

**CITY OF CEDAR KEY
REQUEST FOR PROPOSALS
PROFESSIONAL SERVICES FOR
NEW COMMUNITY REDEVELOPMENT PLAN
FOR THE CITY OF CEDAR KEY
CRA RFP 2023-1**

Part I: GENERAL INSTRUCTIONS

1. PURPOSE

A. Intent of RFP: It is the intent of the City Commission of Cedar Key, Florida to select a professional company, consultant teams and/or an individual contractor to create a New Community Redevelopment Plan for the City downtown district and other possible areas within the City.

B. Time and Due Date: The City of Cedar Key will accept Proposals that must include statements of qualifications from firms/individuals, corporations, partnerships, and other legal entities authorized to conduct business in the State of Florida. The proposals must be received by the City by **June 13, 2023 no later than 4:00 pm.**

C. Background: Visioning and Revitalization Efforts

Overview

The City of Cedar Key has an existing CRA Plan which covers the entire City and which expires in 2027.

The New Community Redevelopment Plan

The focus areas of the 2023 Plan will include the downtown district of the City and may include other areas within the City. The Community Redevelopment Plan is the enabling document which encompasses all the elements which may be undertaken to remove slum and blight and redevelop the Redevelopment Areas. This Plan will be realized through the collaboration of the residents of Cedar Key, business and property owners, and the City.

2. CONTRACT AWARDS/TERM OF CONTRACT

Following the selection of a qualified firm/individual the City anticipates entering into a contract with the firm/individual whose qualifications and experience are judged to be most advantageous to the City. The project compensation schedule will be negotiated to provide the flexibility to the Consultant to prioritize staff as efficient as possible. The Proposer understands that any response to this RFP as submitted will not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are reviewed and accepted by the Cedar Key Commission and both parties execute a contract.

3. DEVELOPMENT COSTS

The CRA Board shall not be liable for any expense incurred in connection with preparation of a response to this Request for Qualifications. Proposers should prepare a straightforward and concise description of the Proposer's ability to meet the requirements of the RFP.

4. INQUIRIES

The City will not respond to oral inquiries. Proposers may submit e-mailed inquiries regarding this RFP to the City Clerk's Office e-mail address at cityhall@cedarkeyfl.us. The City will respond to e-mailed inquiries received at least five (5) working days prior to the RFP due date. The City will record its responses to inquiries and any supplemental instructions in the form of written addenda. All written addenda will be issued through the City Clerk's Office email. It shall be the responsibility of the Proposer, prior to submitting their proposal, to contact the City Clerk's Office to determine if addenda were issued; acknowledging and incorporating them into their proposal.

5. PROPOSAL SUBMISSION AND WITHDRAWAL

The City will receive Proposals at the following address and clearly marked on the outside:

RFP-PROFESSIONAL SERVICES FOR NEW CRA PLAN:

City of Cedar Key

City Clerk's Office

Post Office Box 339

490 Second Street

Cedar Key, Florida 32625

Upon opening, the submitted Proposal will become a "public record" and shall be subject to public disclosure in accordance with Chapter 119, Florida Statutes.

6. RESERVED RIGHTS

The City reserves the right to accept or reject any/or all submissions, to accept all or any part of the submission, to waive irregularities and technicalities, and to request resubmission, if it is deemed in the best interest of the City. The City, in its sole discretion, may expand the scope of work to include additional requirements.

7. REUSE AND OWNERSHIP OF DOCUMENTS

All data, inputs, analytical reports, contract documents, deliverables, and other work products that result from the professional services being offered through any response to this RFP and any contract resulting therefrom shall become the property of the CITY and shall be delivered to the CITY as requested. Any and all information/materials covered under this paragraph and RFP may not be copyrighted by the contractor. The CITY may use all data and products for purposes deemed appropriate by CITY for the business of the CITY.

8. SCOPE OF WORK

Objective of this project will be to create a **Cedar Key Community Redevelopment Plan for the downtown district and other possible areas in the City.**

The proposed scope of services is:

A. Review the existing Community Redevelopment Plan: Consultant shall review the existing Redevelopment plan.

B. Through Community Outreach and Stakeholder Involvement, articulate a vision for the downtown district and other possible redevelopment areas in the City: The Consultant will lead the community participants and stakeholders through a variety of exercises that will result in the clarification and articulation of a vision for the planned areas. The Consultant shall hold at least two (2) community meetings for citizens and stakeholder groups to allow for maximum participation.

C. The Plan: The Consultant will consolidate all the research, analysis, and community input for each area into a Plan document which shall include streetscape guidelines, incentives, illustrations, renderings, elevations and/or computer simulations of future development at buildout.

D. Deliverables for the Plan:

- a. Meetings with staff to coordinate as the project progresses;
- b. Monthly reports outlining significant meetings, discussions, actions and results;
- c. Consultant shall present a draft of the Plan prior to finalizing the deliverables, for the purpose of receiving feedback and making revisions at the direction of the Commission.
- d. One original and 6 copies of the final Plan with all maps, guidelines, etc. and 1 copy in electronic format;
- e. Electronic version of final documents must be provided in a compressed or web view as well as a printer-ready version;

9. ESTIMATED TIME SCHEDULE

The basic contract period shall be negotiated for completion of deliverables identified in this RFP and included in the execution of any resulting contract with the most qualified firm and/or individual as determined by the City Commission and the CRA Board.

10. CONTENTS OF THE STATEMENT OF QUALIFICATIONS

As part of the Responder's Proposal each firm/individual shall submit documentation of their qualifications for consideration and will include the following information. All responses shall at minimum contain the following:

A. Scope of Services and Statement of Qualifications. Describe in detail an understanding of the services requested. Respondents shall also submit a statement of qualifications that addresses the proposed scope of services; provide a company/individual profile, and a description of major accomplishments.

B. Description. Description of overall knowledge of the City of Cedar Key.

C. Business Organization. State the full name of the organization and indicate whether the company operates as a partnership, corporation, or sole proprietorship. State the number of years the organization/individual has been in business and include the name and business address of company owners. Identify the individual by name and title authorized to negotiate contract terms and enter into legally binding commitments. Identify by name and position the staff persons assigned to the project and who will actually perform the services requested in this proposal.

D. Project Management. Provide a narrative explanation that specifies project management and reporting responsibilities for managing a project similar to the one described in

this request. The narrative should also detail the approach, methodology, deliverables, and client meetings.

E. **Samples of Previous Work.** Provide samples of previous services for municipal entities.

F. **References and Client List.** List three former clients for whom similar or comparable services have been performed.

PART II: INSTRUCTIONS FOR PREPARING PROPOSALS

PROPOSAL FORMAT

Responses to the RFP must address each of the following in their Statement.

A. *Section 1 – Qualifications*

Provide a statement of your qualifications. Identify your firm's capability and experience on similar assignments, particularly for municipalities. Include a description of the firm, its organizational structure, the location of the principal offices and the team members and location of the office that would manage this project.

B. *Section 2 – References*

List up to three prior clients for whom similar or comparable services have been performed. Describe each projects' outcomes and the process your company took to achieve those outcomes.

C. *Section 3 – Proposed Budget*

Define the total estimated contract amount on a time and materials basis, with a not to exceed amount. Include the following:

- A list of all phases of work;
- A list of all tasks required to accomplish each phase;
- The time duration required to accomplish each phase of the work; and
- The amount to be paid for each phase.

Part III: SELECTION PROCESS

EVALUATION METHOD AND CRITERIA

General

The City Commission shall be the sole judge as to the merits of the Proposal, and any resulting agreement. The evaluation criteria will be as follows:

EVALUATION CRITERIA POINTS

Total Points 100

QUALIFICATIONS

- A. Shows a strong knowledge of creating Vision and Plans for public agencies/clients;
- B. Proves a successful work history for previous projects for public agencies/clients;

0 to 35

TEAM PROPOSED FOR THIS PROJECT

- A. Incorporates a strong team structure able to handle the task;
- B. Team members have resumes that reflect experience in Planning;
- C. Company has completed work for other City and/or County Governments.

0 to 15

COST

- A. Cost breakdown is detailed and meets the City's requirements;
- B. Costs are controlled.

0 to 25

PROVIDED SERVICES

- A. Shows a thorough understanding of the project
- B. Able to meet all of the principal areas defined in the RFP's Scope of Work

0 to 20

REFERENCES

- A. Lists references reflecting examples of successful outcomes for similar projects.

0 to 5

B. Schedule

The anticipated schedule for this project is as follows:

- Publish RFP: May 1, 2023
- Response to RFP: Submission of Proposals- June 13, 2023 4:00pm
- Consideration of proposals by Commission – June 20, 2023
- Execute Contract – After June 20, 2023

Note: Dates are subject to change as determined by the City.