

CEDAR KEY COMMUNITY REDEVELOPMENT AGENCY

REQUEST FOR QUALIFICATIONS CONTINUING PROFESSIONAL SERVICES FOR CAPITAL IMPROVEMENT PLANNING, IMPLEMENTATION, AND GRANT DEVELOPMENT

RFQ NO. [2026-CRA-001]

Issue Date	Friday, September 4, 2026
Deadline for Questions	N/A
Responses Posted	N/A
Qualifications Due	Tuesday, September 22, 2026, at 3:00 p.m. Eastern Time
Submission	Digital submission only: Email one searchable PDF to cityclerk@cedarkeyfl.us

Cedar Key Community Redevelopment Agency
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352-543-5132 | cityclerk@cedarkeyfl.us

Qualifications-based selection. Do not include fee schedules, hourly rates, or other pricing unless requested during negotiations.

1. Invitation and Intent

The Cedar Key Community Redevelopment Agency (CRA) invites statements of qualifications from experienced multidisciplinary firms or teams to provide continuing professional services supporting the CRA's capital improvement planning, project implementation, resilience and economic redevelopment initiatives, and grant development. The CRA intends to select the most highly qualified firm and negotiate a continuing services agreement, with individual assignments authorized by written task order and subject to available, lawfully appropriated CRA funds.

The initial anticipated assignment is development of a current CRA capital improvement project list, implementation of roadmaps for priority projects, and grant application support. The presentation that informed this RFQ identified an estimated initial scope of approximately \$150,000. This figure is provided only for planning context; it is not a guaranteed contract amount, a request for price, or a selection factor.

The selected firm will coordinate with the CRA Board, CRA staff, City of Cedar Key staff, project partners, and stakeholders. CRA work products should be suitable for integration into the City's five-year Capital Improvement Plan while maintaining the CRA's separate statutory purpose, budget, approvals, and records.

2. Procurement Authority and Selection Method

This solicitation is intended as a qualifications-based selection. To the extent an assignment includes professional architectural, engineering, landscape architectural, or surveying and mapping services, the procurement and negotiation shall comply with section 287.055, Florida Statutes (Consultants' Competitive Negotiation Act or CCNA), as applicable. Other planning, funding, facilitation, and grant services will be provided under the CRA's applicable policies and Florida law. The CRA will not use price as a factor in ranking firms under this RFQ and will request information compensation only during negotiations with the highest-ranked firm.

Any continuing contract and task order must remain within then-current statutory limits and requirements. The CRA will not divide a project or study to avoid applicable procurement requirements. If a future assignment requires a separate competitive process, the CRA may procure it separately.

3. Background and Purpose

The CRA does not currently have an up-to-date, consolidated capital improvement project list focused on community redevelopment, resilience, and economic vitality. A current prioritized list will help the CRA Board direct resources, communicate priorities, coordinate with the city, and position projects for external funding. Many priority projects will require federal, state, regional, or philanthropic funding, yet the CRA also needs project-specific implementation strategies, preliminary budgets, responsible parties, partner roles, and application-ready narratives.

This engagement is intended to create a practical bridge from community vision to funded implementation: a defensible project inventory, a transparent prioritization process, actionable 24-month road maps, and targeted grant development support.

4. Objectives

- Establish and document the CRA's near-term and mid-term redevelopment and resilience priorities.
- Facilitate project prioritization exercises, create a usable database of CRA capital improvement projects, and identify the feasible priority projects or project bundles.
- Develop implementation of roadmaps that identify readiness, next steps, responsible parties, partners, costs, funding sources, dependencies, and schedules.
- Improve the CRA's readiness and competitiveness for federal, state, and other funding opportunities.
- Identify opportunities to bundle related projects, reduce costs, and accelerate public-safety, economic, resilience, historic-preservation, working-waterfront, and community benefits.
- Provide clear public-facing messaging regarding what the CRA is advancing and why.

5. Scope of Continuing Professional Services

Services may be assigned individually or in combination through negotiated task orders. The following scope describes the initial anticipated work and the range of related continuing services the CRA may request. No minimum volume of work is guaranteed.

5.1 Task 1 - CRA Capital Improvement Project List, Prioritization, and Report

- Review the Community Redevelopment Plan, available City and CRA plans, existing project lists, grant materials, studies, maps, budgets, and other relevant records.
- Conduct a CRA capital improvement prioritization workshop of up to three hours to refine the CRA's future vision, confirm priorities, review the current project inventory, and agree on a transparent prioritization method.
- Develop a CRA CIP project database that identifies, at minimum, project name, location, description, category, current stage/status, funding status, priority, anticipated implementation timeframe, and relationship to the Community Redevelopment Plan.
- Develop an expanded priority-project database for the top ten projects or project bundles, including project need and anticipated improvements; status and readiness; recommended next phase; planning-level order-of-magnitude cost for the next phase; dependencies and implementation considerations; bundling opportunities and potential cost efficiencies; and anticipated public-safety, economic, resilience, and community benefits.
- Prepare a draft and final CRA CIP report summarizing the CRA's vision, project identification and prioritization method, complete project list, and prioritized project list.
- Provide editable source files, data tables, and presentation-ready summaries.

5.2 Task 2 - Implementation Roadmaps and Master Schedule

- Prepare draft and final implementation plans for ten projects or logical project bundles.
- For each roadmap, prepare an application-ready project rationale of up to three pages describing the need, proposed solution, beneficiaries, readiness, and reasons for advancement.
- Compile relevant site photographs, maps, graphics, conceptual drawings, permits, and existing supporting documentation; clearly identify source, date, ownership, and reuse limitations.
- Develop a planning-level budget for the next project phase, supported by assumptions and a budget-justification narrative.
- Identify and rank the three most suitable funding sources, including eligibility, anticipated timing, match requirements, award range, key competitiveness factors, and principal risks.
- Recommend a project lead, key partners, and stakeholder groups for the next phase.
- Prepare a 24-month action plan and master schedule identifying actions, target dates, dependencies, decision points, and responsible entities.
- Present the implementation plans and master schedule to the CRA Board.
- Conduct one activation strategy session of up to two hours with the CRA Board, staff, elected officials, and project leads.
- Provide up to twenty hours of additional ad hoc coordination meetings to activate the roadmaps, as authorized by the task order.

5.3 Task 3 - Grant Application Development Support

- Monitor and validate funding opportunities aligned with the priority roadmaps.
- Support development of one major application or several smaller applications, as authorized by task order.
- Prepare or refine narratives, work plans, schedules, budgets, benefit statements, resilience and economic-development justifications, maps and exhibits, partner materials, and required attachments.
- Maintain a compliance checklist and responsibility matrix for each application.
- Coordinate reviews, revisions, and submission readiness with CRA staff and partners.
- Provide final editable application files and an organized submission archive. Unless expressly assigned, the selected firm will not submit an application or certify information on behalf of the CRA.

5.4 Additional Continuing Services

- Capital planning, redevelopment planning, resilience planning, coastal and working-waterfront planning, public engagement, facilitation, and implementation support.
- Grant strategy, funding research, benefit-cost or planning-level feasibility support, grant writing, compliance planning, and post-award implementation support.
- Planning-level cost estimating, scheduling, data analysis, mapping, GIS, graphics, concept development, and public presentations.
- Professional engineering, architecture, landscape architecture, and surveying and mapping services when included in the selected team and authorized by task order.
- Coordination with regulatory agencies, utilities, funding agencies, consultants, nonprofit partners, property owners, and community stakeholders.
- Other related professional services consistent with solicitation, negotiated contracts, Community Redevelopment Plan, CRA budget, and applicable law.

6. Anticipated Schedule and Term

The CRA anticipates beginning the initial assignment in or around October 2026 and targeting completion by March 2027, subject to procurement, negotiation, CRA approval, availability of information, meeting schedules, and grant deadlines. This corrects the apparent year inconsistency in the source presentation, which described a six-month duration beginning in October 2026.

The CRA anticipates an initial continuing-contract term of three years, with up to two one-year renewals at the CRA's sole discretion, subject to satisfactory performance, negotiated terms, budget availability, and applicable law. The final term will be established in the negotiated agreement. Party's termination rights will be stated in the contract.

7. Minimum Qualifications

- The prime respondent must be legally authorized to conduct business in Florida before contract execution.
- The proposed team must demonstrate at least five years of relevant experience in public-sector capital planning, community redevelopment, resilience, infrastructure implementation, or grant development.
- Any regulated professional services must be performed and signed/sealed, when required, by individuals and firms properly licensed or authorized in Florida.
- The project manager must have successfully led comparable multidisciplinary assignments for a local government, CRA, special district, or similar public entity.
- The team must demonstrate capacity to begin promptly and complete time-sensitive funding assignments.
- The respondent and proposed subconsultants must not be suspended, debarred, convicted of a public entity crime within an applicable exclusion period, or otherwise prohibited from contracting with a Florida public entity.

8. Statement of Qualifications Requirements

Submit one complete statement of qualifications organized in the order below. Limit the main response to 30 single-sided pages, excluding the cover, divider pages, table of contents, required forms, licenses, insurance evidence, and resumes. Use a readable font of at least 10 points and page size of 8.5 by 11 inches. Responses should be concise and tailored to this RFQ.

1. Cover Letter: Identify the prime firm, authorized representative, contact information, office that will perform the work, and commitment to the proposal. A person authorized to bind the firm must sign.

2. Firm and Team Profile: Describe firm history, legal structure, Florida offices, ownership, organization, and proposed subconsultants. Identify which entity will perform each discipline.

3. Project Manager and Key Personnel: Provide an organization chart, roles, availability, relevant licenses/certifications, and concise resumes. Identify the single point of accountability.

4. Relevant Experience: Provide up to five comparable projects completed within the last ten years. Include client, scope, dates, original and final fee if publicly available, project status, team members, and a reference with current contact information.

5. Understanding and Technical Approach: Explain the respondent's understanding of Cedar Key's CRA context and its approach to project inventory, prioritization, community/Board engagement, implementation roadmaps, funding-source screening, grant readiness, quality control, schedule control, and coordination.

6. Capacity and Schedule: State current workload, staff availability, anticipated start, ability to meet the initial six-month target, and approach to urgent grant deadlines.

7. Claims and Contract Performance: Disclose material litigation, administrative proceedings, contract terminations for cause, claims, professional liability matters, or regulatory actions during the past five years, or affirm none.

8. Required Certifications: Complete and sign the forms in Section 16 and include evidence of required professional licenses and authority to do business, if applicable.

9. Exceptions: List every requested exception to the RFQ or anticipated contract terms. Silence constitutes no stated exception. The CRA is not obligated to accept an exception.

10. No Pricing: Do not submit hourly rates, fee schedules, total fees, or other pricing. Pricing will be negotiated after ranking.

9. Submission Instructions

Qualifications must be received—not merely transmitted—no later than Tuesday, September 22, 2026, at 3:00 p.m. Eastern Time. The CRA will not consider a late response unless required by law. The CRA is not responsible for transmission failures or unreadable files.

- Digital submission only: Email a single searchable PDF to cityclerk@cedarkeyfl.us with the subject "RFQ No. [2026-CRA-__] - Continuing Professional Services - [Firm Name]." The respondent is responsible for confirming receipt before the deadline.
- Hard-copy, mailed, hand-delivered, and facsimile submissions will not be accepted. All submissions must be delivered digitally by email as stated above.
- The digital email submission method stated above is the sole authorized submission method for this RFQ.

10. Questions, Addenda, and Cone of Silence

Direct all questions in writing to the City Clerk at cityclerk@cedarkeyfl.us by the deadline shown on the cover. Oral interpretations are not binding. Only a written addendum issued by or on behalf of the CRA may modify this RFQ. Respondents are responsible for obtaining and acknowledging all addenda.

11. Evaluation and Shortlisting

An evaluation committee designated by the CRA may review and score responsive submissions, verify references, request clarifications, and conduct interviews or presentations. The committee will recommend no fewer than three firms in ranked order when required by section 287.055, Florida Statutes, unless fewer than three qualified firms respond. The CRA Board may accept, modify, or reject a recommendation consistent with law.

Criterion	Points	What the CRA will consider
Relevant firm/team experience	25	Comparable CRA, local-government, resilience, CIP, infrastructure, and grant work; reference quality.

Project manager and key personnel	20	Qualifications, roles, continuity, Florida credentials, and direct experience.
Understanding and technical approach	30	Tailored methodology, prioritization, implementation focus, grant readiness, engagement, and quality control.
Capacity, availability, and schedule	15	Workload, responsiveness, ability to meet the initial schedule and urgent deadlines.
Organization, clarity, and completeness	10	Responsiveness, clear allocation of responsibilities, disclosures, and required forms.
TOTAL	100	

If interviews are held, the CRA may either use the written scores as one component of a final score or rescore the shortlisted firms using announced interview criteria. The CRA will notify shortlisted firms of the format. The CRA may inspect work products, contact any client, and consider documented past performance.

12. Negotiation and Award

After approval of the ranking, the CRA will negotiate with the highest-ranked firm regarding the detailed scope, staffing, schedule, deliverables, contract terms, and compensation. Compensation must be fair, competitive, reasonable, and supported by an appropriate analysis. If the CRA cannot reach a satisfactory agreement, it may formally terminate negotiations and begin negotiations with the next-ranked firm, as applicable. The CRA will not negotiate with more than one ranked firm at the same time.

Selection does not create a contract. No work may begin without a fully executed agreement and a written notice to proceed with our task order. Each task order will identify scope, deliverables, schedule, not-to-exceed compensation or other approved payment basis, responsible personnel, and funding source. Task orders and amendments require the approvals specified in the final agreement and CRA policies.

13. Anticipated Contract Requirements

- Independent contractor status; no authority to bind the CRA or City.
- Professional standard of care and correction of deficient work.
- Key-personnel commitments and prior approval for material substitutions.
- Commercial general liability, automobile liability, workers' compensation, and professional liability insurance in amounts negotiated by the CRA; certificates and endorsements before work begins.
- Indemnification to the extent permitted by Florida law, without waiver of sovereign immunity or the limitations of section 768.28, Florida Statutes.
- Compliance with public-records requirements, including section 119.0701, Florida Statutes, when applicable; records retention; audit access; and prompt delivery of project files.
- Ownership and permitted reuse of deliverables, with disclosure and licensing of third-party materials.
- Compliance with applicable federal, state, and local laws; grant terms; lobbying restrictions; E-Verify requirements; public entity crime provisions; scrutinized-company restrictions; and foreign-country-of-concern contracting restrictions, as applicable.
- No contingent fee based on securing an award and no prohibited contingent arrangement under section 287.055, Florida Statutes.
- Conflict-of-interest disclosure and continuing duty to update.

- Termination for convenience and cause, funding/appropriation contingency, suspension, dispute resolution, and governing law/venue in Levy County, Florida.
- Monthly or task-specific progress reporting, invoice detail, budget tracking, and prior written approval for reimbursable expenses.

14. Reservation of Rights

- Reject any or all responses; waive minor informalities or irregularities; request clarification; cancel or reissue the RFQ; or modify the schedule.
- Determine responsiveness, responsibility, and the sufficiency of qualifications in the CRA's sole lawful discretion.
- Investigate respondent qualifications, verify information, and consider information from sources other than the submission.
- Shortlist firms, conduct interviews, request supplemental information, or make an award without interviews.
- Negotiate any lawful contract provision and decline to award if negotiations are unsuccessful or award is not in the CRA's best interest.
- Procure similar or additional services separately and make no guarantee of work, task orders, funding, exclusivity, or contract value.
- Retain all submitted materials as public records subject to Florida law. Respondents are responsible for clearly identifying any claimed exemption and stating its legal basis; the CRA does not guarantee confidentiality.

Each respondent bears all costs of preparing, submitting, presenting, and negotiating its response. The CRA will not reimburse those costs.

15. Proposed Procurement Schedule

Milestone	Anticipated Date
RFQ issued	Friday, September 4, 2026
Questions due	N/A
Addendum / responses posted	N/A
Statements of qualifications due	Tuesday, September 22, 2026, at 3:00 p.m. Eastern Time
Evaluation / shortlist	[Date or date range]
Interviews, if held	[Date]
CRA Board ranking approval	[Date]
Negotiation and contract approval	[Date]
Anticipated notice to proceed	October 2026 or as approved

Dates are estimates and may be changed by addendum or CRA action.

16. Required Forms

Form A - Respondent Information and Signature

Legal firm name: _____

FEIN: _____

Business address: _____

Florida office address (if different): _____

Authorized representative / title: _____

Telephone: _____

Email: _____

Primary project manager: _____

Firm website: _____

By signing below, the respondent certifies that it has reviewed the RFQ and addenda; the submission is accurate; the signer is authorized; the submission remains valid for 120 days after the due date; no pricing is included; and the respondent agrees to negotiate in good faith if selected.

Authorized signature: _____ Date: _____

Printed name and title: _____

Form B - Addenda Acknowledgment

List each addendum received. If none, write "None."

Addendum No.	Date Issued	Date Received

Form C - Conflict of Interest and Independence Disclosure

Disclose any actual, potential, or apparent conflict involving the respondent, subconsultants, key personnel, CRA Board members, City officials or employees, property interests, clients, funding applicants, or projects that could affect independent performance. Attach additional pages if necessary.

☐ The respondent has no known conflict to disclose. ☐ A disclosure is attached or stated above.

Authorized signature: _____ Date: _____

Form D - Public Entity Crime / Eligibility Certification

The respondent certifies, to the best of its knowledge after reasonable inquiry, that neither it nor an affiliate is currently prohibited from transacting business with a Florida public entity under section 287.133, Florida Statutes, and that it is not

suspended, debarred, or otherwise ineligible for the contemplated work. The respondent will promptly disclose any change before award or during the contract term.

Authorized signature: _____ Date: _____

Form E - Truth-in-Negotiation and No Contingent Fee Certification

The respondent certifies that it has not employed or retained a person, company, or agent to solicit or secure this contract under a prohibited contingent-fee arrangement and has not paid or agreed to pay a prohibited commission, percentage, brokerage, or contingent fee. If selected, the respondent will provide wage rates and other factual unit costs that are accurate, complete, and current when required for negotiation, consistent with applicable law.

Authorized signature: _____ Date: _____

Form F - Drug-Free Workplace Certification (Optional Preference)

If claiming a drug-free workplace preference when applicable, the respondent certifies that it maintains a program meeting the requirements of section 287.087, Florida Statutes. If no preference is claimed, mark "Not claimed."

☐ Certified ☐ Not claimed

Authorized signature: _____ Date: _____

Form G - Reference Schedule

Client / agency	Project name and location
Scope and respondent role	Completion date / status
Reference name and title	Telephone and email

Duplicate this form for up to five projects.