

# City of Flagler Beach, Florida

## Request for Qualifications (RFQ #26-0106) for Parking Operations & Enforcement Services

Issue Date: June 1, 2026

Submission Deadline: July 2, 2026

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### 1. Purpose

The **City of Flagler Beach (“City”)** invites qualified firms to submit **Statements of Qualifications (SOQs)** to provide comprehensive **parking operations, parking enforcement, technology integration, revenue management, customer service, and reporting services** for approximately **400 parking spaces** comprising beachfront, on-street, and City-owned off-street parking lots within the City Community Redevelopment Area (in general, N. 9<sup>th</sup> Street to S. 9<sup>th</sup> Street and Flagler Avenue to Oceanshore Boulevard [SR A1A]).

This RFQ will be used to determine a shortlist of the most qualified Respondents for potential contract negotiations.

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### 2. Background

Flagler Beach is a coastal community with significant tourism and local parking demands. The City owns and manages a variety of parking assets that require professional oversight, enforcement, and modern technology for efficient operations and customer satisfaction.

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### 3. Scope of Services

Respondents should demonstrate the ability to provide the following services:

#### 3.1 Parking Operations & Customer Service

Oversight of daily parking operations (beachfront, on-street, off-street lots).

- Implementation and management of parking payment systems (meters, pay-by-app, pay-by-plate).
- Customer service plan for users of all parking facilities.

#### 3.2 Parking Enforcement

- Enforcement of City parking ordinances, including issuance of citations and compliance monitoring.
- Use of technology for enforcement (e.g., electronic citation devices, License Plate Recognition, where appropriate).
- Coordination with City staff and law enforcement to address compliance issues.

### 3.3 Technology Integration & Reporting

- Proposal for parking technology systems, integration plan, data reporting dashboards, and analytical tools to support City objectives.
- Preparation of regular utilization, revenue, and enforcement reports.

### 3.4 Revenue Management

- Secure, auditable revenue collection, reconciliation, and timely remittance procedures.
- Transparent financial reporting with monthly and annual summaries.

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## 4. Minimum Qualifications

Respondents must demonstrate:

- A minimum of ten (10) years of experience in municipal parking operations and enforcement.
- Demonstrated experience implementing and managing parking technology solutions.
- Ability to provide references from at least three (3) public sector engagements.
- Compliance with all applicable local, state, and federal regulations.

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## 5. Submission Requirements

All SOQs must be received by the deadline listed above and include:

- **Cover Letter** with contact information.
- **Company Profile** and Florida business license information.
- **Relevant Experience** narrative including largest and or most complex parking operations experience as well as experience with at least one similarly-sized (5,000- 10,000 population) city.
- **Key Personnel Resumes** highlighting municipal and public parking experience.
- **References** from public sector clients.
- **Veteran-Owned Preference Documentation (if applicable):** See Section 7.

Please submit ten (10) original copies and 1 electronic copy (provided in MS Word or .pdf on a “flash” or thumb” drive). Late or incomplete submissions will not be accepted.

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## 6. RFQ Questions & Addenda

All questions concerning this RFQ must be submitted in writing to the City’s Utility Billing Supervisor by the date listed in the Schedule Addendum. Any changes as well as responses to questions regarding this RFQ will be issued as a formal Addendum and posted to the City’s website and additionally provided electronically to all respondents.

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## 7. Veteran-Owned Preference

To qualify for preference points, Respondents must include the following documentation:

A business is eligible to be considered **Veteran-Owned** if:

- **At least 50% of the business is owned by one or more U.S. military veterans**, and
- A **Principal** (an individual owning **at least 25% of the business**) is a veteran.

**Documentation required to confirm Veteran-Ownership include:**

1. Organizational documents (Articles of Incorporation/Operating Agreement) indicating ownership percentages.
2. Proof of veteran status (e.g., DD-214 or comparable documentation) for veteran owner(s).
3. Identification of principal owners and their ownership percentage.

Incomplete or missing documentation will result in **no preference points** awarded in this category.

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## 8. Evaluation & Selection Process

An Evaluation Committee (composition to be determined) will score responsive SOQs based on the following criteria. The Evaluation Committee will then recommend qualifying Respondents (not to exceed four) to present their qualifications/plan to the City Commission. The City Commission will then rank the Respondents and direct City staff to enter into contract negotiations with the Respondents in the ranked order. If negotiations with the highest-ranked Respondent are unsuccessful, negotiations will continue with the second-ranked Respondent (then third and fourth, if necessary).

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## 9. Scoring Matrix

Category	Max Points
1. Relevant Experience	15
2. Operations & Enforcement Plan	25
3. Technology Integration & Reporting	20
4. Key Personnel Qualifications	10
5. Veteran-Owned Business Preference	5
6. References & Past Performance	10
7. Community Engagement Plan	15
<b>Total Possible Points</b>	<b>100</b>

**Minimum Threshold:** Respondents must achieve **at least 75 points** to be considered for further review or negotiation.

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## 10. Contract Term & Conditions

The selected Respondent will negotiate a contract with the City, including defined service levels, insurance requirements, indemnification, performance metrics, and an initial term of five (5) years with City renewal options. All City and Florida statutory requirements will apply and additional provisions may be required (negotiated).

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## 11. Miscellaneous

- The City reserves the right to accept or reject any or all SOQs, waive informalities, or re-advertise.
- All responses become public records in accordance with Florida law.
- Costs incurred in responding to this RFQ are the sole responsibility of the Respondent.

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## 12. Schedule

<b>Category</b>	<b>Max Points</b>
<b>1. Request for Qualifications published</b>	Jun 1, 2026
<b>2. Formal site visit (optional)</b>	Jun 12, 2026
<b>3. Questions due</b>	Jun 19, 2026
<b>4. Request for Qualifications due</b>	Jul 2, 2026
<b>5. Evaluation Committee review</b>	Jul 16, 2026
<b>6. City Commission presentations</b>	Aug 11, 2026
<b>7. City Commission consideration</b>	Sep 10, 2026

