

**NOTICE  
CITY OF PANAMA CITY BEACH  
REQUEST FOR STATEMENTS OF QUALIFICATION**

**Impact Fee Updates**

**The City of Panama City Beach** (the “City”) hereby gives notice that it has issued a Request for Statements of Qualifications from experienced and qualified consulting firms to **update the police, fire, library and recreation impact fee studies** for a ten (10) year planning horizon, including necessary population projections, application of the dual rational nexus test and recommendation of any adjustment in current fees. The City will provide itself or through others the relevant capital plans and estimated capital, operating and maintenance costs for the period for each of the several departments. Interested Firms are asked to carefully consider the City’s expectations of experience and qualification as stated in the RFQ Instructions.

**Statements of Qualification (SOQ) will be received by the City Manager at City Hall located at 110 South Arnold Road, Panama City Beach, FL 32413 until 2:30 PM (CST) on August 2, 2016.** Submittals will be publicly opened and receipt acknowledged immediately thereafter. The qualifications and other information should be submitted in strict compliance with the directives provided in the RFQ Instructions. The City is under no obligation; either express or implied, to reimburse responding firms for any expenses associated with preparation and submittal of the Statement of Qualifications in response to this request.

There will be a **Mandatory Respondents’ Conference held at Council Chambers at City Hall, 110 South Arnold Road at 2:00 PM (CST) on July 19, 2016.** Interested Firms are required to have present a representative authorized to speak for the firm. A Statement of Qualification (SOQ) from a Firm which did not attend the conference will be rejected. The Conference will be held jointly with firms interested in responding to two separate Requests for Statements of Qualifications issued by the City which will be related to this RFQ. The first of those requests will be for SOQs from experienced and qualified engineering firms to prepare capital plans and estimates of capital, operating and maintenance costs for the City’s Police, Fire, Recreation and Library Departments. The second request will be for SOQs from experienced and qualified financial advisors specializing in local government debt to develop an interactive model to be used to project under varied macro and micro economic assumptions and policy choices the CRA’s cash flow needs (construction and maintenance) and the CRA’s debt capacity through build out of the Front Beach Road CRA Project.

SOQ’s shall be submitted in a sealed envelope or box, plainly marked with respondent’s name, address, date, time of SOQ deadline and stating “Response to Impact Fee Updates RFQ.” **Eight (8) copies shall be submitted.**

RFQ Instructions are available to prospective Firms at the City Public Works Department, 116 South Arnold Road, Panama City Beach, FL 32413, and may be examined or obtained at this address on or after **July 5, 2016** for a non-refundable fee of \$50.00 per set. Inquiries regarding this RFQ should be directed to Kelly Jenkins, City Engineer, email [kjenkins@pcb.gov](mailto:kjenkins@pcb.gov) or FAX to 850-233-5116.

The City reserves the right to accept or reject any and all SOQs in whole or in part, to waive informalities in the RFQ documents, to obtain new SOQs, or to postpone the opening of SOQs, or if unable to negotiate a satisfactory contract to terminate all negotiations under the RFQ and

proceed by whatever appropriate means it may elect. Each Statement of Qualifications shall be valid to the City for a period of ninety (90) days after opening.

The City of Panama City Beach is an Equal Opportunity Employer.

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