

- Final Comprehensive Plan (.pdf)
- Final Data & Analysis Report (.pdf)
- Final FLUM series (.pdf)

IV. COMPENSATION AND TERM

A. Total Compensation

Compensation for the resulting agreement shall not exceed \$48,500, the CPTA award amount. The Vendor must submit invoices tied to completion of each deliverable as outlined in the CPTA contract table.

B. Term

The contract will begin upon execution and continue through May 30, 2026, unless terminated earlier.

C. Reimbursable Costs

Payment will be issued only upon Department approval of the deliverable submitted, consistent with the State CPTA contract requirements.

D. Failure to Comply

Failure to meet deliverables, deadlines, or documentation requirements may result in nonpayment, withholding, or termination.

V. PROPOSAL REQUIREMENTS

Each proposal shall include the following sections:

A. Cover Letter / Letter of Transmittal

Proposers shall submit a concise cover letter on firm letterhead that includes:

- The name of the firm or individual consultant.
- The primary contact person and their title, phone number, email, and mailing address.
- A statement confirming the proposer's interest in providing the Comprehensive Planning Consulting Services described in this RFP.

- A statement certifying that the proposer will comply with all CPTA grant requirements, Town policies, and all federal and state laws applicable to the project.
- Signature of an authorized representative of the firm.

B. Qualifications and Experience

Proposers shall provide a detailed statement of qualifications demonstrating their experience and capability to perform all services required under the CPTA grant. This section shall include:

- Description of the firm's or consultant's background and areas of specialization.
- Summary of experience preparing Housing Analyses, Economic Development Strategic Plans, and Comprehensive Plan updates for Florida jurisdictions.
- Description of experience with Florida's Growth Management Act (Chapter 163, Part II, F.S.), Data & Analysis requirements, and FLUM mapping.
- Experience working with Rural Areas of Opportunity (RAO) communities, small municipalities, or communities similar to Greenville.
- Résumés of key personnel assigned to the project, including education, certifications, and relevant project experience.

C. Technical Approach and Scope of Work

Proposers must describe in detail their proposed approach to completing each deliverable required under the CPTA grant. At minimum, the response shall include:

- Methodology for preparing the Housing Analysis, including data sources, analytical tools, and evaluation methods.
- Approach to public engagement, including workshop facilitation, stakeholder engagement, and survey development.
- Methodology for compiling Data & Analysis updates and revising the FLUM Series.
- Approach for drafting the Economic Development Strategic Plan, including identification of strengths, weaknesses, opportunities, and economic conditions.
- Approach to comprehensive plan revisions, including strikeout/underline formatting and ensuring statutory compliance.
- Proposed project timeline aligned with CPTA deadlines.
- Identification of any anticipated challenges and proposed solutions.

D. Cost Proposal

Proposers shall provide a complete lump-sum cost proposal not to exceed \$48,500, the total funding available under the CPTA grant. The cost proposal must include:

- A single, all-inclusive fixed price for completing all deliverables; **OR**

- A deliverable-based cost breakdown aligned with CPTA Deliverables 1–6 (preferred).
- Identification of any reimbursable expenses, if applicable (though the CPTA contract is typically fully deliverable-based).
- Confirmation that the proposer will not invoice the Town until the Florida Department of Commerce approves each deliverable.

The Town will not consider proposals that exceed \$48,500.

E. References

Proposers shall provide a minimum of three (3) references for similar work completed within the past five years. Each reference must include:

- Client name and jurisdiction
- Project title
- Brief description of the services provided
- Contact name, phone number, and email
- Project completion date

References should reflect experience with:

- Comprehensive plan updates
- Housing analyses
- Economic development planning
- Municipal or state grant-funded planning projects

F. Subcontracting and Procurement Restrictions

Proposers shall include the following information:

- A statement identifying any proposed subcontractors and the specific tasks to be subcontracted
- A description of the subcontractor’s qualifications, experience, and role in the project, if applicable.
- An acknowledgement that no subcontractor may begin work until approved in writing by the Town Manager.
- A statement confirming that the proposer will remain fully responsible for the performance of all subcontractors.
- A statement confirming that the proposer will not procure goods or services on behalf of the Town or incur reimbursable expenses without prior written approval from the Town Manager.
- A statement confirming that any subcontractor’s work must comply with all CPTA grant requirements and the Florida Growth Management Act (Chapter 163, *Florida Statutes*).

G. 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
Qualifications and Experience	30
Technical Approach	30
Cost Proposal	20
References	10
Completeness of Proposal	10

VII. SUBMISSION INSTRUCTIONS

Submission Deadline: Wednesday, December 10, 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 2025-07 – Comprehensive Planning Consulting Services"

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*. Consistent with Section 119.0701, *Florida Statutes*, the selected contractor must either transfer all public records to the Town of Greenville, Florida, at the end of the contract or, if it retains them, preserve those records for at least the period required by the Public Records, Record Retention and Disposition Policy and state law, which vary by record type.

RIGHT TO PROTEST: Any proposer who is adversely affected by the Town's decision or intended decision shall file a written notice of protest in accordance with the Town of Greenville Procurement Policy. The notice of protest must be submitted to the Town Manager within the time limits established in the Procurement Policy. Failure to follow the protest procedures within the required timeframes shall constitute a waiver of the right to protest. The Town's Procurement Policy is hereby incorporated by reference into this solicitation.

IX. QUESTIONS

All questions must be submitted in writing by Monday, December 08, 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. 2025-07 – COMPREHENSIVE PLANNING
CONSULTING SERVICES**

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. 2025-07 – COMPREHENSIVE PLANNING
CONSULTING SERVICES**

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. 2025-07 – COMPREHENSIVE PLANNING
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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: _____

TOWN OF GREENVILLE, FLORIDA
**RFP No. 2025-07 – COMPREHENSIVE PLANNING
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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: _____

TOWN OF GREENVILLE, FLORIDA
**RFP No. 2025-07 – COMPREHENSIVE PLANNING
CONSULTING SERVICES**

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. 2025-07 – COMPREHENSIVE PLANNING
CONSULTING SERVICES**

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. 2025-07 – COMPREHENSIVE PLANNING
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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: _____

TOWN OF GREENVILLE, FLORIDA
**RFP No. 2025-07 – COMPREHENSIVE PLANNING
CONSULTING SERVICES**

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. 2025-07 – COMPREHENSIVE PLANNING
CONSULTING SERVICES**

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: _____
