



City of Green Cove Springs

2025-04

RIVERS HOUSE INTERIOR BUILDOUT

RELEASE DATE: June 12, 2025

RESPONSE DEADLINE: July 17, 2025, 2:00 pm

Please refer to the project timeline in this document for all important deadlines.

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Notice of Request for Proposals

Proposers will submit sealed Electronic Responses for Bid #2025-04 - Rivers House Interior Buildout via the City e-Procurement Portal <https://procurement.opengov.com/portal/greencovesprings>.

All submissions are due by 2:00 pm, Thursday, July 17, 2025.

Proposals shall comply with the conditions, instructions, specifications and terms as described herein. Proposals are expected to fully inform themselves of the requirements of the specifications. Failure to do so is at the Proposer's risk. Proposers will not secure relief on the plea of error or misunderstanding.

Proposers agree by submitting a proposal, to the acceptance of all terms, conditions and specifications of this RFP. **Proposals are valid for a period of 60 calendar days after date of opening.**

The City reserves the right to require the successful proposer to execute an agreement incorporating all documentation, and which contains standard provisions for default, bid security, attorney fees, termination, remedies, jurisdiction and other conditions deemed legally appropriate by the City. It is the desire of the City to enter into an agreement to complete this singular project.

The City reserves the right to accept or reject any or all proposals as a whole, or any part thereof, waive any or all irregularities, and award the RFP to the responsible proposal determined to represent the City's best interests.

Any persons wishing their proposal to be considered is responsible for making certain that their proposal is received via the City e-Procurement Portal <https://procurement.opengov.com/portal/greencovesprings>. No oral, telegraphic, paper, facsimile, or telephonic proposals or modifications will be considered.

THE CITY OF GREEN COVE SPRINGS IS AN EQUAL OPPORTUNITY EMPLOYER

Procedures

The City of Green Cove Springs is soliciting proposals from qualified firms to Rivers House Interior Buildout for a term not to exceed one (1) year with four, one (1) year options to renew beginning with September 2, 2025 through September 1, 2026, with four, one () year options to review.

1. Questions & Additional Information

Bidders shall submit all inquiries regarding this bid via the City e-Procurement Portal, located at <https://procurement.opengov.com/portal/greencovesprings>. Please note the deadline for submitting inquiries. All answers to inquiries will be posted on the City e-Procurement Portal. Bidders may also click “Follow” on this bid to receive an email notification when answers are posted. It is the responsibility of the bidder to check the website for answers to inquiries.

2. Responses

All responses must be presented in the same order as specified in this Proposal. Supporting material may be provided; however, the City’s decision will primarily be based upon a comparison of the information specifically requested. The City reserves the right to accept or reject any and/or all Proposals, and to waive any minor irregularities and technicalities. There is no obligation on the part of the City to award the contract to the lowest proposer and the City reserves the right to award the contract to the lowest responsible proposer submitting a responsible proposal with a resulting negotiated agreement that is most advantageous and in the best interest of the City. The City shall be the sole judge of the Proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

All applicable laws and regulations of the State of Florida and ordinances and regulations of the City of Green Cove Springs will apply to any resulting agreement.

There is no expressed or implied obligation for the City of Green Cove Springs to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

3. Inquiries and Interpretations

Responses to inquiries which directly affect an interpretation or change to this RFP will be issued in writing by addendum. All information regarding this RFP shall be placed on the e-Procurement Portal, located at <https://procurement.opengov.com/portal/greencovesprings>. Requests for interpretation or changes to this RFP must be received via the City e-Procurement Portal, located at <https://procurement.opengov.com/portal/greencovesprings>. All such addenda issued by the City prior to the last date that submittals are required to be received shall be considered part of the RFP, and the Respondent shall be required to consider and acknowledge receipt of such in its response. It is the obligation of the Respondent to make sure that it has received all addenda prior to submission of its response.

Addenda Notification: Bidders are required to register for an account via the City e-Procurement Portal hosted by OpenGov. Once the bidder has completed registration, they will receive addenda notifications to their email by clicking “Follow” on this project. Ultimately, it is the sole responsibility of each bidder to periodically check the site for any addenda at <https://procurement.opengov.com/portal/greencovesprings>.

Only those responses to inquiries, which are made by formal written addenda, shall be binding. Oral and other interpretations or clarifications will be without legal effect and shall not be binding on the City. The Respondent must acknowledge receipt of all addenda in its response, failure to do so will deem the proposal non-respondent.

4. Selection Process

The selection process will be conducted in accordance with Florida Statutes, Chapter 218.391. A Selection Committee will evaluate and rank the proposals based on Criteria outlined within the RFP.

- **Review of Written Proposals**

Using the criteria given in the “Evaluation of Proposals” section of this RFP and with emphasis on professional competence, the City of Green Cove Springs Selection Committee shall review all proposals received to determine those firm who are fully qualified, responsible, and suitable to provide the professional services set forth by this Request for Proposals.

- **Evaluation**

Using all the information developed during the proposal review, the City of Green Cove Springs shall then select in order of preference whose professional Proposals are deemed most meritorious. The City Manager will be the tie breaker if such a tie develops in the reviewing stage. At that time, the City will then present to Council.

5. Investigation of Qualifications

The City reserves the right to make investigations into the qualifications of the Respondent as it deems appropriate including, but not limited to, a background investigation of Respondent’s personnel to be conducted by the Green Cove Springs Police Department or its designees. Further, the Respondent hereby consents and authorizes the City to contact any and all previous references and others having business dealings with Respondents to inquire about the Respondent’s past or current performance on any other projects that the City deems to be relevant to the services requested under this RFP.

6. Threshold Requirements

A. Non-Responsive Proposals

Proposals found to be non-responsive shall not be considered. Proposals may be rejected if found to be in nonconformance with the requirements and instructions herein contained. A proposal may be found to be non-responsive by reasons, including, but not limited to, failure to utilize or complete prescribed forms, conditional proposals, incomplete proposals, indefinite or ambiguous proposals, failure to meet deadlines and improper and/or undated signatures.

Other conditions which may cause rejection of proposals include evidence of collusion among Proposers, obvious lack of experience or expertise to perform the required work, submission of more than one proposal for the same work from an individual, firm, joint venture, or corporation under the same or a different name (also included for projects are those proposals wherein the same Engineer is identified in more than one proposal),, failure to perform or meet financial obligations on previous contracts, employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationalization Act, or in the event an individual, firm,

partnership, or corporation is on the United States Comptroller General's List of Ineligible Design/Build Firms for Federally Financed or Assisted Projects.

B. Waiver of Irregularities

Green Cove Springs may waive minor informalities or irregularities in proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Proposers. Minor irregularities are defined as those that will not have an adverse effect on the City's interest and will not affect the price of the Proposals by giving a Proposer an advantage or benefit not enjoyed by other Proposers.

1. Any design submittals that are part of a proposal shall be deemed preliminary only.
2. Preliminary design submittals may vary from the requirements of the Design and Construction Criteria. Green Cove Springs, at their discretion, may elect to consider those variations rather than rejecting the proposal.
3. The Proposer who is selected for the project will be required to fully comply with the Design and Construction Criteria for the price bid, regardless that the proposal may have been based on a variation from the Design and Construction Criteria.
4. Proposers shall identify separately all innovative aspects as such in the Technical Proposal. An innovative aspect does not include revisions to specifications or established Green Cove Springs policies. Innovation should be limited to means and methods, approach to project, use of new products, new uses for established products, etc.

C. City of Green Cove Springs' Responsibilities

This Request for Proposals does not commit Green Cove Springs to make studies or designs for the preparation of any proposal, nor to procure or contract for any articles or services. Proposers shall examine the RFP Documents and the site of the proposed work carefully before submitting a proposal for the work contemplated and shall investigate the conditions to be encountered, as to the character, quality, and quantities of work to be performed and materials to be furnished.

Scope of Work

1. River House Interior Buildout

It is the intention of the City to make the property available for redevelopment. The interior of the building will need to be reconstructed pursuant to the proposed end use. The primary house was constructed in 1889 and is a contributing structure in the City's National Historic District. This RFP does not specifically delineate an end use but will consider any proposal that promotes Green Cove Springs as a place to live, work, create, build, shop, dine, visit and recreate.

Open House will be held Thursday, June 26th from 11:00am until 3:00pm. Location: 219 Spring Street Green Cove Springs, FL 32043

2. Property Description, Characteristics and Land Use Opportunities

The property is located at 219 Spring Street and is approximately .31 acres in size. (See aerial photo attachment A and street view photo attachment B)

Parcel #: 38-06-26-017221-000-00

Utilities:

Electric provided by Green Cove Springs, 3-phase or single-phase power available.

City owned and operated water, sewer, and solid waste utilities are ready and available to this site, with capacity available in all three utilities. Natural gas is also available through TECO.

Land Use and Zoning

Comprehensive Plan Designation: Downtown (see attachment C)

Zoning: C-2 General Commercial (see attachment D)

Parking and Access: The Property currently contains a driveway on the south side of the existing housing without additional parking. Parking requirements vary based on the type of use as set forth in Chapter 113, Article III of the City Land Development Regulations. Parking can be provided via City facilities to the south and east of the subject property. Handicapped parking pursuant to ADA standards, however, shall be provided onsite.

State and Local Agency Reviews and Permitting:

Environmental: Unless the proposed use triggers additional outside agency involvement, environmental review and permitting will be limited to the local and/or the St. Johns River Water Management District stormwater management requirements, if any.

Land Use and Building Permits:

Site plan approvals and building permits are conducted by the City; with the exception of the Fire Marshall review and inspections related to fire protection codes, which are reviewed by the County but handled through the City permitting process.

Site Characteristics

FEMA Flood Insurance Rate Map Designation: Zone X

Soils: Cassia Fine Sand 0-5% slopes, USDA Soil Conservation Service describes the soils on this Property as very favorable for commercial and residential development.

Plans, Studies and Reports

[Downtown Master Plan](#)

[Comprehensive Plan](#)

[Community Redevelopment Plan](#)

2024 Building Plan Design Improvements-attachment E

3. Public/Private Partnership and Incentives

The building is listed in the City of Green Cove Springs National Historic District. The city is willing to partner with the awarded bidder to apply for applicable grants such as a special categories historic grant through the Florida Division of Historical Resources. It is noteworthy that the property is located within the Downtown Community Redevelopment Area (CRA).

Evaluation of Proposals

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Professional Qualifications / Experience / References / Financial Capacity The qualifications, experience, references and financial capacity of proposer(s)	Points Based	20 (20% of Total)
2.	Proposed Use / Consistency The proposed use of space and consistency of the proposal with the city zoning, Downtown Master Plan, and CRA Redevelopment Plan	Points Based	15 (15% of Total)
3.	Capital Investment and Financial Impact Proposed Capital Investment and financial impact to the City	Points Based	20 (20% of Total)
4.	Proposal Concept Strength of proposal concept and catalytic impact the proposal will have in enhancing the downtown area	Points Based	20 (20% of Total)
5.	Development Completion / Timeline Likelihood of realization of development completion in a timely manner as set forth in the development timeline that is required to be provided as part of the submittal	Points Based	20 (20% of Total)
6.	Submittal Requirements Compliance with the submittal requirements	Points Based	5 (5% of Total)

Additional Requirements

1. Term "Owner"

The term "Owner" where used in these documents, refers to the City of Green Cove Springs.

2. Date and Receipt of RFP

The City e-Procurement Portal Clock is the official clock for the determination of all deadline dates and times. Without exception, responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections. The City of Green Cove Springs, FL strongly recommends completing your response well ahead of the deadline.

3. Withdrawal of RFP

The proposing firm may withdraw their sealed proposal prior to the scheduled receipt date and time by selecting the "unsubmit proposal" option on the City's e-procurement portal. After being opened, the RFP will be valid for 60 calendar days and may not be withdrawn during that time.

4. Contract Award

The City reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and to request resubmission or additional information. The City reserves the right to award the contract to the most responsible and responsive proposing firm, resulting in an agreement, which is most advantageous to and in the best interest of the City of Green Cove Springs. The City shall be the sole judge of the Proposals and the resulting agreement that is in the best interests, and the City of Green Cove Springs' decision shall be final.

5. Contract Documents

The contract entered by the City of Green Cove Springs and the Lead Team firm shall consist of this Request for Proposals, any addendum issued including the City's Standard Addendum to all City Contracts and Agreements document, the submitted proposal by the contractor, any approved change orders issued, all of which shall be referred to collectively as the Contract Documents.

6. Public Records Law

Notwithstanding any provision in this agreement to the contrary, the following public records requirements shall apply:

CONSULTANT, or provider of services hereunder, shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by the CONSULTANT in conjunction with this Contract. Specifically, the CONSULTANT must:

- (1) Keep and maintain public records that ordinarily and necessarily would be required by the City to perform the services being performed by the CONSULTANT.
- (2) Provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.

(3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.

(4) Meet all requirements for retaining public records and transfer at no cost to the City for all public records in possession of the CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the City.

The CONSULTANT shall promptly provide the City with a copy of any request to inspect or copy public records in possession of the CONSULTANT and shall promptly provide the City a copy of the CONSULTANT's response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by the City.

THIS ARTICLE WILL BE DEEMED TO APPLY TO ALL SERVICE CONTRACTS UNLESS THE CONSULTANT CAN DEMONSTRATE BY CLEAR AND CONVINCING EVIDENCE THAT IT IS NOT ACTING ON BEHALF OF THE CITY UNDER FLORIDA LAW.

7. Termination for Convenience

The City of Green Cove Springs shall have the right to terminate at the City's convenience, with or without cause, any Contract resulting from this RFP by specifying the date of termination in a written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed. All work produced shall become the property of the City of Green Cove Springs.

8. Indemnification Requirement

The City shall require the following or similar indemnification paragraphs to be made part of the contract(s) as entered into with the successful proposer(s):

The City shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting therefrom arising out of performance of the agreement or contract, unless such claims are a result of the City's own negligence.

The City shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the City's own negligence.

9. Proof of Insurance and Worker's Compensation

The successful Proposer selected for the project will be required to procure and maintain during the life of the Contract with the City of Green Cove Springs, Florida insurance of the type and in the minimum amounts listed below:

a. Commercial General Liability

1. General Aggregate \$1,000,000

2. Products and Completed Operations Aggregate \$1,000,000

3. Personal and Advertising Injury \$1,000,000

4. Each Occurrence \$1,000,000

5. Fire Damage (any one fire) \$ 50,000

6. Medical Expense (any one person) \$ 5,000

b. Automobile Liability

1. Any Automobile-Combined bodily injury/property damage, with minimum limits for all additional coverage \$1,000,000 as required by Florida law

c. Workers Compensation/Employers Liability

1. Workers Compensation statutory limits

2. Employers Liability

a. Each Accident \$ 100,000

b. Disease-Policy \$ 500,000

c. Disease-Each Employee \$ 100,000

d. Professional Liability

1. When required by contract-per occurrence \$1,000,000

Insurance shall be written by an insurer holding a current certificate of authority pursuant to Chapter 624, Florida Statutes. Prior to commencing any work on the contract, certificates of insurance, approved by the City, evidencing the maintenance of said insurance shall be furnished to the City. The certificates shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until fifteen (15) days after receipt of written notice by the City. **All coverages shall name the City as "additional insured".** Receipt of certificates or other documents of insurance or policies or copies of policies by the City, or by any of its representatives, which indicate less coverage than required will not constitute a waiver of the successful proposer(s)' obligation to fulfill the insurance requirements herein.

Vendor Submission

1. Bid Form and Statement of Bidder Qualifications*

Please download the below documents, complete, and upload.

- [Bid Form and Statement of B...](#)

*Response required

2. Letter of Interest*

Upload letter of interest describing the legal composition of the developer. The letter should indicate all parties' roles and any evaluation criteria that are not applicable to their proposal.

*Response required

3. Experience*

Experience: Provide a narrative and/or listing of similar successful experience, specifically about that which is being proposed.

*Response required

4. Reference*

Provide five (5) verifiable references.

*Response required

5. Proposal Concept*

State the type of respondent (developer, master-tenant or end-user), anticipated use(s), redevelopment areas sought, total square footages envisioned per use, site control desired, and any requested financial participation by the City. Include a graphic concept plan of the proposed buildout of the property.

*Response required

6. Financial Feasibility and Capacity*

Submit a preliminary financing plan including:

- a. Source and use of all private and public funds needed to construct and open the facility. This will include the cost of building construction, fixed equipment, initial inventory as well as any required rolling stock.
- b. Demonstrate financial capacity of the proposer/respondent by supplying financial statements, income tax returns, bank letter of credit and previous experience with fund raising, development deal making, capital investments, debt capacity and other financing mechanisms.

*Response required

7. Business Plan*

Submit a business plan including at a minimum:

- a. description of the business from an ownership, organizational, historical, and structural perspective;

- b. number of proposed full-time and part-time employees by position title, educational experience to be required to qualify for each type of position and anticipated salary range;
- c. time schedule for hiring;
- d. identify all key project personnel who will work on tasks assigned under this RFP or in the case of end-users all key personnel of the proposed business/use;
- e. expected market for its product and its marketing plan;
- f. management plan, including operational and financial issues;
- g. projected schedule for renovation and initiation of operations; and critical risks and perceived problems or obstacles.

*Response required

8. Public Entity Crimes Requirement*

Please download the below documents, complete, and upload.

- [Public Entity Crimes Requir...](#)

*Response required

9. Drug- Free Workplace Compliance Form*

Please download the below documents, complete, and upload.

- [Drug-Free Workplace Complia...](#)

*Response required

10. W-9*

*Response required

11. Please provide your UEI, if you have one

12. Debarment and Suspension Form *

Please download the below documents, complete, and upload.

- [Debarment and Suspension Fo...](#)

*Response required

13. Standard Addendum Confirmation *

I acknowledge I will complete the addendum below upon contract award:

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than

this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered, or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.
2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.
3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.
4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at \$0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:
6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.
7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such drawings and/or plans shall be reproduced by the Contractor without cost to the City for all Proposers requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.
8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.

9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.

10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.

11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

CITY OF GREEN COVE SPRINGS CONTRACTOR/FIRM/INDIVIDUAL

By: _____ By:

Mayor (Printed Name) (Printed Name and Title)

By: _____ By:

Mayor (Signature) (Signature)

ATTEST:

By:

Erin West, City Clerk

Please confirm

*Response required

14. Non-Collusion Confirmation*

Under no circumstances shall any prospective proposer, or any person or persons acting for or on behalf of any said prospective proposer, seek to influence or gain the support of any member of the City Council or the City Staff favorable to the interest of any prospective proposer or seek to influence or gain the support of any member of the City Council or City Staff against the interest of any prospective proposer. Any such activities shall result in the exclusion of the prospective proposer from consideration by the City.

Please confirm

*Response required

15. Additional Material

16. I certify that I have read, understood and agree to the terms in this solicitation, and that I am authorized to submit this response on behalf of my company.**

Please confirm

*Response required

undefined #2025-04

Title: Rivers House Interior Buildout