

CITY OF SOPCHOPPY  
REQUEST FOR QUALIFICATION

Development of Design Standards  
Downtown Overlay and Highway Commercial Overlay

The City of Sopchoppy is a historic community located in southwest Wakulla County. There is a traditional business district subject to an overlay district. The City is also bisected by US Hwy 319 which is predominantly zoned highway commercial. The City Council wishes to develop design standards for commercial structures located in the Downtown Overlay and the Highway Commercial Overlay.

The City requests statements of qualifications from firms or individuals with experience developing design standards for inclusion in the land development code. Statements of qualifications and performance data will be evaluated at the City Council's January 11, 2021 regular meeting and will select no less than three firms for presentations at its February 8, 2021 regular meeting.

In determining whether a firm is qualified, the City shall consider: (i) the ability of professional personnel; (ii) whether a firm is a certified minority business enterprise; (iii) past performance; (iv) willingness to meet time and budget requirements; (v) location; (vi) recent, current, and projected workloads of the firm; and (vii) the volume of work previously awarded to each firm by the City, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The agency may request, accept, and consider proposals for the compensation to be paid under the contract only during competitive negotiations with the highest ranked firm.

Statements of Qualifications are due at City Hall, 105 Municipal Avenue, Sopchoppy, FL no later than three pm Eastern time on January 8, 2021.

The City is an equal opportunity employer and does not discriminate on the basis of race, sex, gender, national origin, or disability or for any other basis. Persons with disabilities that may require accommodation in order to participate are asked to contact Ashley Schilling, Municipal Clerk, at 850-962-4611 or by email at [Ashley.Schilling@Sopchoppy.org](mailto:Ashley.Schilling@Sopchoppy.org)