**RFP**

**FOR MELBOURNE WATERFRONT MARINA & MIXED-USE DEVELOPMENT OPPORTUNITY**

**Purpose and Goal**

The City of Melbourne (City) is currently seeking proposals from an experienced individual or firm interested in leasing and redeveloping a marina and mixed-use development project on city-owned land along the Indian River and US-1, in accordance with the terms, conditions, and specifications contained in this Request for Proposal (RFP).

**Proposal Documents**

This document and subsequent addendums, if any, can be downloaded from the City of Melbourne website, <http://www.melbourneflorida.org/departments/financial-services/procurement> under current solicitations. The proposal documents may also be obtained through DemandStar directly or through the link above.

**RFP Schedule**

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

Issue/Advertise Request for Proposal (RFP) November 3, 2016

Non-Mandatory Site Visit November 30, 2016

Last Day for Questions January 20, 2017

***Phase I. Proposal Due by 3:00 pm EST, February 10*, 2017**

Selection of short-listed firms On or about February 24, 2017

Phase II - presentation by short-listed firms Week of April 3, 2017

Recommendation to City Council April 25, 2017

**RFP Point of Contact**

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

 Lisa Solina, Engineering Administrative Accountant Telephone: (321) 608-7308

 Engineering Department Fax: (321) 608-7319

 City of Melbourne Email: lisa.solina@mlbfl.org

 900 East Strawbridge Avenue

 Melbourne, Florida 32901

Respondents to this RFP, or persons acting on their behalf may not contact, between the release of the RFP and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and State holidays, any employee or officer of the City concerning any aspect of this RFP, except in writing to the authorized City Point of Contact identified in this section. Violation of this provision may be grounds for rejecting a response.

**Questions**

Proposer inquiries must be submitted in writing via email (preferred), fax, or delivered to the individual and address specified in Section 2.01 on or before the time specified in Section 1.06. “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 Melbourne website at <http://www.melbourneflorida.org/departments/financial-services/procurement> under current solicitations, through DemandStar and on the Public Bulletin located in the Procurement office. Questions submitted after the Last Day for Questions as specified in Section 1.06, “RFP Schedule” will not be answered.