



City of Eustis

Purchasing Department

P.O. Drawer 68 • Eustis, Florida 32727-0068 • (352) 483-5475

Proposal No.: 005-25

Date: November 6, 2025

Proposal Description: Community Center Site Redevelopment and Disposition
Issued Pursuant to Section 163.380, Florida Statutes

Proposal Evaluation Period – Up to Sixty (60) Days

Proposals shall be presented in a sealed envelope and identified with the following information on the outside of the envelope:

CITY RFP NO. #005-25

RFP HEADING: Community Center Site Redevelopment and Disposition

Proposal Opening– Proposals will be publicly opened and recorded in accordance with Florida’s Sunshine Law in the Eustis Commission Chambers, City Hall, and read aloud shortly thereafter. All respondents and the general public are encouraged to attend the Bid opening.

Proposal Withdrawal – Proposals may be withdrawn or modified up to the advertised date and time of opening. Withdrawal requests shall be in writing. The City reserves the right to require proper identification of any party making such a request. No proposal may be withdrawn subsequent to proposal opening.

PROPOSAL SUMMARY

This Request for Proposals (“RFP”) is issued by the City of Eustis, Florida, to promote the redevelopment of City-owned property located within the Community Redevelopment Area (CRA) at 601 Northshore Drive. The purpose is to encourage high-quality redevelopment consistent with the adopted CRA Redevelopment Plan, Comprehensive Plan, and Master Plan while maintaining transparency, fairness, and compliance with Section 163.380, Florida Statutes.

The City seeks qualified development teams capable of delivering financially feasible, community-beneficial projects that strengthen economic growth and public value. Proposals may include concepts for sale, lease, or other conveyance structures, subject to City Commission approval.

I. OVERVIEW AND AUTHORITY

The City of Eustis, Florida (the “City”), pursuant to Section 163.380, Florida Statutes, and in accordance with applicable provisions of the City Code and CRA Plan, invites qualified proposers to submit sealed proposals for the redevelopment and disposition of City-owned property located at 601 Northshore Drive, within the Eustis CRA district (the “Property”).

The purpose of this solicitation is to identify a financially feasible redevelopment concept that advances the goals of the City’s Comprehensive Plan, CRA Redevelopment Plan, and Master Plan, while delivering measurable community and economic benefits consistent with the public interest.

Compliance with Statutory Requirements: This solicitation and any conveyance pursuant hereto shall comply with all notice, appraisal, and public hearing requirements of Section 163.380, Florida Statutes. The City shall not consummate any sale, lease, or transfer of the Property unless the City Commission has first determined that the disposition serves a public purpose and that the consideration reflects fair value or equivalent public benefit.

The City reserves the right to consider a range of disposition structures, including sale, long-term lease, or other lawful conveyance mechanisms authorized under Section 163.380, Florida Statutes. Any proposal incorporating a private public redevelopment component must clearly demonstrate a measurable public benefit and shall be subject to separate review and approval by the City Commission in its sole discretion.

II. TIMELINE

Milestone	Date
Publication of Notice	[Insert Date]
Deadline for Questions	[Insert Date]
Proposal Submission Deadline	[Insert Exact Date and Time – e.g., December 20, 2025, at 2:00 p.m. ET]
Bids Opening Date and Time	TBD
Evaluation Period	Up to 60 days post-submission
Presentations (if requested)	TBD
Anticipated Commission Consideration	[Insert Date]

A non-mandatory open house will be held at **10:00 a.m. on [Insert Date]** at the Eustis Community Center, 601 Northshore Drive, Eustis, FL 32726.

Proposals shall be delivered to the **Purchasing Department, 10 North Grove Street, 3rd Floor, Eustis City Hall**, or mailed to **P.O. Drawer 68, Eustis, FL 32727-0068**. Proposals received after the specified date and time will not be considered.

III. CONTACT AND COMMUNICATIONS

Questions regarding this solicitation must be directed **in writing** to:

Tracy Jeanes, Purchasing Director

City of Eustis, Purchasing Department

10 North Grove Street, 3rd Floor

P.O. Drawer 68, Eustis, FL 32727-0068

Email: jeanest@eustis.org

Phone: (352) 483-5475

All requests for clarification or additional information must be received **no later than [Insert Date/Time]** to allow sufficient time for the City to prepare and disseminate a written response. All valid requests will be answered via a written addendum distributed to all known proposers.

Cone of Silence: From issuance of this RFP until posting of the notice of intended award, proposers and their agents are prohibited from lobbying or contacting City elected officials, the City Manager, evaluation committee members, or staff other than the designated Purchasing contact. Violation may result in disqualification.

IV. ADDENDA

All changes, clarifications, or addenda to this RFP will be issued in writing by the City. Each proposer must acknowledge receipt of all addenda in their submission. Failure to do so may result in disqualification.

Addenda will be issued through the City's official procurement channels and shall become part of this solicitation. It is the proposer's responsibility to ensure that all issued addenda have been received.

V. OBJECTIVES

The City seeks proposals that:

- Advance the adopted CRA Redevelopment Plan goals.
- Provide a high-quality, context-sensitive design for redevelopment.
- Demonstrate financial and technical feasibility.
- Deliver measurable public benefits, such as job creation, housing diversity, or civic amenities.

VI. PROPERTY INFORMATION AND TITLE CONDITIONS

The Property consists of parcels located at 601 Northshore Drive, Eustis, Florida. Title is vested in the City of Eustis in fee simple. Conveyance will be subject to all matters of record, including recorded plats, mineral and riparian reservations under Section 270.11, Florida Statutes, and access limitations noted in the title commitment.

The selected proposer shall be responsible for obtaining, at its sole expense, an ALTA/NSPS survey meeting Fund TN 25.03.06 standards, to confirm boundaries, access, and legal description. The Property will be conveyed strictly **AS-IS, WHERE-IS, WITH ALL FAULTS**, without any representation or warranty as to condition, access, or fitness for a particular purpose.

Each proposer must acknowledge in writing:

- (a) A new ALTA/NSPS survey will be required before closing; and
- (b) There may be no recorded access across the adjacent CSX railroad for a portion of the property. Proposers assume responsibility for proposing acceptable access solutions to the City and title insurer.

A Title Commitment excerpt is attached as **Appendix A**.

VII. SUBMITTAL REQUIREMENTS (MANDATORY)

In addition to the requirements in **Appendix C** and completion of the **Submittal Checklist (XII)**, the following items are mandatory:

- A. **References and Comparable Projects:** Provide three to five owner references for similar projects completed within the past ten (10) years. Include contact names, titles, emails, phone numbers, project addresses, budgets, completion dates, and outcomes.
- B. **Adverse History Disclosure (10-Year Lookback):** Disclose any bankruptcy, receivership, assignment for the benefit of creditors, material litigation, arbitration, or claims exceeding \$50,000 related to development performance or payment, and any default or termination for cause on a public project.
- C. **Debarment and Criminal Affidavits:** Submit sworn statements on Public Entity Crimes (Section 287.133, F.S.), Scrutinized Companies (Sections 287.135 and 215.4725, F.S.), E-Verify (Section 448.095, F.S.), and Non-Collusion/No Finders certifications.

VIII. EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria:

Criterion	Weight
CRA Plan Consistency & Public Purpose	25%

Criterion	Weight
Financial Feasibility & Capacity	35%
Development Team Qualifications	20%
Design Quality & Site Concept	10%
Community/Public Benefits	10%

A minimum qualifications screen will be conducted before scoring to confirm eligibility. Oral presentations may be required. Price and measurable public benefit will be jointly evaluated to ensure the conveyance meets or exceeds fair value or equivalent public benefit under Section 163.380, Florida Statutes.

IX. GENERAL TERMS AND CONDITIONS

1. **Insurance and Risk Management:** Insurance requirements and limits shall be subject to review and approval by the City's Risk Manager. Prior to any site access beyond public areas and as a condition of award, the selected proposer shall furnish certificates evidencing coverage acceptable to the Risk Manager, including Commercial General Liability, Automobile Liability, Workers' Compensation per Florida law, and Professional Liability if design services are performed. The City shall be named as additional insured on a primary, non-contributory basis with waiver of subrogation to the extent permitted by Section 768.28, F.S.
2. **As-Is / No Reliance:** The City makes no representation or warranty regarding title, access, or condition.
3. **Costs and Expenses:** Each proposer is solely responsible for all costs incurred in preparing and submitting its proposal. The City shall not reimburse any proposer for such costs.
4. **Mediation and Venue:** The parties agree that any dispute arising from this RFP or subsequent agreements shall first be submitted to non-binding mediation conducted in Lake County, Florida, prior to filing suit. Venue for any legal action shall be exclusively in Lake County, Florida.
5. **No Obligation to Award or Proceed:** The City reserves the right to reject all proposals, cancel this solicitation, or withdraw the Property at any time without notice or obligation.
6. **Public Records and Sunshine Compliance:** All materials are public records under Chapter 119, Florida Statutes. Proposers asserting trade-secret exemptions must clearly mark each protected page and provide a redacted copy with written legal justification.
7. **Equal Opportunity:** The City adheres to equal opportunity and non-discrimination policies.
8. **Protests:** Any protest shall comply with Section 2-350 of the City Code.

X. CLOSING CONDITIONS

Closing shall occur only after the City Commission adopts a resolution authorizing the conveyance. Conditions precedent include:

1. Delivery and City approval of a current ALTA/NSPS survey.
2. Updated title commitment through closing.
3. Buyer's written acceptance of all title exceptions.
4. Insurance and bonds (if improvements are proposed).
5. Execution of a Development Agreement or conveyance instrument within ninety (90) days of award, unless extended by the City Commission.
6. Incorporation of deed restrictions, reverter, and performance milestones to ensure compliance with CRA Plan goals.
7. The City shall obtain an independent MAI appraisal prior to Commission authorization of conveyance to confirm fair value or equivalent public benefit under Section 163.380, F.S.

The selected proposer shall bear all due diligence and closing costs, including surveys, title insurance premiums, documentary stamps, recording fees, environmental reports, and legal fees, unless expressly modified by written agreement approved by the City Commission.

XI. SIGNATURE PAGE

The undersigned acknowledges receipt of:

Written specifications dated: **2025**

Addenda Number _____, dated _____.

 Number _____, dated _____.

 Number _____, dated _____.

 Number _____, dated _____.

By submitting a response, the undersigned agrees:

- Has examined the site and all Proposal documents and understands that in submitting a response, he/she waives all right to plead any misunderstanding regarding same.
- To hold their response open for acceptance for sixty (60) days after proposal opening.

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Name:

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Address:

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Authorized Signature:

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Title: \_\_\_\_\_

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Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: \_\_\_\_\_ E-Mail: \_\_\_\_\_

## **XII. SUBMISSION CHECKLIST**

To ensure a complete and responsive submittal, each proposer must include the following items, in order and clearly labeled:

1. ☐ Cover Letter acknowledging AS-IS condition, title exceptions, and survey requirement.
2. ☐ Narrative and CRA Plan Consistency Statement citing specific CRA goals.
3. ☐ Conceptual Site Plan and Elevations (PDF, to scale).
4. ☐ Development Program (uses, density, parking, phasing).
5. ☐ Financial Submittals (sources/uses, pro forma, lender/equity letters).
6. ☐ Team Qualifications (organization chart, resumes, comparable projects).
7. ☐ References (three to five owner contacts).
8. ☐ Adverse History Disclosure (bankruptcy, litigation, default, regulatory actions).
9. ☐ Schedule (entitlements → financing → closing → groundbreaking → CO).
10. ☐ Community Benefits Plan (local hiring, S/M/WBE, community outreach).
11. ☐ Legal Forms (Non-Collusion Affidavit, Conflict Disclosure, Insurance, E-Verify, Public Records).

- 12. ☐ Exceptions List (if applicable).
- 13. ☐ Acknowledgment of Addenda (signed and dated).
- 14. ☐ Signature Page (with Notary Acknowledgment).

**Failure to include any required item may render the proposal non-responsive. Each proposal shall include one (1) original, six (6) copies, and one (1) searchable PDF file on a flash drive.**

## **APPENDICES TO RFP NO. 005-25 COMMUNITY CENTER REDEVELOPMENT AND DISPOSITION**

### **Appendix A – Title Commitment Excerpt**

**Title Commitment No. 1666531 (Old Republic National Title Insurance Company)**

**Issuing Agent:** Bowen & Schroth, P.A.

**Property Address:** 601 Northshore Drive, Eustis, Florida 32726

**Effective Date:** October 3, 2025

**Vesting:** City of Eustis, fee simple title since March 24, 1959.

**Legal Description:** See Exhibit A – Revised Plat of Northshore Subdivision, Plat Book 5, Page 64, Public Records of Lake County, Florida.

**Key Exceptions and Requirements:**

1. Conveyance must be authorized by City Commission resolution, signed by Mayor, attested by Clerk, sealed, and certified by City Attorney.
2. ALTA/NSPS survey required meeting Fund TN 25.03.06 standards.
3. Subject to statutory mineral and riparian rights reservations (Sec. 270.11, F.S.).
4. Title insurer notes lack of recorded access across CSX railroad; survey must confirm access or alternate legal right.
5. Conveyance will occur **AS-IS**, subject to all matters of record.

## **Appendix B – Property Map and Legal Description**

**Property:** Community Center Site, 601 Northshore Drive, Eustis, Florida.

### **Legal Description (Summary):**

Parcel 1: City Park, Revised Plat of Northshore Subdivision, Plat Book 5, Page 64, Public Records of Lake County, Florida.

Parcel 2: The unnumbered strip of land lying West of the railroad and opposite Pendleton, Wilt, Park, and Bates Avenues, Revised Plat of Northshore Subdivision, Plat Book 5, Page 64, Public Records of Lake County, Florida.

**Note:** The legal description shall be updated upon delivery of a current ALTA/NSPS survey by the selected proposer.

**Figure 1:** Location Map (attach GIS or aerial map showing CRA boundary and subject parcels).

## **Appendix C – Financial Submittal Checklist**

Each proposer shall submit the following documentation to demonstrate financial feasibility and capacity:

| # | Required Financial Document | Description / Acceptable Format                                     |
|---|-----------------------------|---------------------------------------------------------------------|
| 1 | Project Sources & Uses      | Line-item budget of all costs and funding sources.                  |
| 2 | 10-Year Pro Forma           | Income/expense projection including assumptions.                    |
| 3 | Financing Commitments       | Lender or investor letters/term sheets with key terms.              |
| 4 | Developer Equity Evidence   | CPA letter, bank statement, or audited financials verifying equity. |
| 5 | Audited/Reviewed Financials | For developer or parent company (past 2 years).                     |
| 6 | Cash Flow / Draw Schedule   | Funding/expenditure timeline.                                       |
| 7 | Contingency Plan            | Narrative outlining risk mitigation and inflation assumptions.      |

| # | Required Financial Document  | Description / Acceptable Format                 |
|---|------------------------------|-------------------------------------------------|
| 8 | Public Assistance Disclosure | Identify any requested incentives or subsidies. |
| 9 | Financial Certification      | Signed statement of accuracy and completeness.  |

**Certification:**

"I certify that the financial information provided is true and complete, and may be relied upon by the City of Eustis and its CRA for evaluation purposes."

*Signature / Title / Date*

**Appendix D – Evaluation Form (Internal Use Only)**

**Evaluation Committee**

| Criterion                             | Weight | Scoring Range (0–5) | Comments |
|---------------------------------------|--------|---------------------|----------|
| CRA Plan Consistency & Public Purpose | 25%    |                     |          |
| Financial Feasibility & Capacity      | 35%    |                     |          |
| Development Team Qualifications       | 20%    |                     |          |
| Design Quality & Site Concept         | 10%    |                     |          |
| Community/Public Benefits             | 10%    |                     |          |

**Scoring Key:**

0 – Deficient | 1 – Weak | 2 – Fair | 3 – Satisfactory | 4 – Strong | 5 – Exceptional

**Evaluator Signature:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Appendix E – Required Legal Forms**

**1. Non-Collusion Affidavit**

Certifies the proposal is made independently and without collusion, fraud, or connection with any other proposer. Must be signed and notarized.

**2. Conflict of Interest Disclosure**

Discloses any potential conflicts under Section 112.313, Florida Statutes. Compliance shall include City of Eustis Code §112.3135 (Voting Conflicts) and §112.3143 (Disclosure Requirements). If none, state "None."

**3. Public Records Acknowledgment**

Acknowledges all proposal materials are public records under Chapter 119, Florida Statutes, and trade-secret exemptions must be asserted per law.

**4. E-Verify Compliance Affidavit**

Affirms compliance with Section 448.095, Florida Statutes, verifying employment eligibility of all employees.

**5. Public Entity Crimes Statement**

Certifies compliance with Section 287.133, Florida Statutes.

**6. Scrutinized Companies Certification**

Affirms compliance with Sections 287.135 and 215.4725, Florida Statutes (Iran, Sudan, Cuba, China prohibitions).

**7. Adverse History Disclosure Form (10-Year Lookback)**

Requires disclosure of bankruptcy, receivership, litigation, arbitration, claims, or defaults involving proposer or principals.

**8. References Form**

List three to five comparable projects and owner references with contact information.

**9. Acknowledgment of Title and Survey Conditions**

Signed statement acknowledging requirement for ALTA/NSPS survey, acceptance of title exceptions, and assumption of responsibility for addressing access limitations.

**10. No Lobbying / Cone of Silence Certification**

Affirms that proposer and representatives have not engaged in prohibited lobbying during the solicitation period.

Each form must be completed, signed, and included in the proposal packet under "Appendix E – Required Legal Forms."