

**CITY OF CEDAR KEY
REQUEST FOR PROPOSALS (RFP)**

Building Official Services for City of Cedar Key-Fiscal Year 2026-2027

Department: City Hall
Contact Person: Brooke Smith, City Clerk
Address: 809 6th Street, Cedar Key, FL 32625
Telephone: 352-543-5132
Fax: 1-866-674-2419
Today's Date: May 22, 2026

I. GENERAL INFORMATION

The City of Cedar Key is seeking proposals from interested parties that are qualified to provide Building Official Services to local governments within the State of Florida. The initial contract shall be for the fiscal year 2026-2027. The contract may be renewed upon negotiation and written agreement of the parties.

II. SUBMITTAL REQUIREMENTS

All Proposals must be in a sealed envelope and clearly marked in the lower left corner: "RFP: CITY OF CEDAR KEY 2026-03" and shall be sent to the following address, only:

Brooke Smith, City of Cedar Key
Post Office Box 339
(809 6th Street)
Cedar Key, Florida 32625

All Proposals must be received in the Office of the City Clerk by 2:00 pm (EST) on Friday, June 12, 2026, at which time they will be opened.

Proposals will not be accepted after that date and time under **any** circumstances. Proposal openings are open to the public. All Proposers and their representatives are invited to be present. Any responses received by the City Clerk after the due date and time specified in this RFP will not be considered and will be returned unopened. Any Proposal or copies that are sent to any other address may be refused and sent back to the Proposer unopened. Proposals must be typed or printed in ink. All Proposals must contain a manual signature of the authorized representative.

The City of Cedar Key will not be liable for any cost incurred in the preparation of these Proposals. All Proposals received from Proposers in response to this RFP will become property of the City and will not be returned to the Proposer. In the event of a Contract Award, all documentation produced as part of the Contract shall become the exclusive

property of the City. Responses to this RFP upon receipt by the City will become a public record subject to the provisions of Chapter 119 F.S., Florida Public Records Law.

III. SCOPE OF SERVICES

The City of Cedar Key is a Florida Municipality. As such, it is required to comply with the Florida Building Code, Florida Statutes, and FEMA Building Code, as well as other associated laws and regulations. The services for which proposals are solicited are:

- I. Municipal Building Services beginning July 1, 2026, to include building official functions, permit reviews, inspections permitting operations, floodplain coordination and related services (see Exhibits); and
- II. Code Enforcement Services where applicable.

IV. SELECTION PROCESS

- A. The City will conduct a competitive selection process for the award of this agreement. During the review and selection process no person shall make any private communication or separate delivery of marketing information concerning any realtor to any elected officers of the City, members of the City staff or members of the Selection Committee.
- B. The City shall consider the following criteria in the selection process: price; ability of professional personnel; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the proposer. Proposers shall organize their proposal in the following manner.
 1. Professional qualifications of individuals employed by Proposer.
 2. Documentation of experience in providing planning services to Florida Local Governments.
 3. Organizational structure of Proposer.
 4. Statement of all complaints against the Proposer which have been filed within the last 20 years, including documentation showing the disposition of such complaints.
 5. Statement disclosing all affiliated business entities.
 6. List of representative clients and services performed.
 7. Annual fee for the services to be provided. (to be invoiced and paid monthly)

IV. GENERAL TERMS AND CONDITIONS OF PROPOSAL PROCESS

The City reserves the right to reject any or all Proposals. The City also reserves the right in its sole discretion to waive minor errors or irregularities in the Proposals or in the Proposal solicitation procedures, or submissions. The City additionally reserves the right to negotiate a change in the planned scope of services so as to increase or decrease same.

The City shall not be contractually or otherwise bound to any Proposer until final written agreement has been approved and executed by the City, and no Proposer shall obtain property or contractual rights until that time.

V. NARRATIVE

The City reserves the right to reject the Proposal of any proposer if City believes that it would not be in the best interest of the City to make an award to that offer, whether because the proposal is not responsive, or the proposer is unqualified, or of doubtful financial ability, or fails to meet any other pertinent standard or criteria established by City, or for no reason at all. The City reserves the right to request clarification of information submitted and to request additional information of one or more Proposers.

It is clearly understood by both parties, upon submission of a proposal from proposer, that no representation, authorization, communication or understanding will be valid unless said representation, validation or authorization or other clarifications are submitted to the City, in writing, and are responded to by a representative of the City in writing. All information requests and responses must be sent to the City Clerk of Cedar Key.

Cedar Key is a coastal municipality located in Levy County, Florida, with a unique operating environment shaped by its island geography, floodplain conditions, historic character, and post-disaster recovery needs. Since 2016, the city has averaged approximately 230 permits annually. This total includes approximately thirty permits each year that are administered exclusively by City Staff and Public Works, including tree permits, burial permits, and event permits. Permit volume experienced temporary increases following recovery activities associated with Hurricanes Idalia and Helene. Additionally, the city is implementing CivicPlus Automation for Permitting and Code Enforcement beginning Fiscal Year 2026–2027, and respondents must demonstrate the ability to operate within an automated permitting environment.

Due to Cedar Key’s coastal location and floodplain considerations, respondents shall demonstrate experience with FEMA floodplain regulations, National Flood Insurance Program requirements, Substantial Improvement and Substantial Damage determinations, Community Rating System considerations, coastal construction standards, and post-disaster permitting environments.

The City shall retain administrative control over intake, financial administration, and public communication functions associated with the Building Department. The selected contractor should not serve as the initial point of contact for permit applications or public inquiries. City Staff shall perform the initial City Review of permit applications. This review shall include receipt of applications, verification of signatures and forms, completeness review, examination of hard-copy records not yet incorporated into CivicPlus for permits issued within the prior twelve months affecting the subject

property, outstanding municipal account review, jurisdiction verification, and initial routing within CivicPlus. City Review activities shall occur within statutory permitting deadlines.

Financial administration shall remain exclusively with the City. City Staff shall perform all permit invoicing, fee collection, deposits, financial reconciliation, permit closeout accounting, and related fiscal functions. Contractors shall not collect permit fees on behalf of the City.

All public inquiries shall initially go through City Staff. Staff shall conduct inquiry triage, answer general municipal questions and non-technical City Code inquiries, and route technical questions to qualified personnel. Questions requiring technical meetings, code interpretation, site review, plan review, or research may be billed pursuant to adopted City fee schedules.

Following completion of City Review, permit applications shall proceed to Application Review by the Permit Technician. Permit Technician responsibilities shall include application completeness verification, related permit review, FEMA floodplain screening, Substantial Improvement/Substantial Damage screening, CivicPlus workflow management, routing functions, permit sequencing review, applicant notifications, and project tracking.

Respondents shall provide separate hourly rates for all proposed personnel classifications. At minimum, respondents shall identify rates for Building Official services, Permit Technician services, Building Inspector services, Plans Examiner services, Floodplain Reviewer and Certified Floodplain Manager services, Electrical Inspector services, Plumbing Inspector services, Mechanical Inspector services, and administrative support functions. The city will give preference to proposals providing detailed role-based pricing structures that support activity-based cost allocation.

The City intends to establish an activity-based permit fee structure consistent with Florida law and reflective of actual work performed on permits. All invoices submitted shall include the date services performed, permit number, employee performing the work, position title, activity description, time expended, hourly rate, and total cost.

The city specifically requires all services to be billed in fifteen-minute increments only. Billing shall occur solely in fifteen-minute intervals, equivalent to 0.25-hour increments. One-hour minimum billing increments shall not be permitted. This requirement is intended to support CivicPlus workflow operations and the City's transition toward activity-based permit valuation. Respondents shall acknowledge acceptance of this billing requirement within their proposal submissions.

The city anticipates implementation of a structured inspection schedule, and requests respondents provide proposed inspection availability. The preferred model is a three-day operational schedule consisting of Monday, Wednesday, and Friday availability. Respondents shall demonstrate how statutory permitting timelines will be maintained under their proposed staffing model.

The city strongly encourages remote inspections where permissible under code and operational requirements. Respondents should inform the city of the process for handling remote inspections and which inspections would qualify. Additionally, which permits require inspections.

The selected contractor shall comply with all permit deadlines posted by the City and required under Florida law. City Review and Application Review activities shall be completed within five business days following receipt of a complete application, fees, and deposit. If applications are incomplete, deficiency notices shall be issued to applicants. Residential permits shall meet the thirty-day issuance requirement and commercial permits shall meet the sixty-day issuance requirement, together with any additional statutory review periods including fifteen-day review requirements where applicable.

The city requires respondents to demonstrate municipal Building Official experience. Proposals shall include descriptions of experience related to Building Official services, Permit Technician services, inspections, FEMA floodplain management, coastal permitting, CRS activities, Florida Building Code implementation, automated permitting platforms including CivicPlus or comparable systems, and post-disaster recovery permitting.

Respondents shall provide a minimum of three municipal references for comparable services performed within the previous five years. References shall include municipality name, contact information, dates of service, and scope performed. Preference may be given to respondents with experience serving small municipalities, coastal communities, and Florida Gulf Coast jurisdictions.

Proposals shall include detailed service descriptions describing Building Official duties, Permit Technician functions, inspection models, scheduling methods, plan review processes, floodplain review procedures, SI/SD methodologies, CivicPlus workflow management, remote inspection programs, permit processing methods, public inquiry procedures, travel management approaches, and strategies for maintaining statutory compliance.

Respondents shall additionally provide organizational charts, resumes, applicable licenses, Building Official registrations, inspector certifications, Plans Examiner

certifications, floodplain qualifications, Permit Technician qualifications, and relevant continuing education documentation.

Evaluation of proposals shall consider qualifications and experience, technical approach, fee proposal, references, and local or regional presence. Additional preference may be provided for CivicPlus experience, FEMA expertise, coastal municipality experience, activity-based billing structures, remote inspection programs, lower retainer structures, shared travel efficiencies, and post-disaster recovery experience.

The contract term shall begin July 1, 2026, with an initial one-year term and renewal options at the City's discretion. The City reserves the right to terminate the agreement with thirty days' written notice.

Respondents shall provide evidence of insurance including Commercial General Liability, Professional Liability, Workers Compensation, and Commercial Auto coverage meeting City requirements and naming the City as an additional insured.

Proposal submissions shall include insurance documentation, licenses and certifications, references, fee schedules, hourly rate schedules, organizational charts, staffing plans, CivicPlus experience documentation, quarterly reporting methodologies, floodplain qualifications, Building Official credentials, and written acknowledgment of the City's required fifteen-minute billing increment policy.

**EXHIBIT A
PROPOSER INFORMATION FORM
CITY OF CEDAR KEY
REQUEST FOR PROPOSALS – BUILDING DEPARTMENT SERVICES**

Legal Name of Firm: _____

DBA (if applicable): _____

Principal Business Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Name: _____

Title: _____

Phone: _____

Email: _____

Florida Business Entity Type: _____

Florida Division of Corporations Number: _____

Years in Operation: _____

Scope Proposed:

Building Department Services

Code Enforcement Services

Both

Number of Personnel Assigned to Cedar Key: _____

Current Florida Municipal Clients:

CivicPlus Experience:

Yes

No

If yes, describe:

EXHIBIT B
HOURLY RATE AND COST PROPOSAL FORM

Hourly Rates

Position	Hourly Rate
Building Official	
Permit Technician	
Building Inspector	
Plans Examiner	
Floodplain Reviewer / CFM	
Electrical Inspector	
Plumbing Inspector	
Mechanical Inspector	
Administrative Support	
Technical Meeting	
After Hours Services	
Travel	

EXHIBIT C

BILLING ACKNOWLEDGMENT

The undersigned acknowledges and agrees that all services provided under this contract shall be billed exclusively in fifteen (15) minute increments.

Billing examples:

15 minutes = 0.25 hour

30 minutes = 0.50 hour

45 minutes = 0.75 hour

60 minutes = 1.00 hour

One-hour minimum billing increments shall not be permitted.

Firm Name:

Authorized Representative:

Title:

Signature:

Date:

EXHIBIT D
REQUIRED SUBMITTALS CHECKLIST

Proposal package shall include:

- Proposer Information Form
- Personnel Schedule
- Municipal References
- Fee Schedule
- Hourly Rates
- Insurance Certificate
- Licenses / Certifications
- Organizational Chart
- Resumes
- CivicPlus Experience
- Floodplain Qualifications
- Quarterly Reporting Methodology
- Billing Acknowledgment
- Technical Narrative
- Building Official Registration

EXHIBIT E

ACKNOWLEDGMENT OF TERMS

The undersigned certifies the proposal submitted is complete and accurate and acknowledges the City reserves the right to reject all proposals.

Firm:

Authorized Representative:

Title:

Signature:

Date:

Florida License Numbers: