

**CITY OF COCOA BEACH
REQUEST FOR PROPOSAL (RFP) CB 21 – 010
SALE OF PROPERTY AT 870/880 SOUTH ORLANDO AVE.**

1. PROPOSAL INSTRUCTIONS

The City of Cocoa Beach is offering to sell the property located at 870/880 South Orlando Avenue (Section 9 - Location Map/Exhibit A) containing approximately 0.7 acres and zoned RM-1 (Multi-Family Residential) with a grandfather provision for up to 18 dwelling units. All sealed bids are to be submitted by **Wednesday, September 22, 2021, 2:00 p.m.**, to the office of the City Clerk located at 2 South Orlando, Cocoa Beach, Florida.

All proposals shall be confidential pursuant to Florida Statutes, Chapter 119, entitled Public Records, Paragraph 119.07.

The Proposal must show the 1) Proposer's name, 2) bid number "CB21 010", and 3) "Sale of Property at 870/880 South Orlando Ave" on the outside of the sealed bid package. Delivery of the sealed proposals to the City Clerk's Office on or before the above date is solely and strictly the responsibility of the Proposer. **Late proposals will be returned unopened to the Proposer.** The RFP package may be obtained on the City's website at www.cityofcocoabeach.com/bids.aspx. The City Manager or designee will be the official authority for determining late bids. The City reserves the right to waive any irregularity or informality in the bids received, to determine, in its sole discretion, whether or not the informality is minor, to reject or accept any or all bids and to select the winner based on criteria which serves the best interests of the City of Cocoa Beach.

- A. It is the Proposer's responsibility to read and understand the requirements of this solicitation of proposal. All information requested in **Section 3 (Proposal Submissions)** must be included in the proposal. The Proposer shall submit **one (1) ORIGINAL and three (3) copies** of the proposal, with a flash/jump drive containing **one file in PDF format of the hard copy of the proposal exactly as submitted.**
- B. All prices, terms and conditions quoted in the submitted proposal will be firm for acceptance for ninety (90) days from the date of the bid opening unless otherwise stated by the City. **A BID BOND in the amount of \$5000.00 is required (can be cash or equivalent) bid bond will be refunded for bids not accepted and applied to the bid accepted.**
- C. Should any interested Proposer find any part of the specifications, terms, and conditions to be discrepant, incomplete, or questionable in any respect, it shall be the responsibility of the concerned Proposer to call such matters to the attention of the City immediately upon receipt of the Request for Proposal.

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2. PROPERTY INFORMATION

The property currently consists of three (3) lots. One lot (880) is clearly separate, has a distinct legal description and its own address. The remaining two (2) lots are bound together in one legal description and have one address (870). Together, and if left in their current configuration, the vested density is 6 units on the 880 parcel and 12 units on the 870 parcel, for a total of 18 units. If the entire property is joined in a Unity of Title, the vested density remains at 18 units.

Should there be any action to re-subdivide the parcels to create lots of different dimensions and layout, even if the resultant lots meet current zoning regulations, the vested density would be forfeited and the currently allowable density of 8 du/ac for the RM-1 zoning category would be applied.

Note: The City does not represent that the density of 18 units is actually achievable considering height limits, setbacks and other current development standards. The density as stated will not be allowed as a basis for any sort of variance from current development standards.

3. PROPOSAL SUBMISSIONS

The current appraised value of the property is **\$795,000 (appraised value)**.

The City will accept and evaluate all offers.

All proposals shall include one of the following:

- 1) A dollar bid accompanied by a conceptual development proposal describing the intended use of the land that is consistent with the City Charter, Comprehensive Plan, or Land Development Regulations. The development proposal shall include the type of housing, number of units, parking, approximate height, etc. Qualitative factors may include previous experience with similar developments, familiarity with Cocoa Beach Land Development Code, and any site amenities or distinguishing characteristics of the proposed construction. Proposers should include a single page narrative describing their capability and intent to achieve the quantitative and qualitative factors for the development.
- 2) A straight bid without a conceptual development proposal.

4. PROJECT COORDINATOR

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The project coordinator and designated liaisons for the RFP is:

Wayne Carragino, Contracts/Project Manager Phone 321 – 868 – 3215
Email: wcarragino@cityofcocoabeach.com

5. SCHEDULE OF EVENTS

The Schedule as listed below is the City's intended course of action for this project. The City will follow the schedule to the extent possible; however, the City reserves the right to change both the sequence and timing if deemed necessary.

Sunday, August 15, 2021 Advertise RFP

Wednesday, September 22, 2021 Proposals Due/Public Opening (2:00pm)

Thursday, October 21, 2021 City Commission Award of Property Sale

6. PUBLIC OPENING AND PROPOSAL EVALUATIONS

- A.** All bids will be publicly opened immediately following the deadline for submission of the proposals. The purpose of the public bid opening is for an acknowledgement of bids received. No award will be made or implied at this time. Bid documents will not be reviewed or evaluated at the bid opening. No discussion of any nature concerning the bid will be held at this time. A copy of the bid opening form will be posted to city's website after opening.

- B.** In accordance with the direction of the City of Cocoa Beach Commission at the May 6, 2021 meeting; a selection committee comprised of the Mayor, City Manager, and Chair of the Planning Board shall review all proposals received. The committee shall evaluate all proposals from a qualitative and quantitative perspective. The committee will rank all proposals in order of what the committee determines to be in the best interest of the city. The committee will make a recommendation to the City Commission.
The City Commission will make the final determination of the sale of the property.

7. CONTRACT AGREEMENTS

The city anticipates entering into an agreement with the Proposer who submits the proposal judged by the City Commission to be in the best interest of the city. This Request for Proposal does not constitute an offer or a contract with the Proposer.

A contract shall not exist until approved by the appropriate levels of authority in the city and properly executed. The Request for Proposal shall be included in and be made a part of the final sales agreement.

8. CLARIFICATIONS OF THE PROPOSAL

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The Proposer shall examine all bid documents and shall judge all matters relating to the adequacy and accuracy of such documents. **Any inquiries, suggestions or requests concerning clarification or solicitation for additional information shall be submitted to the Project Coordinator (see Section 4).** Written responses, as deemed appropriate, will be provided by the Project Coordinator and posted on the city web page. It is the proposer's responsibility to check for postings. The city shall not be responsible for interpretations given by any other city employee or representatives.

9. PROPERTY LOCATION MAP

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