



City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

MEMORANDUM

TO: Interested Parties
FROM: Diane Ebentheuer, Purchasing Officer
RE: **RFP 2022.08 Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity**
DATE: May 11, 2022

Notice is hereby given that the City of Milton will receive sealed proposals for **Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity**. The documents contain the necessary information for preparing and submitting your proposal for this effort.

Information is available on the City's web page at <https://MiltonFL.org/322/Purchasing>. There you may also register thru VendorRegistry.com (there is no charge to join); and/or thru BidNetDirect.com/florida/city-of-milton (there is no charge to join); and/or [Office of Supplier Diversity](#).

All must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your sealed bid is:

Wednesday, August 10, 2022 at 2:00 p.m., (CST)

Delivered: City of Milton, 6738 Dixon Street, Milton, Florida, 32570

Mailed: City of Milton, P.O. Box 909, Milton, FL 32572

Questions should be submitted in writing and directed to the Mr. Ed Spears, Economic Development Director at espears@miltonFL.org Economic Development Department Phone Number (850) 983-5400 (x1233); by Friday, June 10, 2022. Answers will be posted by Friday, June 24, 2022.

Interpretations, clarification of specifications, and requirement or changes to the documents which have a material effect will be documented and communicated only by written addendum posted on the City web page, Bid Net Direct, and Vendor Registry. All are responsible for checking for any addendums that may be issued, and to obtain such addendums.

Diane Ebentheuer

Diane Ebentheuer, Purchasing Officer

INSTRUCTIONS

ITB 2022.08 Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity

I. Deadlines/Dates:

- Request for Proposal Published: May 11, 2022
- Questions Deadline: Friday, June 10, 2022
- Answers Posted by: Friday, June 24, 2022
- **Proposals Due: Wednesday, August 10, 2022 @ 2:00 p.m. (CST)**

II. Contact Information:

Contact: Ed Spears, Economic Development Director
Phone: (850) 983-5400 x 1233
Email: espears@miltonFL.org

III. Proposals Must be Complete and Include:

1. Bidder's/Proposer's Declaration (page 3-5)
2. Proposal must include items 1-9 (as listed on pages 12-15)
3. Public Entity Crime Form F.S. 287.133(3)(A) (**City Website**)
4. Drug-Free Workplace Form F.S. 287.087 (**City Website**)
5. Non-Collusion Affidavit (**City Website**)
6. Conflict of Interest Disclosure Form (**City Website**)
7. E-Verify Statement of Compliance (**City Website**)

City Website address: <https://MiltonFL.org/322/Purchasing>

IV. Copies: Please provide one (1) electronic copy, one (1) original, and fifteen (15) copies of your proposal.

V. Faxed or emailed submittals are not accepted.

Sealed proposals can be mailed to:

City of Milton
Purchasing Department
P. O. Box 909
Milton, FL 32572

or delivered to:

City of Milton
Purchasing Department
6738 Dixon Street
Milton, FL 32570

Submittals must be sealed and marked:

To: CITY OF MILTON

VENDOR Name: _____

SEALED PROPOSAL * DO NOT OPEN

Sealed RFP#: 2022.08

RFP Title: Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity

DUE DATE/TIME: Wednesday, August 10, 2022 / 2:00 p.m. CST



BIDDER'S/PROPOSER'S DECLARATION

RFP 2022.08 Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity

The bidder/proposer understands, agrees, and warrants:

1. These items apply to and become a part of the terms and conditions of the bid/proposal submitted. Any exceptions must be in writing.
2. All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and to award the bid in part or in any manner deemed to be in the best interest of the City.
3. All proposals submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the proposal process, and to award the proposal in part or in any manner deemed to be in the best interest of the City.
4. The City of Milton is exempt from sales tax.
5. Contractors are responsible for any sales tax on purchases for the project.
6. The City of Milton will receive sealed bids/proposals from interested parties at its offices located at City Hall, Milton, Florida. Any submittal received after the deadline will **not** be considered.
7. Bids/proposals will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.
8. The City of Milton may consider as non-responsive, any bid/proposal in which there is an alteration of, or departure from the bid/proposal form hereto attached.
9. The bid/proposal will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid/proposal. The firm to whom award is made will be notified as soon as possible. The City of Milton reserves the right to reject the bid/proposal of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid/proposals of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.
10. The City of Milton reserves the right to award to multiple vendors.
11. Interested Parties shall submit all required forms and information simultaneously with their sealed bid/proposal. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids/proposals.
12. For Bids-Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."
13. **For Bids/NOTE:** Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.
14. The successful bidder/proposer will be required to submit additional forms, which are available on the City's website at <https://MiltonFL.org/322/Purchasing> at the bottom of the page.
 - Certificate of Non-Discrimination
 - W-9 Taxpayer Identification Number
 - Vendor Application
 - Certificates for Liability, Vehicle, and Worker's Comp Insurance.
(City is to be named as additional insured.) Limitations are listed online.
 - Prompt Payment Affidavit
15. That they have carefully read and fully understand the full scope of the specifications.
16. That they have the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
17. All bidders/proposers are responsible for checking for any addendums that may be issued. Addendums are posted on the City web page, Bid Net Direct, and Vendor Registry.

18. If required- That they have Liability Insurance, and/or Vehicle and Workers Comp Insurance. (A declaration of insurance form must be provided before any work will begin.)
19. (Service Contracts Only) Pursuant to Florida Statute 119, the contractor must follow all public records law. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5402, CityClerk@MiltonFL.org OR P.O. BOX 909, MILTON, FL 32572.** A contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under Florida Statute 119.10.
20. Sealed bids or proposals >\$250,000 have special requirements for procurement and must comply with the below:
 - a. **Compliance Supplement - President’s executive Order Numbers 11246 and 11375** which prohibit discrimination in employment regarding race, creed, color, sex, or national origin. (2 CFR 200 Appendix XI whitehouse.gov)
 - Inclusion of goals for minority participation in construction are 6.9% for women.
 - % for minorities as prescribed by appendix B-80, Federal Register, volume 45, No. 194, October 3, 1980.
 - b. **Title VI of the Civil Rights Act of 1964** (Department of Labor dol.gov)
 - c. **Title 45 CFR Required Items (govinfo.gov):**
 - **Anti-Kickback Act** (title 45 CFR 2543.82)
 - **Davis Bacon Act** (title 45 CFR 2543.83)
 - **Contract Work Hours and Safety Standards Act** (title 45 CFR 2543.84)
 - **Byrd Anti-Lobbying Amendment** (45 CFR 2543.87)
21. Federal Award Contracts - Selected Contractor must comply with:
 - **Termination for Cause and Convenience** - All contracts or purchase orders in excess of \$10,000 must address by the non-Federal entity including the manner by which it will be affected and the basis for settlement, (Appendix II Part 200 of 2 CFR 200 (B) gov.info)
 - **Contract Clauses for Contract Provisions for Non-Federal Entity Contracts Under Federal Awards** (2 CFR 200 Uniform Guidance Appendix II gov.info)
22. **For all Contracts - Contractors should take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.** (Appendix II Part 200 of 2 CFR 200 (B) gov.info)
23. That this bid/proposal may be withdrawn by requesting such withdrawal in writing at any time prior to opening date, but may not be withdrawn after such date and time.
24. That by submission of this bid/proposal the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.
25. If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid/proposal.
26. Recommendations are posted on city web page via agendas prior to award.
27. Any protests are handled per the City’s Purchasing Policy and F.S. 120.57(3).

BIDDER: _____

Company Name

Address/City/Zip

Phone

Email

Contact Name

Title

Company Representative Signature

Date

Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity

Executive Summary:

The City of Milton, FL (City) (pop. 10,690) is seeking proposals from experienced individuals or firms interested in developing a marina, residential, restaurant/entertainment, and mixed-use development project on seven (7) city-owned waterfront properties totaling 7.9 +/- acres along the Blackwater River. Qualified respondents must demonstrate the ability to design, finance, and construct projects in accordance with the terms, conditions, and specifications contained in this Request for Proposal (RFP).

Community Overview:

Milton is located in Santa Rosa County, an urban, suburban, and rural county in the far western portion of the Florida Panhandle. The City of Milton is among the oldest cities in Florida, incorporated in 1844 under the Florida Territorial Acts of 1844. This makes Milton older than Florida, which was granted statehood in 1845. Milton is the county seat for Santa Rosa County, which is a part of the two-county Pensacola Standard Metropolitan Statistical Area. The City of Milton and the nearby areas of Pace, Navarre, and Gulf Breeze can be considered suburbs of the City of Pensacola because they are located within easy driving distance of the Pensacola urbanized area, a population center containing over 480,000 persons. Milton is a vital, progressive city able to maintain the fine balance between small town charm and modern urban life. The area includes a variety of key industries, top-rated school systems, low cost of living, low taxes, and a wide variety of recreational activities. While there is growth, historic preservation remains important, as exhibited in the city's nationally registered Downtown Historic District.

Santa Rosa County contains three incorporated municipalities of which Milton is the largest. The City's population has grown 19.5% from 2010 to 2019, eclipsing 10,000 for the first time in history. Santa Rosa County (population 188,000) is one of the fastest growing counties in Northwest Florida and the nation. Growth in the county, over 24% from 2010-2020, has traditionally focused in the southern portion of the county. That expansion has now expanded to the central and northern portions of the County. Santa Rosa County has a total land area of approximately 647,430 acres, possesses a multitude of natural resources, and has one of the lowest costs of living in the State of Florida. These factors combined, make Santa Rosa County one of the most desirable locations in the nation for a family to make a home and for industry to locate their activities. The beautiful Gulf Coast waters and beaches, the pure water rivers, and expansive bays make the area ideal for boating, camping, canoeing, fishing, and all other water sports. These attributes combined with Santa Rosa County's fine climate, which allows at least nine months a year for outside activities, are magnets that attract many families and new business to Santa Rosa County.

Running through the historic downtown, the Blackwater River, classified as one of the last "pristine" sand-bottom rivers in Florida, is the heart of the City. The river winds approximately 2.1 miles through the City limits. Including the City's public park on the east bank of the river, there are over 2.75 miles of riverbank within the City limits. The City serves as a launching site for outdoor adventures in all directions. In addition to the river, to the north, the Blackwater State Forest and Park offers a natural oasis with camping, fishing, equestrian and other outdoor activities. To the east and west lay Blackwater and Escambia Bays, both leading to the Santa Rosa Sound and the sugar-white sands of Navarre and Pensacola Beach to the south. The EASI Quality of Life Index for Milton is 136 (US Average 100). The EASI Best Weather Index is 184 (US Average 100). Milton ranked the 36th safest city in Florida.

Vital to the future of the City of Milton is Naval Air Station Whiting Field, located approximately 5 miles to the north of the City. NAS Whiting Field produces approximately 1,200 new Navy, Marine, Air Force and Coast Guard Aviators annually. Approximately 11% of all United States Department of Defense (all branches) flight

hours annually are flown at NAS Whiting Field. This makes NAS Whiting Field the busiest airfield in the United States. This cadre of flight students represents a large target population for this project and the City of Milton. They represent a young, educated, employed, high-income demographic all communities desire. Attraction of this specific cadre of individuals to live, work and play at this project site, should be given specific consideration.

Market analysis provided by NEXTSite, shows the highest market demands are General Merchandise (\$110M), Grocery (\$99M), Full and Limited-Service Restaurants (\$89M), and Health Care (\$57M). The 3 mile-radius population is 27,063 with an average household income of \$63,374. The regional trade area has a population of 56,427, with 20,642 households. The average age is 40.22 with a median income of \$58,126 and average income of \$67,373. Additional detailed market research from NEXTSite is available upon request.

Recently, the City completed the Carpenters Park Splash Pad, located 2 blocks north of the marina property identified in this RFP. Jernigan's Landing Festival and Event Area, located 0.5 miles south of the project sites, was completed in 2019, providing a community gathering space for festivals, concerts, and other events. A new disc golf and BMX track have recently been completed. Currently, the City is about to embark on a \$44M new Wastewater Treatment Plant construction, doubling the current system capacity. A new \$8M grocer and outparcel development project is in the final stages of construction and has been completely leased out. A new county courthouse will open this summer which will open additional redevelopment opportunities downtown. Over the next 2-3 years, an additional 200 new housing units, that are in various stages of the approval process, will be built. Further out, a new amphitheater is being planned. The City of Milton is poised for a renaissance. The project(s) envisioned in this RFP are seen as a catalyst to spur the growth envisioned and seize upon the momentum started by the recent projects.

The Project:

The City has been assembling riverfront property for redevelopment on the west bank of the Blackwater River. The objective of this RFP is to revitalize the former marina, provide for residential development and stimulate investment in underutilized land to create a mixed-use destination. The city-owned property available for development is approximately 7.9 +/- acres along Broad Street, at the northern edge of the City Limits. It is anticipated, based on market demand, that the preferred mixed-use project on the lands available in this RFP will consist of residential (1-, 2-, 3-bedroom upper floor apartments) with potential for restaurant/entertainment, marina, retail and commercial uses and associated parking on the ground floor. All proposals should enhance the quality of life for Milton area residents and visitors. A successful project will add vibrancy and enhance the public access to the waterfront. Proposed projects should be respectful and compatible with the surrounding area, but clearly signal a new direction for the Milton Waterfront. Development proposals may address any parcel or combination of parcels identified in this RFP.

The City intends to establish a 50 ft. easement along the water's edge to create a public park strip. This aspect should be anticipated and detailed in the proposal. If additional parcels are acquired and dedicated to the project, additional easements to allow expanded public access to the waterfront is highly encouraged and desired.

The marina aspect of this RFP is not mandatory. However, if any response does not contain a marina element, the marina parcel will be reserved for a future RFP. Due to grant restrictions, the "North Marina" parcels must include a marina use, but additional uses may be allowed. The "South Marina" parcel may be utilized for any allowable use in conformance with the property's zoning or rezoning.

Standard municipal utilities are in place and easily accessible to the subject properties. This includes City water, sewer, and natural gas. Stormwater considerations are regulated by Santa Rosa County and should be discussed in the proposal. As these parcels are directly adjacent to a protected natural body of water,

environmental considerations should be detailed in the proposal. Conservation of trees located on the properties should be detailed.

The winning proposal will be consistent with the City's vision for this area as articulated in the CRA and Riverfront Master Plans. Creative alternatives are welcome. Proposals that pair the City parcels with other, privately owned parcels to create a more expansive, dynamic project are encouraged and preferred.

Goals for the property:

- Return the parcels to maximum productive, tax generating use, including new City Utility customers
- Serve as a catalyst for further downtown and riverfront revitalization
- Develop new development opportunities
- Develop a connected, walkable, mixed-use environment with enhanced amenities and destinations
- Create an inclusive project that is reflective of the Milton Community
- Complies with the spirit and goals of the Downtown CRA Plan and the Riverfront Master Plan

Property (see attached maps for visual reference):

The Marina property currently supports the City's marina operation with 17 wet slips and a boat ramp. Due to grant restrictions, the North Marina Parcels must include marina services. A previous marina building has been demolished and the property is vacant. The City of Milton employed Peter J. Smith and Company Inc. to design the Riverfront Master Plan dated August 2013. Expansion of the marina operations were a part of that plan. To that end, the City has borne the costs of engineering and permitting of the Marina projects' movement forward thus far. The City holds the submerged land lease and other permits beneficial to the property and project. Currently there are seventeen (17) wet slips on the property and an additional ten (10) have been permitted.

The Broad Street Property was acquired by the City in 2020 and derelict buildings have been demolished. The property is currently vacant. The Monroe Street parcel is also vacant.

The properties identified in this RFP and the surrounding properties are located within the City of Milton Brownfield Area. Prospective respondents should research the state of Florida incentives available to them under this status.

The North Marina Properties (eastern terminus of Quinn Street, north of Quinn Street) consists of three (3) parcels:

- Parcel #1: 1.47 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-0177> Zoned C-3
- Parcel #2: 0.26 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-017B> Zoned R-3
- Parcel #3: 0.3 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-017A> Zoned R-3

The South Marina Property (eastern terminus of Quinn Street, south of Quinn Street) consists of one (1) parcel:

- Parcel #4: 2.0 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-017C> Zoned C-3

Broad Street Properties (5340-5360 Broad Street) consists of two (2) parcels:

- Parcel #5: 1.22 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-0130> Zoned R-3
- Parcel #6: 2.24 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-00700-0010> Zoned R-3

Monroe Street Property (eastern terminus of Monroe Street) consists of one (1) parcel:

- Parcel #7: 0.41 +/- acres <https://www.srcpa.org/Map?parcel=03-1N-28-2530-01000-0080> Zoned RC-1

Zoning:

The information below is the baseline information for each zoning district. The full information on zoning can be found at this link:

https://library.municode.com/fl/milton/codes/code_of_ordinances?nodeId=PTIICOOR_PTIIIUNDECO_ART6ZODIRE

It should be noted that the City will consider requests for rezoning necessary to achieve the goals stated in this RFP.

R-3 Multi-Family Residential Zoning District: The R-3 Multi-Family Residential Zoning District is intended to provide for an environment of various dwelling types permitted at higher development densities, including single-family detached and attached, two-family, townhouse, condominium, and low to mid-rise multi-family dwellings. Neighborhood-commercial, live-work units, and light intensity commercial uses and services are encouraged. Furthermore, the District is intended to provide areas where a variety of housing types will exist with and among neighborhood commercial and institutional uses while at the same time creating a dominant architectural character and emphasizing pedestrian oriented activities and ease of access.

| | R-3 |
|--|--|
| Minimum Lot Area | SF: 6,000 sf 2F: 10,000 sf TH, CD: 3,000 sf of total project area/du MF (3—4 du): 10,000 sf MF (>4du): 10,000 sf + 1,500/du; Maximum Density = 15 Units/Acre |
| Minimum Lot Width | SF: 60' 2F: 80' TH: 16' CD: — MF: 100' |
| Minimum Living Space | SF, 2F, TH, CD: 900 sf; (TH: 2—10 units required/bldg.) MF: 750 sf |
| Maximum Building Height | SF, 2F, TH, CD: 36' MF: 36'* |
| Maximum Impervious Surface Area | SF: 40% 2F: 45% MF: 50% |
| Minimum Front Setback | Sightline, Minimum 20' if none exist; SF & 2F: 20' |

| | |
|-----------------------------|---|
| | TH and CD: 25' with front yard off St. parking, 15' w/out; MF: 15' |
| Minimum Side Setback | TH: 16' between adjacent bldgs. CD: 12' between adjacent bldgs. SF, 2F, & MF: 10' |
| Minimum Rear Setback | SF, 2F: 15' TH, CD, & MF: 20' |
| Minimum Open Space | Refer to Subsection 12.4. |

C-3 High Intensity Commercial Zoning District: The purpose of the C-3 High Intensity Commercial Zoning District is to accommodate regional commercial centers, wholesale distribution, storage, and light manufacturing. The C-3 District provides for large-scale development that may generate a sizeable amount of traffic and typically requires significant off-street parking. High density multi-family development is allowed and shall adhere to the standards required in the R-3 Zoning District.

| | C-3 |
|--------------------------------------|---|
| Minimum Lot Area | 20,000 sf |
| Minimum Lot Width | 100' along Arterials |
| Minimum Building Height | 18' |
| Maximum Building Height | 48' |
| Maximum Impervious Surface | 70% |
| Minimum Front Setback | Maximum 60 feet; Refer to Parking, Landscaping and Access Management Standards* |
| Minimum Interior Side Setback | 10', if adjacent to residential use, increase to 20' |
| Minimum Rear Setback | Refer to Parking, Landscaping and Access Management Standards |
| Open Space | Refer to Table 12.4.2 |

R-C1 Residential Commercial District: The RC-1 Residential Commercial District is intended to be a mixed-use district that will promulgate redevelopment of the downtown, historic, and riverfront areas of the City. The district provides for a more intensely developed midtown and downtown area with a planned mixture of residential, commercial, and office uses. Various ancillary uses and amenity features appropriate

for midtown and downtown areas are encouraged. Traditional Neighborhood development with an interconnected network of circulation systems that facilitate walking, bicycling, and driving.

Standards for Residential Uses

Standards for Non-Residential Uses

| | R-C1 | | R-C1 |
|--|--|--|---|
| Minimum Lot Area | SF: 6,000 sf 2F: 10,000 sf TH, CD: 3,000 sf of total project area/du MF (3—4 du): 10,000 sf MF (>4du): 10,000 sf + 1,500/du* | Minimum Lot Area | None |
| Minimum Lot Width | SF: 60' 2F: 80' TH: 16' CD: — MF: 100' | Minimum Lot Width | None |
| Minimum Living Space | SF, 2F, TH, CD, MF: 1,200 sf; CD, MF: Max units/acre: 6 | Minimum Living Space | 900 sf |
| Maximum Building Height | SF, 2F, TH, CD: 36' MF: 48'*** | Maximum Building Height | 36' |
| Maximum Impervious Surface Area | SF: 50% 2F: 55% MF: 60% | Maximum Impervious Surface Area | 75% |
| Minimum Front Setback | Sightline, Minimum 25' if none exist; SF & 2F: 25' TH & CD: 25' with front yard off St. parking, 15' w/out; MF: 15' | Minimum Front Setback | 10' |
| Minimum Side Setback | TH: 16' between adjacent bldgs. CD: 12' between adjacent bldgs. SF, 2F: 10' MF: 10' | Minimum Side Setback | 10'; if adjacent to a residential use - 15' |
| Minimum Rear Setback | SF, 2F: 15' TH, CD, & MF: 20' | Minimum Rear Setback | 10'; if adjacent to a residential use - 15' |
| Minimum Open Space | Refer to Table 12.4.2 | Minimum Open Space | Refer to Table 12.4.2 |

Flood Map Location

This site is currently located within FEMA Special Flood Hazard Areas, including Zone AE (100-year flood), Zone X (500-year flood), and the Regulatory Floodway. Exact locations of each flood area should be noted when preparing the submission and can be found at this link:

<https://hazards.fema.gov/femaportal/prelimdownload/prelim/ProductsDownloadServlet?pfProdId=121540>

RFP Submission Requirements:

All submissions must include detailed and comprehensive proposals. All submissions become public record upon submission. The City reserves the right to request additional information, or disqualify any proposal that does not adhere to the requirements outlined in this RFP. Submission of a proposal indicates acceptance of the terms and conditions of the RFP unless specifically noted in the submission. Proposals shall be submitted and organized by the sections indicated below, and any proposal should include responses to each section, regardless of the proposed use, location, or structure. The City reserves the right to waive any irregularity, partial or split the award or reject all proposals at the City's sole discretion. The Milton City Council has expressed a preference for a single entity for all aspects of the project. However, this does not prohibit the selection of multiple respondents for the various aspects of the projects should the Council, at its sole discretion, so choose.

1. Table of Contents:

The table of contents should outline the major areas of the submission in sequential order, including attachments. Each page should be numbered consecutively and should correspond to the Table of Contents.

2. Executive Summary:

Proposals should include an Executive Summary that identifies the business entity, its background, main office(s), and the office location that will service this project. The Executive Summary should identify the key individual(s) who will be directly involved with the work and their locations. The executive summary should also address the key financial elements of the proposal and development overview.

3. Development Team and History:

The Respondent should include an overview of the development team, operations team, firm principals, and supporting or strategic partners. Team members should include, but are not limited to, architects, engineers, general contractors, subcontractors, and/or management professionals who will oversee the operations of the development. This overview should also include relationships with parent companies, affiliate organizations, or other key service providers. Submissions should also include detailed information about the firm, the firm's history, and any key personnel critical to the team. Resumes should be provided for all project team members and identify their specific role on the team. The resumes should provide sufficient detail so the City can understand the team members' roles.

4. Project Concept

A successful proposal will include a concise narrative description of your understanding of the City's needs, the goals of this development, and how your proposed project(s) meet(s) those needs and goals.

Explain your firm's overall approach to accomplishing the project, such as:

- General description of the vision and proposed Project concept for the properties to incorporate the CRA and Riverfront Redevelopment Plans.
- A description of the various concepts and uses of the proposed project, including any community, civic, or other public uses or benefits provided by your project.
- A clear and distinct statement of understanding regarding the mandatory marina aspect on the North Marina Properties and whether a marina is part of the project's proposal.
- A description of any additional property that the Proposer will be utilizing or acquiring for this project, and the status of such arrangements (partnership with owners, acquisition by Proposer, etc.)
- A discussion of the required 50 ft. easement and any additional property set-aside to provide public access to the waterfront.
- Outline any economic or financial incentives, including any requested donation of any or all of the parcels, which the Respondent expects to apply for or request, and the extent to which the proposal is contingent upon such incentives.
- Any proposed rezoning necessary to achieve the stated goals in this RFP.
- Proposed schedule of development from planning and design through final Certificate of Occupancy, including any phasing, if necessary.
- Economic impact of the proposed development (including job creation, local spending, and city tax revenues, new utility customers).
- Environmental impact of the proposed development.
- Community engagement and community relations plan, including any commitment to hiring local contractors or sub-contractors, labor and utilizing local companies for design, engineering, materials, and supplies. "Local", for the purposes of this RFP is defined specifically as within the corporate limits of the City of Milton and generally, as Santa Rosa County.

5. Physical Details:

- Provide a description of all intended uses and proposed facilities, including a marina, if included in the proposal. Include applicable drawings that demonstrate plans to develop the site, depending upon the Respondent's intention.
- Total estimated square footage allocated by use broken down by types of uses.
- Included resiliency, "green," LEED, and/or sustainable development features.
- Provide conceptual design plans and a site plan.
- Proposed management and operations post-completion
- All proposals should include a parking plan to manage the parking requirements for the activities or uses proposed.

6. Financial Feasibility and Cash Flow Analysis:

Proposals should include a financial feasibility analysis of the project. Feasibility models should be presented in a clear manner that explains the proposed phasing, cash flows of project revenues, and any other financial returns expected over a ten-year period. Please also include this information in digital format such as an excel spreadsheet, including formulas, along with an assumptions page.

7. Financial Returns to the City:

Proposals shall include an analysis of the return to the City in terms of purchase price or minimum guaranteed base ground rent plus percentage(s) of gross revenues (if any) and any other proposed revenue payments. The proposal should estimate the new taxes generated by the proposed development, in all forms, as well as the estimated number of new City utility customers (water, sewer, and natural gas).

Please include pricing per square foot of each proposed use type, including restaurant, marina, office space, retail space, residential space, and any other proposed uses.

Proposals may request either a fee simple sale of the property and/or long-term ground lease. Alternate proposals, if proposed, must include their own financial feasibility analysis.

Proposed Deal Structure and timeline – provide detail of each pre-development stage of the project from site control through purchase/lease start date. How much time required for each stage, estimated expenses for each stage, and level of financial commitment at each stage (i.e., hard earnest money) prior to closing.

8. Past Performance:

- Qualified proposals will include an overview, with as much detail as necessary, of your team’s experience in similar projects. This performance history should include:
- Demonstrated, successful track record of developing and owning/operating mixed use, multi-phase projects of comparable size in terms of square footage and number of units, including development budgets for each example.
- Total number of comparable projects within the past ten years, detailing the type/nature of the project. Include principal client contact and financial structure. Developments within the Gulf Coast region are preferable.
- Provide an overview of the team’s financial strength which will support the completion of the project. Include financial structures typically used by the team, including partners, financiers, and/or investors with whom you typically partner on these developments.
- Provide financial statements for your firm.
- Describe any litigation, administrative, or regulatory proceedings pending and/or within the past five years where the firm, any partner firm within the proposing team, or any principal on the team was a named party.
- Three reference letters for comparable size mixed- use development projects, from government entities if on public property, or lenders and/or major equity investors. Provide contact information for all references.

9. Benchmark Requirements:

- Time is of the essence. Each submission must submit a statement that they understand and will adhere to the required development benchmarks:
 1. If selected, the respondent(s) will have a maximum of 60 calendar days from the date of selection to complete an Initial Term Sheet for presentation to City Council for approval.

Failure to complete the term sheet within 60 days will terminate the opportunity and the City may begin negotiations with the second ranked party under these same requirements. The Initial Term Sheet period may be extended by 30 calendar days one (1) time only by City Council at their sole discretion.

2. The selected respondent(s) will have a maximum of 180 calendar days from the date of selection to complete the evolution of the term sheet into a Development Agreement or PUD for presentation to City Council for approval. Failure to complete the Development Agreement or PUD within 180 days will terminate the opportunity and the City may begin negotiations with the second ranked party under these same requirements. The Development Agreement or PUD period may be extended by 90 calendar days one (1) time only by City Council at their sole discretion.
3. The selected respondent(s) will have a maximum of 365 calendar days plus any approved extensions (maximum 500 calendar days) from the date of selection to commence construction of the proposed development on Parcels 5 & 6. Failure to commence construction within 365 calendar days plus any approved extensions will terminate the opportunity and result in a financial penalty of \$100,000 to the selected respondent. The City may begin negotiations with the second ranked party under these same requirements.

10. Performance Bond:

A Performance Bond of \$100,000 with a corporate surety approved by the City will be required for the faithful performance of this opportunity by the selected respondent(s). Attorneys-in-fact who sign the Performance Bond must file a current certified copy of their power of attorney. The Performance Bond shall be provided within ten (10) calendar days from the date of selection by the City Council. The selected respondent shall thereupon record the Performance Bond at the Santa Rosa County Courthouse and return the recorded originals to the City within seven (7) calendar days. If the selected respondent fails to obtain or record the required Performance Bond within the allotted time, the City may consider the respondent in default and immediately terminate negotiations and begin negotiations with the second ranked firm.

Do not date the Performance Bond. The City will date it.

The Bond shall be called upon the failure to meet the timelines as specified in Section 9.3 above. Should the terms of Section 9.3 above be met, the Bond shall be terminated.

Number of Copies to Submit:

Proposers should submit Fifteen (15) copies of the proposal. In addition to the hard copy (printed paper) version of Proposal, Proposer should provide an electronic version of the proposal on a USB drive in noneditable, PDF format.

The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Proposals received after the designated time and date will not be opened. The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

Equal Opportunity:

The City of Milton encourages and supports the utilization of disadvantaged, minority, and locally owned businesses and asks that the Proposing Teams make every reasonable effort to ensure that such businesses have the maximum opportunity to participate in the redevelopment process. “Local”, for the purposes of this RFP is defined specifically as within the corporate limits of the City of Milton and generally, as Santa Rosa County

Proposing Teams shall comply with all Federal, State and local laws concerning non-discrimination and shall not permit any person or business to be excluded from participation in, denied the benefits of, or to be otherwise discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

RFP Evaluation Criteria

The City of Milton seeks qualified, experienced partners to develop the sites, and anticipates and encourages a team approach to achieve the City’s development vision. The RFP process is intended to allow all interested and qualified development teams to participate and respond. Qualification packages should include and will be evaluated on the following items and requirements:

| |
|--|
| Experience and Qualifications – 25 points |
| <ul style="list-style-type: none">• Experience developing mixed-use projects of comparable size in a downtown, waterfront setting• Financial strength of the development team• Active litigation, judgment liens and outstanding payments (negative points) |
| Financial Proposal – 15 points |
| <ul style="list-style-type: none">• Defined source and percentage of debt and equity• Financial feasibility and cash flow analysis |
| Economic Benefit – 15 points |
| <ul style="list-style-type: none">• Acquisition price• Financial return to the City (ROI), economic impact (e.g. job creation, tax revenues, utility customers)• Additional development on adjacent parcels |
| Project Development and Design – 30 points |
| <ul style="list-style-type: none">• Project’s ability to serve as a catalyst for vibrant development• Design (Mixed-use, residential density, Plan guidance, parking)• Development timeline (e.g. construction commencement and delivery timing)• Activation of the waterfront, connection to the water, including civic and community benefits.• Quality of Design, Construction, Resiliency & Environmental Impact |
| Oral Presentations and Questions – 10 points |

Local Utilization Commitment – 5 points

Proposal Documents:

This document and subsequent addendums, if any, can be downloaded from the City of Milton’s website, <https://www.miltonfl.org/Bids.aspx>. The proposal documents may also be obtained through Florida Purchasing Group (BID NET); 1-800-835-4603: <https://www.bidnetdirect.com/florida/city-of-milton>: Vendor Registry Bids & Solicitations; 1-844-802-9202: <https://vrapp.vendorregistry.com> or through the link above.

Questions:

Proposer inquiries must be submitted in writing via email (preferred), or delivered to the individual and address specified on or before the time specified in the RFP Schedule. Inquiries must clearly identify the Proposer who is submitting the inquiry. To the extent the City determines, in its sole discretion, to respond to an inquiry, such response will be made in writing by addendum and posted to City of Milton website at <https://www.miltonfl.org/Bids.aspx>. Questions submitted after the Last Day and time for Questions as specified in the RFP Schedule will not be answered.

RFP Timeline:

The following dates represent the schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to prospective Proposers.

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|---|---|
| RFP Released | Wednesday, May 11, 2022 |
| Written Questions Due | Friday, June 10, 2022 |
| Answers to Questions Distributed | Friday, June 24, 2022 |
| Proposals Due | Wednesday, August 10, 2022, 2 p.m. CST |
| Oral Presentations | Tuesday, August 23, 2022 |
| Presentation to City Committee of the Whole | Thursday, August 25, 2022 |
| Selection and Approval by City Council | Tuesday, September 13, 2022 |
| Negotiations | 60 Days Maximum |
| Initial Term Sheet to City Council | November 2022 |

RFP Point of Contact:

The following person has been designated the Point of Contact for this RFP:

Edward E. Spears, Economic Development Director
City of Milton
6738 Dixon Street
Milton, Florida 32570

Telephone: (850) 983-5400 ext. 1233
Email: espears@miltonfl.org

Respondents to this RFP, or persons acting on their behalf, may not contact City Council, any employee, officer or elected official of the City of Milton concerning any aspect of this RFP, except in writing to the authorized City Point of Contact identified above, between the release of the RFP and the recommendation to Council. Violation of this provision may be grounds for rejecting a response.

See below map for the 7 parcels as labeled.



Marina Parcels

Broad Street Parcels

Monroe Street Property