

**CITY OF PALMETTO
COMMUNITY REDEVELOPMENT AGENCY
REQUEST FOR PROPOSAL**

**SURPLUS PROPERTY SALE
5TH AVENUE WEST AND
10TH AVENUE WEST/8TH STREET WEST**



October 19, 2020

**Proposals Must Be Submitted No Later Than
December 2, 2020– 2:00PM**

**CITY OF PALMETTO
COMMUNITY REDEVELOPMENT AGENCY
SURPLUS PROPERTY SALE**

The City of Palmetto and the Community Redevelopment Agency (CRA) are requesting sealed proposals from qualified buyers to purchase and redevelop surplus properties within the city.

Copies of the RFP, which detail the property locations, are available for pickup at the address below or you may email your request to nhaisley@palmettofl.org. In addition, you may download the RFP from the City website at www.palmettofl.org.

City of Palmetto
Attn: Nixa Haisley
516 8th Ave West
Palmetto, FL 34221

Responses will be received until the time of opening, which is at **2:00 PM EST on December 2, 2020** in City Hall at the address above. All RFPs will be opened and recorded at that time. Proposals received after 2:00 P.M. EST will not be considered.

The City of Palmetto and the CRA reserve the right to reject any or all proposals, to waive technicalities, to re-advertise, and to otherwise conduct this RFP in the manner it deems to be in the best interests of the City of Palmetto and the CRA.

**DRUG FREE WORKPLACE/MBE/DBE/
ADA ACCESS JURISDICTION**

10/19/2020

**CITY OF PALMETTO
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Section I. INTRODUCTION

The City of Palmetto, hereinafter the “City” is a political subdivision of the State of Florida located in Manatee County. The City is comprised of 7 square miles and 42 miles of paved road with a population of an estimated 14,200.

The City has a Mayoral form of government. The legislative and governing body of the City is a five-member Commission, elected from each of the three wards and two at-large members. Each Commissioner is elected to a four-year term.

The City of Palmetto provides a range of municipal services. The public safety operation includes police, as well as building inspections, code enforcement and zoning. Twelve parks make up the city’s recreational services including a historical park. Public Works provides the essential, street and highway maintenance, signalization, landscape maintenance, solid waste collection, water and sewer services, reclaimed water, and storm water utilities.

The Community Redevelopment Agency, hereinafter the “CRA,” is a public body, corporate and politic, created by the City of Palmetto pursuant to Chapter 163, Florida Statutes for the purpose of facilitating the elimination of slum and blight through redevelopment. In 1985, the City of Palmetto adopted the CRA Plan to guide such redevelopment within the CRA Area.

The CRA and City has acquired properties and intends to sell them to the successful proposer, as selected through this RFP process. On August 24, 2020, the CRA Board and City Commission approved to surplus three parcels and instructed staff to place properties for public sale according to state statutes.

Section II. PURPOSE AND SCOPE

The CRA, through the City of Palmetto, requests sealed competitive proposals, hereinafter “Proposals,” for the purpose of selecting a buyer to purchase and redevelop the properties. All properties are currently vacant.

The CRA’s objective is to facilitate the redevelopment of the property, or variation thereof. The CRA believes that this RFP process, the planned improvements that have been developed around the properties and CRA redevelopment incentives will allow a qualified buyer to plan an economically feasible revitalization of the parcel(s).

There will be no financing. Proposals should assume a check due at closing of sale and shall be subject to negotiations and modifications, after which the City and the CRA shall determine recommendation for the highest and best proposal/offer which in in the best interest of the public.

A brief description of the parcels, along with property use recommendations and exclusions, is included below. Two of the three parcels will be sold together, also outlined below. Proposers may bid on both properties; however, one proposal will be expected for each.

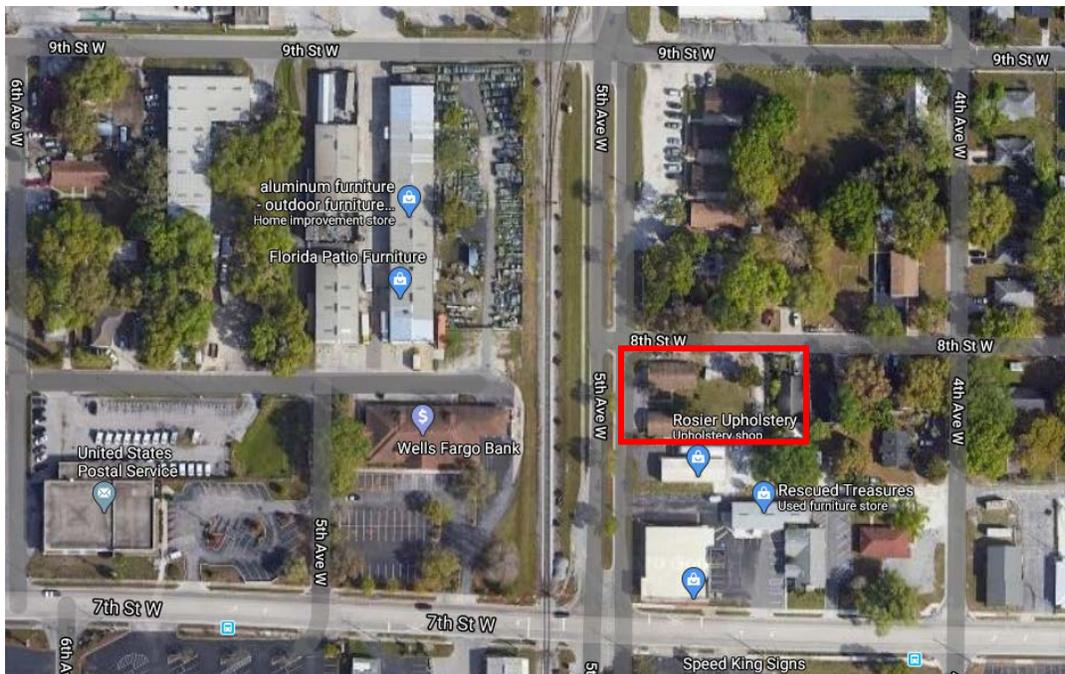
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5th Street Property -
712 5th Avenue West Palmetto. PID: 2794600003

Zoned general commercial; two 1960 duplexes are constructed on the 5th Avenue West Property. The CRA desires a commercial use consistent with the general commercial zoning. The buildings may be redeveloped or demolished to suit the use. No gas stations, auto parts or services are desired on the land. Commercial office or light manufacturing is considered favorable.



Figure 1712 5th Avenue West Palmetto. PID: 2794600003 (CRA)



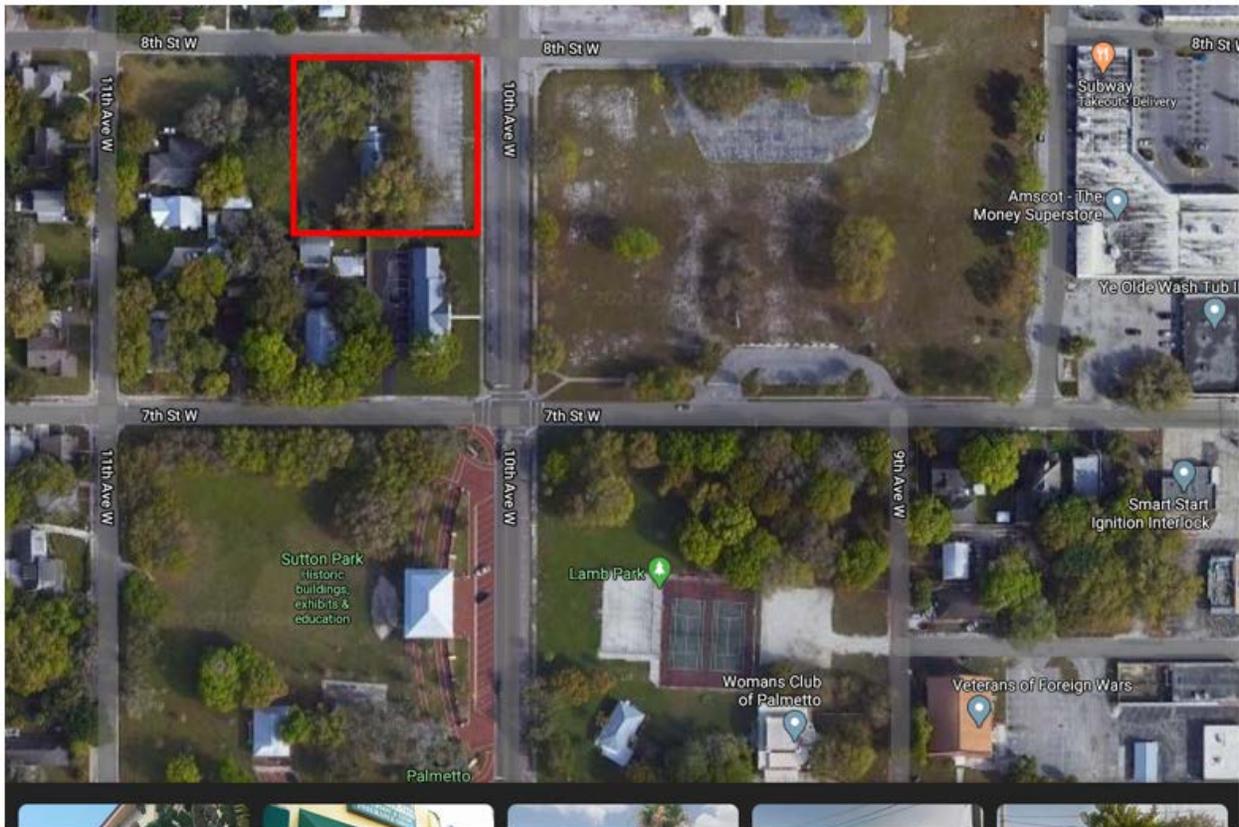
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10th Avenue & 8th Street Property (Selling Together) -

715 10th Avenue West Palmetto. PID: 2703200002

1009 8th Street West Palmetto. PID: 2703300000

The opportunity exists for mixed-use development along the 10th Avenue corridor to establish an atmosphere typical of a traditional Commercial Business District. These mixed-use developments redefine the edges of 10th Avenue W, from Riverside Drive up to approximately 10th Street W. Uses include retail, restaurant, office, commercial apartments, high-tech research and light assembly, and other uses allowed in the Commercial Core zoning. Gas Stations, auto repair, discount convenience stores will not be considered. Creating destinations for residents and non-residents will increase the customer traffic necessary to support the retail, restaurant, and entertainment businesses. Increasing the resident base within the immediate area will immediately add to the customer base.



1009 8th Street West Palmetto. PID: 2703300000 (CRA) and 715 10th Avenue West Palmetto. PID: 2703200002 (CITY)

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1009 8th Street West Palmetto. PID: 2703300000 (CRA) and 715 10th Avenue West Palmetto. PID: 2703200002 (CITY)

Section III. ELEMENTS OF THE PROPOSAL

Buyer should submit a binding conceptual design plan, and an offer to purchase the site. The CRA will select one buyer for each property based upon proposed designs and offers for purchase, as well as the buyer's ability to close on the property within 90 days of selection and to complete the project as proposed.

All proposals must respond to the following items in the order stated below. Please answer all parts of each request, as incomplete submittals may be rejected as non-responsive. Please use a legibly sized font. In preparing your response, be sure to address all requirements in this section.

THE FOLLOWING ARE SUBMITAL REQUIREMENTS EACH PROPOSAL:

A. Project Summary

A one-page *summary* of the major components of your proposed development must include:

1. **Price** you are prepared to offer for the purchase of the property
2. Synopsis of the proposed use(s) of the property
3. Estimated project timeline

B. Project Description

Please provide a general description of the **Proposed Use**, addressing minimum factors such as:

1. If constructing, the proposed number of floors, if more than one.
2. Proposed gross square footage of any buildings.
3. Describe **Compatibility with Surrounding Area**

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4. Describe the **Public Benefit** of your proposed property use.
Will the proposed project create potential jobs?
Does the project incorporate local vendors? (Licensed Architect, Engineer, General Contractor, Electrician, Plumber and Mechanical)
5. Design approach and Development Plan; may include:
 - a. Parking
 - b. Landscaping & Irrigation

A graphic display board or conceptual plans may also be submitted with the proposal.

C. Preliminary Development and Operating Budget

All proposals shall include a description of the proposed financing plan to include:

1. **Proof of Financial Stability.**
Any financial document that supports your ability to finance.
For example, Bank Letter of Credit or Financial Statement

D. Preliminary Project Schedule

1. Provide an overall project timeline: schedule detailing key steps in design, financing, construction, and completion of the site improvements.
2. Identify the responsible party(s) for each step and the expected start and completion date.

Note: Dates should be presented in relative terms (e.g. months from a non-specific start date)

Section IV. EVALUATION AND SELECTION CRITERIA

The CRA reserves the right to reject any or all proposals as it judges to be in its best interest.

Among the many factors that will be considered, the following general criteria will be used when evaluating the proposals:

| | |
|---|-------|
| <u>Proposed Price</u> | (20%) |
| <u>Proposed Use</u> | (40%) |
| <u>Compatibility with Surrounding Area</u> | (20%) |
| <u>Public Benefit</u> | (5%) |
| <u>Proof of Financial Stability</u> | (15%) |

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Section V. EVALUATION AND SELECTION PROCESS

Responses to the Request for Proposals (RFP) will be initially reviewed using the CRA Advisory Board. The submissions from each applicant will be reviewed based upon the evaluation and selection criteria described herein. The recommendations from this process will be submitted to the CRA Board. The proposal that obtains the City and CRA Board's endorsement will be selected and approved. The CRA will then negotiate a contract with the selected Proposer.

The CRA and the City Commission reserves the right to reject any and all proposals that are deemed non-responsive to this RFP or are not in the best interests of the CRA and the City.

The CRA Advisory Board, CRA Board and/or the City Commission may request that any potential buyer make a presentation and be available for an interview. All expenses, including travel expenses for any interview with or presentation to the Committee, incurred in the preparation of a Proposal shall be borne by the Proposer and not the CRA or the City of Palmetto, Florida.

Section VI. ACCEPTANCE, REJECTION, AND MODIFICATION TO PROPOSALS

The CRA reserves the right to request additional information from Proposers as the CRA deems necessary. Notice is hereby given that the CRA reserves the right to award a contract with limited or no negotiation. It is therefore mandatory that all Proposals be complete in all respects. The CRA reserves the right to negotiate modifications to Proposals that it deems acceptable and may reject any and all Proposals in its sole discretion and to waive any minor irregularities in the procedure or Proposal. After Proposals are opened, no corrections or modifications will be allowed

Section VII. WITHDRAWAL OF PROPOSAL

Proposals may not be withdrawn after the submission deadline.

Section VIII. CONTINUING INVOLVEMENT OF THE CRA

The involvement of the CRA will continue after selecting the proposal that best satisfies the selection criteria. The CRA's goal is to ensure that the selected proposal is similar to the project that is actually built. Significant deviations can be cause for the CRA to repurchase the property for the price paid by the buyer, without any obligation to reimburse for any expenses incurred to develop the property. The CRA understands that some modifications from the proposed plan may be necessary. However, to ensure the modifications meet the objectives and requirements of the development, the CRA will need to review and approve all modifications.

The CRA also understands that it can be a "partner" in assisting selected Developers to successfully complete their projects. The CRA is willing to consider other ways in which it can help facilitate completion of the selected proposal.

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Section IX. RULES, REGULATIONS, LAWS, ORDINANCES AND LICENSES

The buyer shall observe and obey all laws, ordinances, rules, and regulations of all federal, state, and local governments that may be applicable to the development proposed. The buyer shall be responsible for obtaining all necessary permits or licenses that may be required.

Section X. REQUESTS FOR ADDITIONAL INFORMATION

In order to ensure consistent and correct information, prospective buyers shall submit all questions and requests for clarification in writing to the City of Palmetto Purchasing Agent, Attention: Nixa Haisley, via e-mail at nhaisley@palmettofl.org. Phone inquiries will not be accepted. If information requested is deemed beyond common knowledge, a written addendum will be issued.

The deadline for submitting questions will be 5:00pm on Friday, November 13, 2020.

It will be the responsibility of the buyer to ascertain if any addenda have been issued. No addenda will be issued within five (5) days of the submission due date and no request for additional information or clarification will be honored within that timeframe.

Section XI. LOBBYING

All contractors, firms or individuals are hereby placed on notice that any communication, whether written or oral, with City of Palmetto elected officials, CRA Advisory Board, CRA or CRA Board Members or any other staff or outside individuals working with the City in respect to this request (with exception of the Purchasing personnel designated to receive requests for interpretation or corrections) is prohibited. These persons shall not be lobbied, either individually or collectively, regarding this solicitation; to do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such time as the CRA has made a final and conclusive decision.

Section XII. EQUAL EMPLOYMENT

Buyer will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, national origin, or handicap.

Section XII. DISCRIMINATORY VENDOR

Any entity, as defined in Florida Statutes, §287.134, who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract with the CRA and may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with the CRA for a period of not less than thirty-six (36) months following the date of being placed on the discriminatory vendor list.

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Section XIV. INDEMNIFICATION

Buyer shall indemnify, keep and save harmless the City, its contractors, officials and employees, against all injuries, deaths, losses, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may accrue against the City arising out of the performance of or failure to perform the services required by this Agreement or the terms of this Agreement, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Buyer or its employees, subcontractors, licensees, invitees or guests. Buyer shall pay all charges of attorneys and all costs and other expenses incurred in connection therewith, and if any judgment shall be rendered against the City in any such action, the Buyer shall, at its own expense, satisfy and discharge the same. Buyer expressly understands and agrees that any performance bond or insurance protection required by this Agreement, or otherwise provided by Buyer, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City as herein provided.

The indemnity hereunder shall continue until such time as any and all claims arising out of Buyer performance or failure to perform under this Agreement have been finally settled, regardless of when such claims are made.

In the event that any action, suit or proceeding is brought against the City upon any liability arising out of this Agreement, City at once shall give notice thereof in writing to Buyer at the listed address. Upon receipt of notice, Buyer, at its own expense, may defend against such action and take all such steps as may be necessary or proper to prevent a judgment against the City. Nothing in this Agreement shall be deemed to affect City's right to provide its own defense and to recover from Buyer attorney's fees and expenses associated with such representation or the rights, privileges and immunities of the City as set forth in Florida Statutes, section 768.28.

Section XVIII. SUBMISSION OF SEALED RESPONSES

Firms shall submit one (1) original and five (5) copies of the sealed Proposal. Sealed responses shall be received by the City of Palmetto not later than **2:00 P.M. on December 2, 2020, and shall be mailed, shipped or hand delivered to:**

**Ms. Nixa Haisley, Purchasing Agent
City of Palmetto City Hall
516 8th Avenue West
Palmetto, FL 34221**

The page included at the end of this document shall be included on the face of the sealed package of your response.

It is the sole responsibility of the Proposer to ensure that their package arrives on time. Any Proposals received after 2:00 p.m. on December 2, 2020 will not be accepted. No Proposals will be accepted by facsimile or by e-mail.

END OF PAGE

NO LOBBYING AFFIDAVIT

STATE OF _____

COUNTY OF _____

This, _____, of _____, 2020_____

being first duly sworn, deposes and says that he or she is the authorized representative of _____
(Name of the authorized contractor, firm or individual), maker of the attached request for proposal released by the City of Palmetto, and that the proposer and any of its agents agrees to abide by the City of Palmetto's no lobbying restrictions in regards to this solicitation.

Affiant

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by _____ (name of person, officer, or agent, title of officer or agent), of _____ (name of corporation or partnership, a _____ (state of incorporation or partnership, if applicable).

who is personally known to me,

who produced _____ as identification, who did take an oath, and who acknowledged before me that he executed the same freely and voluntarily for the purposes therein expressed.

(Notary Seal)

Signature

Print Name

NOTARY PUBLIC-STATE OF _____

My Commission Expires: _____

Commission No. _____

Cut along the outer border and affix this label to your sealed package to identify it as a sealed response to our solicitation.

Request for Proposal - DO NOT OPEN

ITB TITLE: 5th Street Property and/or
10th Avenue & 8th Street Property

DUE DATE/TIME: December 2, 2020
Prior to 2:00 p.m. EST

SUBMITTED BY: _____
(Name of Company)

_____ (Contact Name) _____ (Contact Email)

DELIVER TO: City of Palmetto
Attn: Purchasing Department
516 8th Avenue W
Palmetto, FL 34221



PLEASE NOTE: Whenever necessary, addenda may be issued to this solicitation. Any such addenda will be posted on the Purchasing Department page of our web site at www.palmettofl.org. Before submitting your bid, you should check our web site to download any addenda that may have been issued. Please remember to sign and return the Acknowledgment of Addenda form with your completed response.