



CITY OF  
**ST. AUGUSTINE**  
EST. 1565

**REQUEST FOR QUALIFICATIONS  
#PW2021-15  
FEMA GRANT ADMINISTRATION SERVICES**

The City of St. Augustine is soliciting Letters of Interest for consultants or firms to provide technical expertise in augmenting the City's capabilities to receive the maximum funding opportunity from the Federal Emergency Management Agency (FEMA) and the State of Florida, Department of Emergency Management (FDEM) under the Hazard Mitigation Assistance (HMA), Public Assistance (PA), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The ideal candidate shall possess demonstrated experience in programmatic disaster mitigation and recovery programs. Must have intimate knowledge and expertise in the operations of FEMA's HMA and PA program opportunity funding including: Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC) Flood Mitigation Assistance (FMA) grant, and National Flood Insurance Program (NFIP) programs.

Sealed Letters of Interest will be received until 2:00 PM EDT, May 5, 2021 at the General Services Department; Lobby D, 4<sup>th</sup> Floor, City Hall; 75 King Street; St. Augustine, Florida 32084. No facsimile or email Letters of Interest will be accepted. Any Letters of Interest submitted after the time and date for receipt of Letters of Interest will be returned unopened. Letters of Interest will be publicly opened and read aloud promptly at 2:15 PM EDT. The sealed Letters of Interest shall be mailed or delivered in person to:

Mailing Address

City of St. Augustine  
General Services Department  
Attn: Jill Collins  
P.O. Box 210  
St. Augustine, FL 32085-0210

Physical Address

City of St. Augustine  
General Services Department  
Attn: Jill Collins  
75 King Street, Lobby D, 4<sup>th</sup> Floor  
St. Augustine, FL 32084

Request for Letters of Interest documents may be obtained from: City of St. Augustine; General Services Department; 75 King Street, 4<sup>th</sup> Floor, Lobby "D", St. Augustine, Florida 32084 or by contacting Barb Moore, General Services Administrative Coordinator, at [bmoore@citystaug.com](mailto:bmoore@citystaug.com). Vendors registered with DemandStar.com, Inc. can download RFQ Package No. 2021-15 at no cost from their website – [www.demandstar.com](http://www.demandstar.com)

The City of St. Augustine reserves the right, which is understood and agreed to by all respondents, to waive any informality in or to reject any or all of Letters of Interest if deemed to be in its best interest. The City also reserves the right to award a contract on such material(s) as the City deems will best serve its interests.

The City of St. Augustine is committed to the opportunity for diversity in the performance of all City of St. Augustine projects. All respondents are encouraged to make good faith efforts to ensure that women- and minority-owned businesses are given the opportunity for maximum participation in the supply and/or construction of the Letters of Interest components.

**CITY OF ST. AUGUSTINE  
DEPARTMENT OF GENERAL SERVICES  
Jill Collins, Procurement Specialist II**