



CRESCENT CITY  
COMMUNITY REDEVELOPMENT AREA  
REQUEST FOR SUBMISSION OF DEVELOPMENT PROPOSALS (RFP)

The City of Crescent City’s Community Redevelopment Area Board (hereinafter referred to as “the City” or the “CRA Board”) is soliciting proposals from potential developers and/or end users for the redevelopment of City-owned property, through sale, lease or combination thereof. The Property is approximately 2.16 acres in size and located within the City’s Community Redevelopment Area (CRA) at the center of Crescent City’s business district (hereinafter referred to as the “Property”). **The City will consider proposals from interested and qualified respondents for the redevelopment of any part or all of the Property.**

The City reserves the right to enter into contracts with a single developer, multiple developers, master tenants and/or end-users; pursue a single phase or multi-phased project; waive any irregularities submitted, reject any and/or all submittals, re-advertise, and accept any submittals deemed to be in the best interest of the City. All interested parties must register their name, email address, address and telephone number with the City to receive any future changes, additions, addendums or notices concerning the RFP.

**Contact:** Charles Rudd, City Manager  
3 N. Summit Street  
Crescent City, FL 32112  
citymanager@crescentcity-fl.com  
(386) 698-2525, x246

Proposals will be reviewed by City of Crescent City staff and a recommendation will be made to the City of Crescent City CRA Board. The CRA Board will make the final decision.

Responses should clearly indicate whether the proposal is for all or part of the Property, and if only for a part of the Property, which development area(s) the response is for. To facilitate effective evaluation by the City, responses shall be limited to no more than a total of fifty (50) pages.

## **I. VISION**

### **Statement**

The City envisions a vibrant, livable, workable and walk-able CRA District comprised of a diverse mix of uses that recognize the historic, rural character and creates both entrepreneurial and employment opportunities for our community. The City anticipates that any proposed use or uses for the Property, whether it is a single use or multiple uses, should compliment this vision.

### **Central Avenue Redevelopment Concept Plan**

Between 2010 and 2013 the City spent more than \$200,000 to purchase, clean up, maintain and improve the Property to remove the blight and enhance the CRA. The former grocery store site is currently used for open air markets and special events. However, it has always been the City's intention to make the property available for quality redevelopment.

In 2011 the City retained the services of Tom Kohler with Real Estate Research Consultants and the University Of Florida College Of Architecture to conduct workshops and begin to develop a vision for redevelopment of the Property and other areas of the CRA. During these workshops, it was recognized by the participants that our City's key assets were its waterfront and its history. Informally referred to as the "City Between the Lakes", Crescent City sits on the shores of Crescent Lake – 30 square miles of unspoiled lake with navigable connections to Dunn's Creek, the St Johns River (and anywhere in the world from there).

In 2021, the City reissued the RFP after further refining the request as well as initiating other redevelopment initiatives such as facilitating the start of a downtown redevelopment program.

### **Site History**

The site was actually home to the third licensed drug store in the state of Florida, and dates back to the late 19<sup>th</sup> Century. The Property later became the headquarters for Miller Enterprises and the structure underwent numerous modern upgrades around 1980. The Miller Family was a part of the early establishment of Crescent City and turned their family run grocery store into a chain of grocery stores and convenience stores throughout Florida and southeast Georgia. The Miller family sold the operation to The Pantry and closed its offices around 1995. Eventually the property lapsed into a vacant and blighted property. The City purchased the property in 2010 and immediately proceeded to clean it up and get it ready for reuse and redevelopment.

### **Single Use and Mixed Use Redevelopment Proposals Are Welcome**

The City will consider all reasonable development proposals. Single or mixed-use proposals will be considered. Although full site development is preferred, redevelopment schemes that only require portion of the Property will be considered. In order to keep the door open for a wide array of possible redevelopment schemes, this RFP does not specifically delineate uses, but will consider any proposal that promotes Crescent City as a place to live, work, create, build, shop, dine, visit and recreate.

### **Phasing**

Phased development proposals will need to provide the number of phases, the scope of work to be completed at each phase and the timeline for completion of each phase. Given the size of the

property and the desire to see it returned to productive use in the near term, the City will give preference to projects with limited or short term phasing.

## **II. PROPERTY DESCRIPTION, CHARACTERISTICS AND LAND USE OPPORTUNITIES**

**OWNER/SELLER/LESSOR:** City of Crescent City, FL

### **LOCATION INFORMATION:**

Exhibit 1 provides a location map; Exhibits 2 and 3 provide aerials of the Property and the City; and Exhibit 4 provides an illustration of the Property in context with some surrounding uses. The Property is comprised of several contiguous parcels that can be combined and/or reconfigured to suite the nature of any approved development(s).

#### Parcel Numbers:

Parcel #30-12-28-1750-0020-0041

Parcel #30-12-28-1750-0020-0042

Parcel #30-12-28-1750-0020-0012

Parcel #30-12-28-1750-0020-0011

Parcel #30-12-28-1750-0020-0010

Parcel #30-12-28-1750-0020-0013

Parcel #30-12-28-1750-0020-0030

Parcel #30-12-28-1750-0020-0021

Parcel #30-12-28-1750-0020-0032

Parcel #30-12-28-1750-0020-0031

911: The property has seen several 911 addresses over its history. Key addresses for locating the Property on internet mapping sites are 1 N. Summit Street or 301 Central Avenue, Crescent City, Florida 32112

Lat/Long - 29°25'46.29" N 81°30'35.23" W

Size: 2.16 acres

Elevation: ~47 ft. msl (See Exhibit 5)

### **UTILITIES:**

**Electric** provided by FPL, 3 phase or single phase power available.

**City owned and operated water, sewer, and natural gas utilities** are ready and available to this site, with capacity available in all three utilities.

A copy of the boundary survey showing existing improvements, including water and gas utility locations is provided in Exhibit 6. Sewer and electric are available and adjacent to the property, though not shown in the survey.

### **COMMUNICATION AND TECHNOLOGY:**

Fixed wireless broadband internet is available and ready at 30Mb down, 15 Mb up through SVIC, with even higher speeds possible after discussion about the actual parameters with the provider; DSL internet access is also available through Windstream Communications with advertised speeds up to 12 Mb.

### **LAND USE AND ZONING DESIGNATIONS AND BASELINE STANDARDS:**

Please note that the City will consider a Commercial Planned Unit Development (PUD) zoning

overlay (with a fast track zoning approval process at no cost to the right project) to allow for creative development concepts or an appropriate single use that may not fit neatly within the listed uses and dimensional requirement for the zoning district.

**Comprehensive Plan Future Land Use Designation:** Commercial (See Exhibit 7)

**Current Zoning District:** GC-1, General Commercial (See Exhibit 8)

A sample list of uses in alphabetical order that are considered appropriate for this location include:

Art museums, antique dealers and auction rooms;  
Bakeries where goods are sold on the premises;  
Recreational uses including commercial parks, bowling alleys, etc;  
Grocery, fruit/vegetable store and wholesale markets;  
Health Studios;  
Hotels and motels;  
In-door theaters and auditoriums;  
Photographer or artist studio;  
Professional offices;  
Restaurants, including full service, drive in restaurants, cafeterias, and fast food service;  
Retail merchandise and service operations.

The typical dimensional requirements of GC-1 zoning are as follows:

Set Backs: Front – 25ft Side – 10ft Rear – 15ft

Lot Coverage: 70%                      F.A.R.: NA                      Height: 40ft

Through the PUD process, front and side setbacks will be waived in favor of traditional downtown development, built to the edge of sidewalk with zero lot lines.

**Parking:**

The Property currently contains more than 30,000 sq. ft. of paved parking area. These existing parking areas will need rehabilitation in order to be reused and will likely be reduced with the new development but reuse of this existing off-street parking is not required. Parking standards vary based on the type of use. The preference is to shift the parking to the southern end of the block. Additionally, the Property is located in the CRA which allows use of on-street parking to meet the parking requirements. The University Of Florida completed a street parking and public parking study for the Property, which shows 270 parking spaces within 560 feet of the Property. See attached Exhibit 9.

Access: There are existing driveways fronting all four sides of the Property sufficient to serve most uses depending on size and layout. Any access improvements, modifications or additions on Summit Street may require a FDOT permit. Access from Prospect Street and Cypress Avenue is permitted through the City. The preference is to remove the driveway access onto Central in favor of pedestrian flow.

## **STATE AND LOCAL AGENCY REVIEWS AND PERMITTING:**

ALL REQUIRED LOCAL PERMITS AND INSPECTIONS WILL BE FAST TRACKED.

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. Noteworthy, more than 40,000 square feet is already impervious and the 15,000 sq ft grassed area of the Property at the northwest corner has historically been covered by commercial buildings. There are two Heritage Oaks on the property, as identified by our Tree Ordinance, to be preserved. The City made inquiries with the St. Johns River Water Management District compliance office to determine grandfathering for purposes of stormwater management. They advised they would need to perform a pre-application analysis once a development concept is presented for their review.

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 handled through the County. Building permit fees, site plan approval and related zoning permit fees (including PUD rezoning fees) may be waived for the right project. Whether a project will qualify for the fee waivers will be decided on a case-by-case basis, based on the score under the evaluation criteria set forth in Section V, below.

## **SITE CHARACTERISTICS:**

**FEMA Flood Insurance Rate Map Designation:** Zone X (See Exhibit 10)

**Soils:** General Delineation: Candler-Tavares-Adamsville  
Specific Delineation: 1 – Candler Fine Sand 0-5% Slopes

USDA Soil Conservation Service describes the soils on this Property as very favorable for commercial and residential development. (See Composite Exhibit 11)

## **Proposed Redevelopment Area**

Vacant Land – The Property includes a large, grassed area that was formally occupied by a grocery store, an office and a storage building; all of which were removed by the City after purchasing the property. Two residential structures occupied the grassed areas on the southeast and southwest corners of the Property. One structure was demolished; the other was relocated. The asphalt that served for parking at the commercial buildings is still in place. There are two Heritage Oaks on the property, as identified by our Tree Ordinance, to be preserved.

Photo of Existing Building on Property (301 Central Avenue)



Sample photo of some of the existing paved area and vacant grassed area.

### **III. PLANS, STUDIES AND REPORTS**

In addition to the information and exhibits included in this RFP, the City has the following plans, studies or reports on file for your review:

1. BOUNDARY/EXISTING SITE PLAN SURVEY (available in .pdf format and .dwg format)
2. COMMUNITY REDEVELOPMENT PLAN

Electronic copies for such documents will be made available free of charge. Hard copies of items 1-5 can be provided at \$0.15 per page. Full size copies of item 4 will be provided at \$5.00 per page and may require extra time to obtain.

### **IV. PUBLIC/PRIVATE PARTNERSHIP AND INCENTIVES**

The City seeks to redevelop these sites through the use of an innovative public/private partnership with the participation of the Community Redevelopment Agency as an active participant providing technical knowledge, historical information and financial assistance to the selected respondent(s). It is noteworthy that the property is located in a CRA as well as an Enterprise Zone.

Contemplated funding and financing may include:

- The use of CRA tax increment funds for TIF rebate, cost share or to finance improvements for the right project (over \$200,000 in CRA funds already used to purchase the Property,

conduct a hazardous materials survey, demolish dilapidated structures, clean and improve the Property, and develop due diligence data);

- Possible incentives: Enterprise zone sales tax credits, FL-New Market Tax Credits.
- Possible grant sources: United States Department of Agriculture Rural Development, Department of Economic Opportunity, and State Historic Preservation Office.

## V. EVALUATION CRITERIA

The criteria that the City will use in evaluating all proposals include, but are not limited to:

- The qualifications, experience and financial capacity of the proposer(s);
- The proposed use of space and consistency of the proposal with the stated vision for the redevelopment area;
- Purchase/lease terms and proposal;
- Market justification;
- Capital Investment;
- Job Creation;
- Degree of flexibility of the proposal as it relates to overall redevelopment;
- Strength of proposal concept and likelihood of realization in a timely manner;
- The impact of the proposal and flexibility in pursuing other redevelopment alternatives to ensure a successful overall development; and
- Responsiveness to the submittal requirements.

The City reserves the right to make investigations of the qualifications of the Respondent as it deems appropriate including, but not limited to, a background investigation of Respondent personnel to be conducted by the Putnam County Sheriff's 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.

## VI. MANDATORY SUBMITTAL REQUIREMENTS

Informal discussions are welcome; however, when it comes time to make a formal proposal, the following shall be submitted in a tabbed format and arranged in the sequence shown below. If any of the criteria are not applicable, the respondent is instructed to write "NOT APPLICABLE" as an answer.

1. **Letter of interest** describing the legal composition of the developer, master-tenant and/or end-user. The letter should indicate all parties' roles and any evaluation criteria that are not applicable to their proposal.
2. **Experience:** Provide a narrative and/or listing of similar successful experience, specifically about that which is being proposed (i.e., developer, master-tenant, end-user).
3. **References:** Provide five (5) verifiable references.
4. **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 (purchase or lease), and any requested financial participation by the City. If the respondent elects to submit a conceptual site plan or building elevation renderings, they must be

24" x 36" rolled. A maximum of five (5) 24 x 36 sheets is allowed, with an accompanying electronic copy.

**5. 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.

**6. 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 expansion or initiation of operations; and
- h. critical risks and perceived problems or obstacles.

**7. Sworn Statement on Public Entity Crimes Form (Attachment A)**



Exhibit 1 – Location Maps

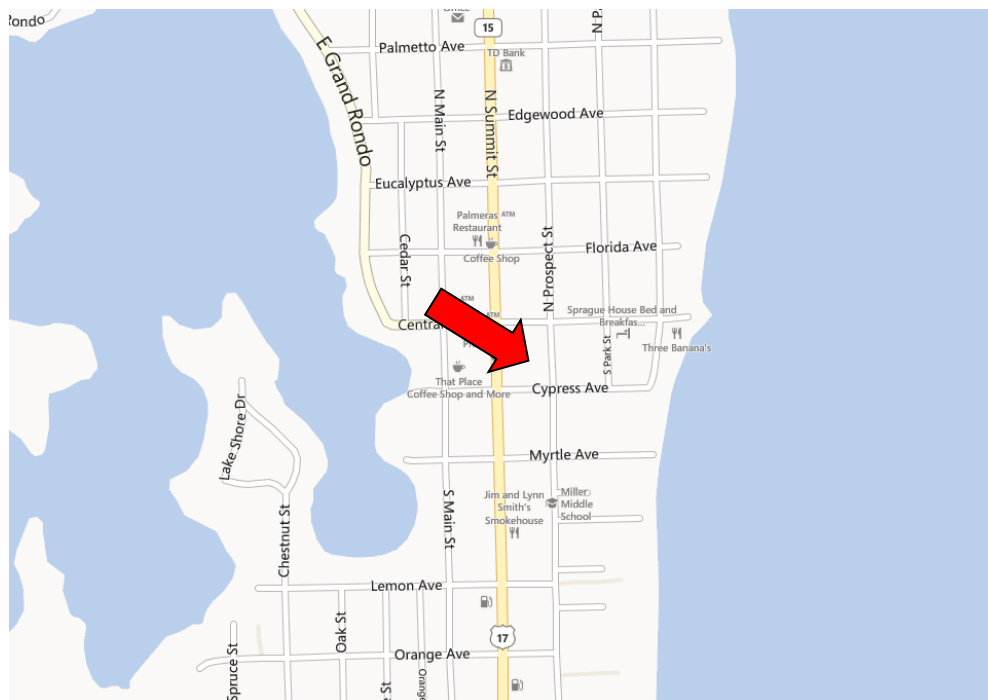
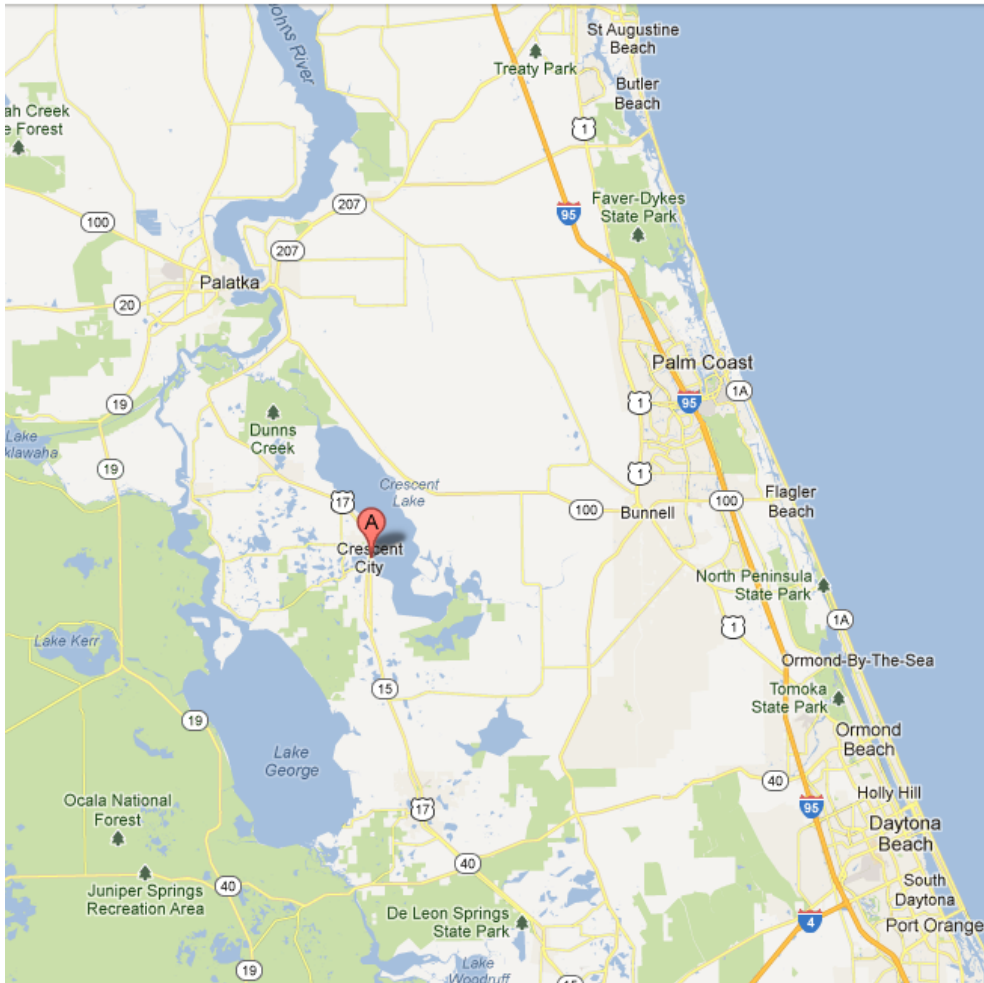


Exhibit 2 – Close Up Aerial With Outline of Redevelopment Area

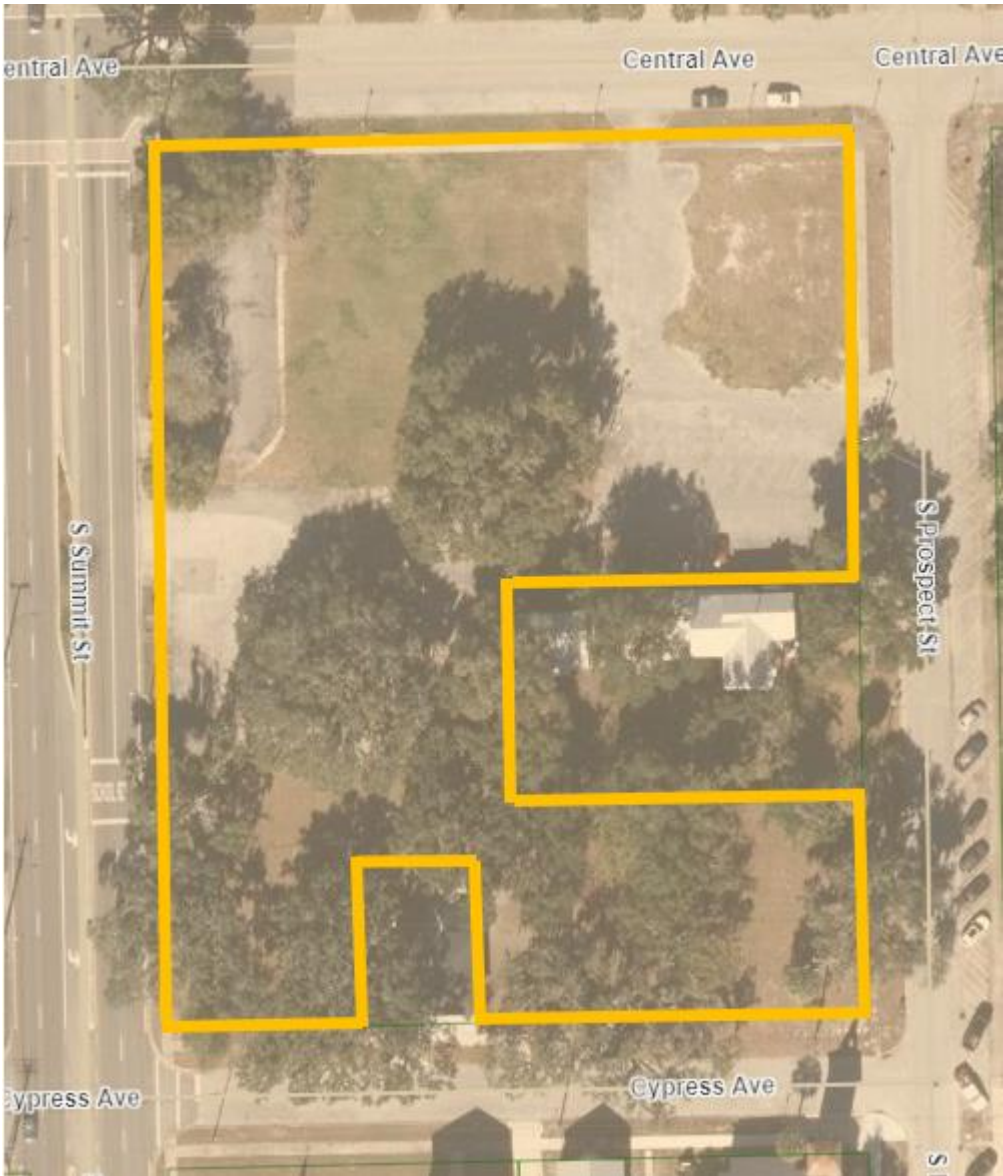


Exhibit 3 - Aerial of Crescent City and Crescent Lake

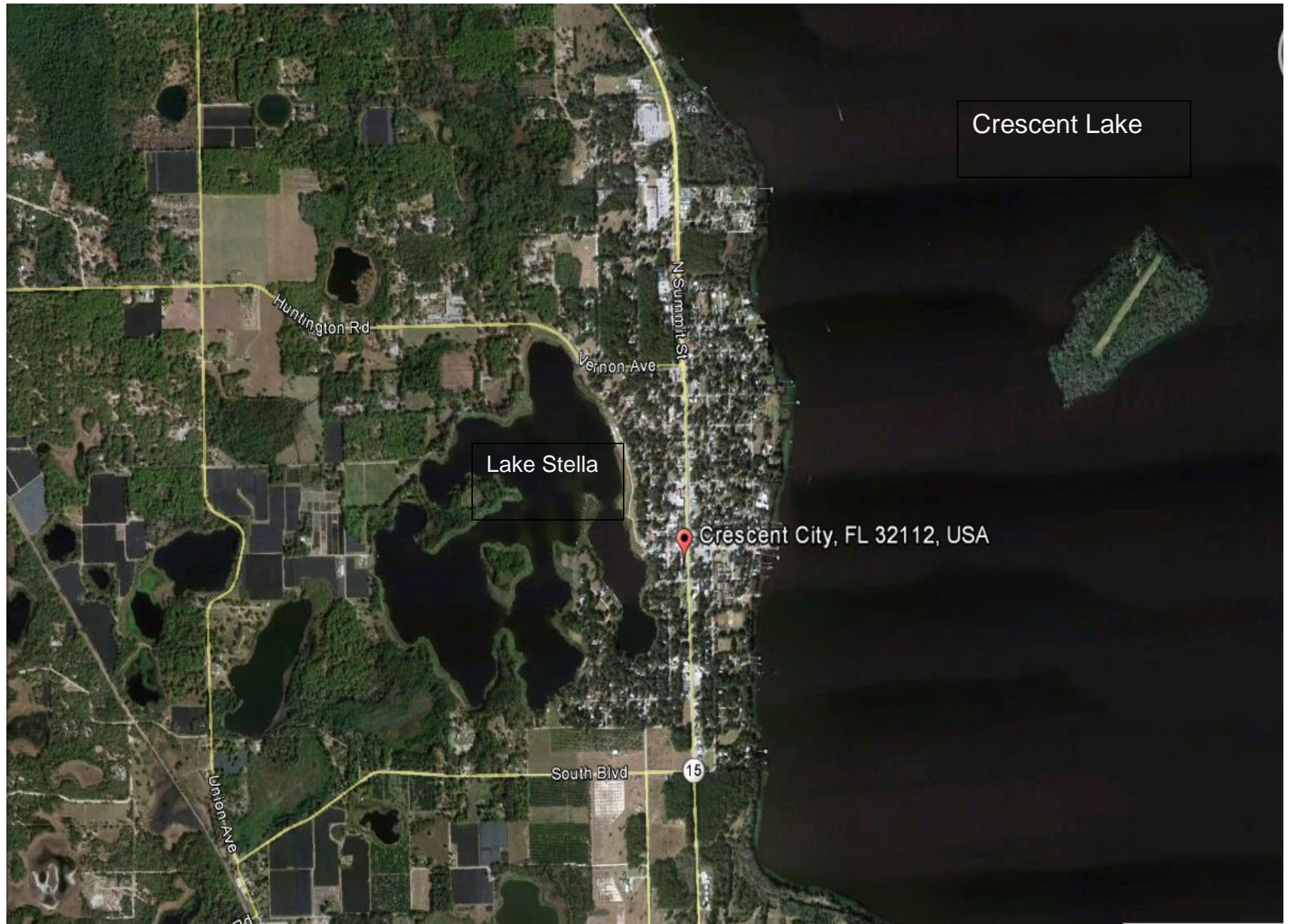
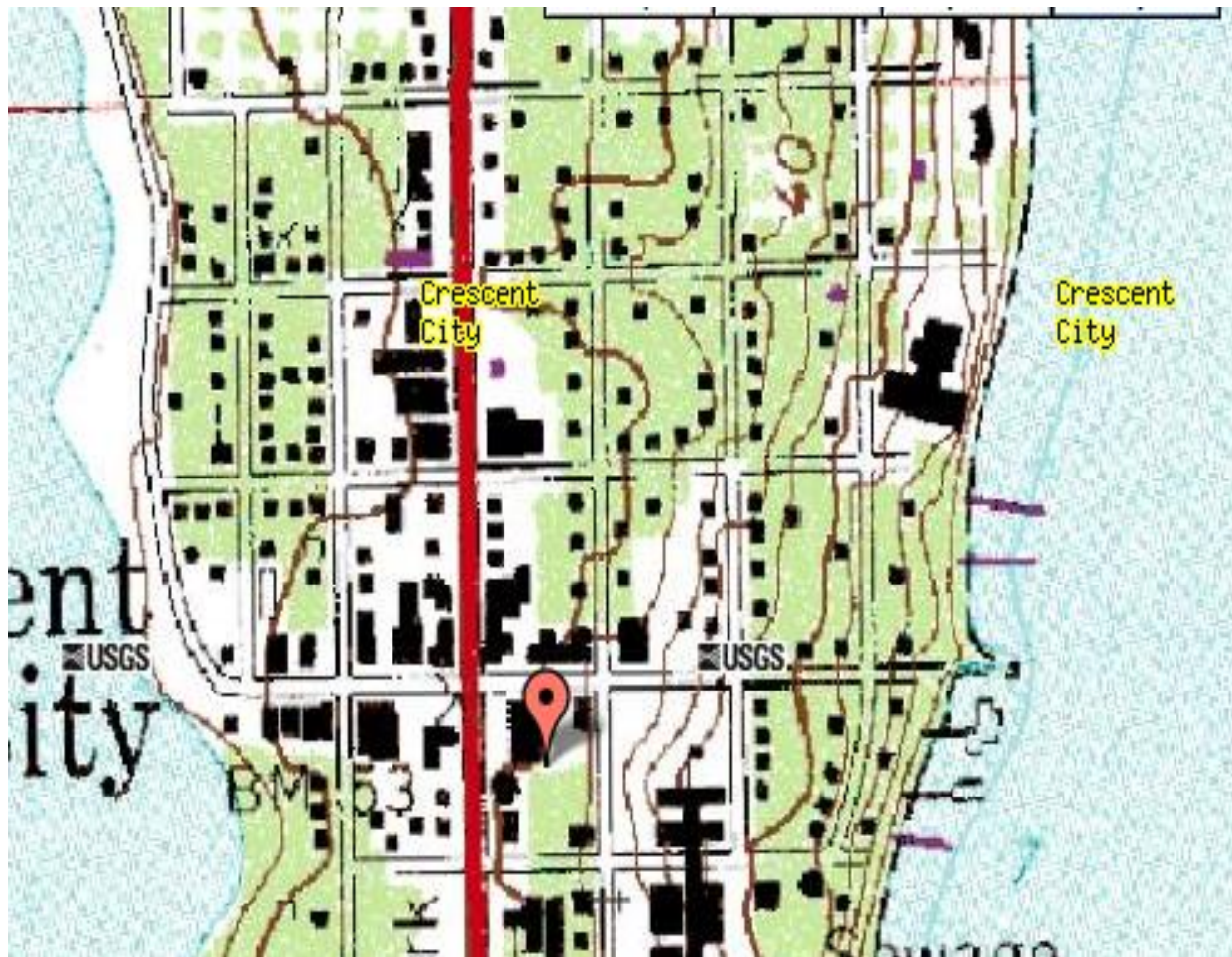


Exhibit 4 –Redevelopment Area Context



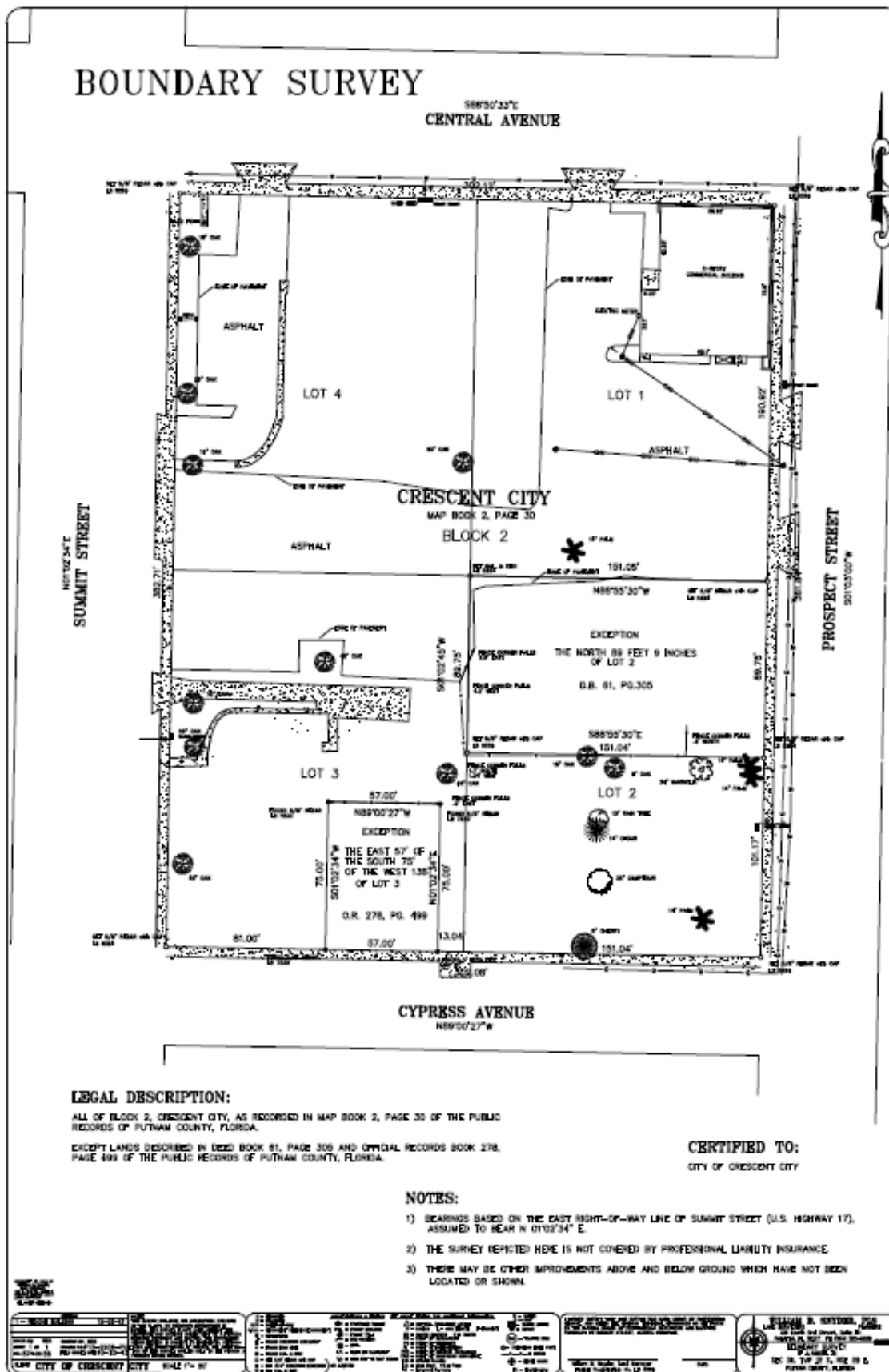
- 1. Lake Stella Waterfront Park
- 2. Eva Lyon Park

Exhibit 5 – USGS Quad Map with Topo

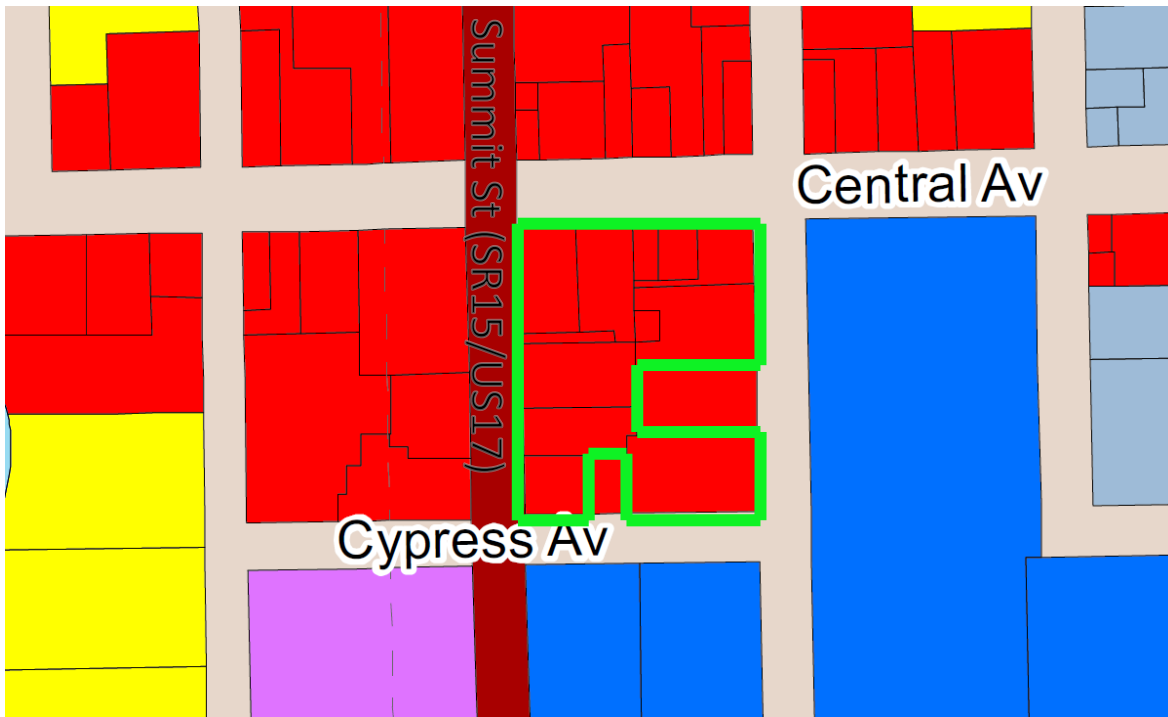





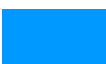


Note: Property slopes from west to east with an average elevation of 47 ft msl

Exhibit 6 – Boundary and Existing Improvements Survey (copied to fit page; not to scale as shown)

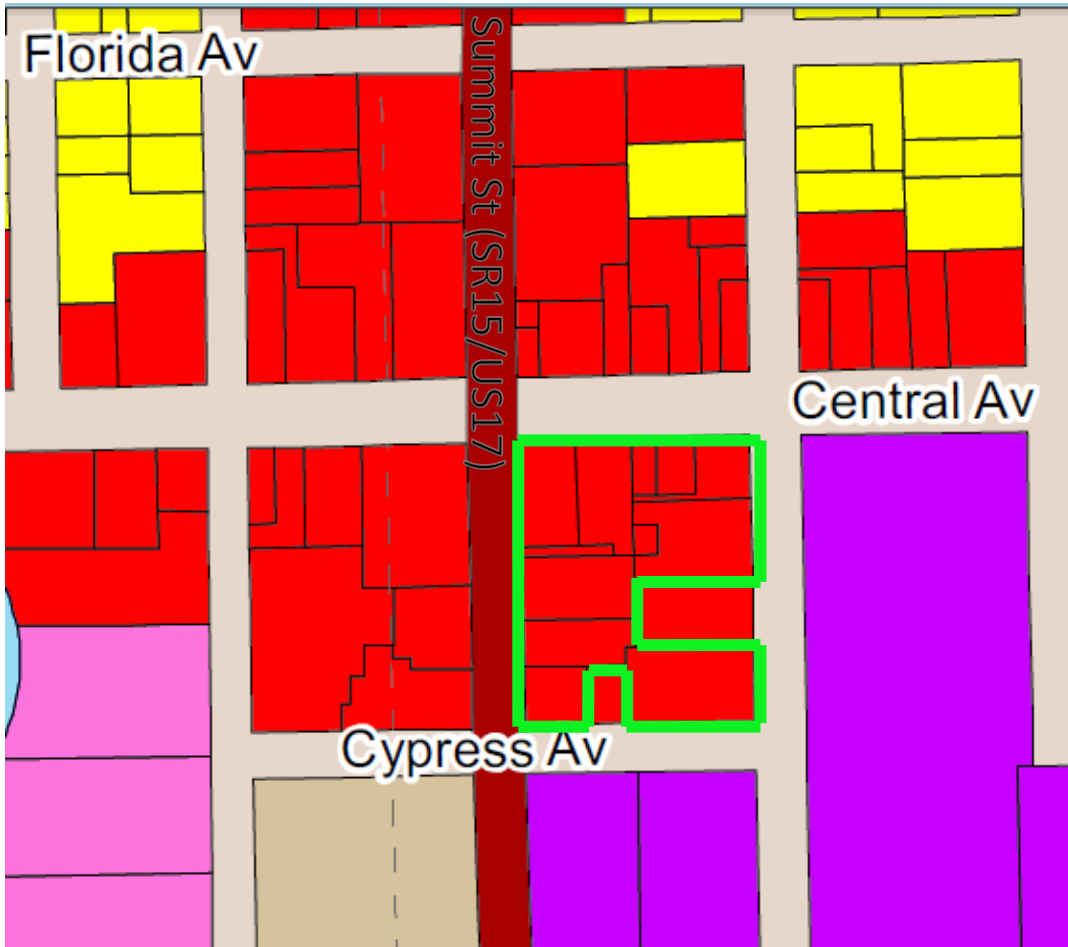


# Future Land Use Map



<u>Land Use Category</u>	
	Commercial
	Residential – Low
	Recreational
	Public Buildings
	Multi-Use
	Property Outline

# Zoning Map









<u>Zoning Category</u>	
	Commercial (GC-1)
	Residential (SR-1)
	Residential (SR-1A)
	Public Buildings & Grounds
	Recreational
	Property Outline



Exhibit 9- Off-Premise Street and Public Parking Analysis

# PARKING DIAGRAM

Available Parking within a 1/10 mile  
(580 feet) radius:  
(red circle)

- Street Parking:
  - Central Avenue - 86
  - Prospect Street - 68
  - On-Site - 42
  - Cypress Avenue - 32
- Lot Parking:
  - City Hall - 42
  - Car Shop

Total = 270

Available Parking within a 1/5 mile  
(1056 feet) radius:  
(yellow circle)

- Street Parking:
  - Central Avenue - 36
  - Florida Avenue - 93
  - N. Lake Street - 20
  - Park Avenue - 20
  - Prospect Street - 22
  - Main Street - 42
  - Cedar Street - 20
  - Myrtle Avenue - 32

Total = 285

**TOTAL = 555**

within these potential parking spaces, the city will designate certain spaces reserved for business owners

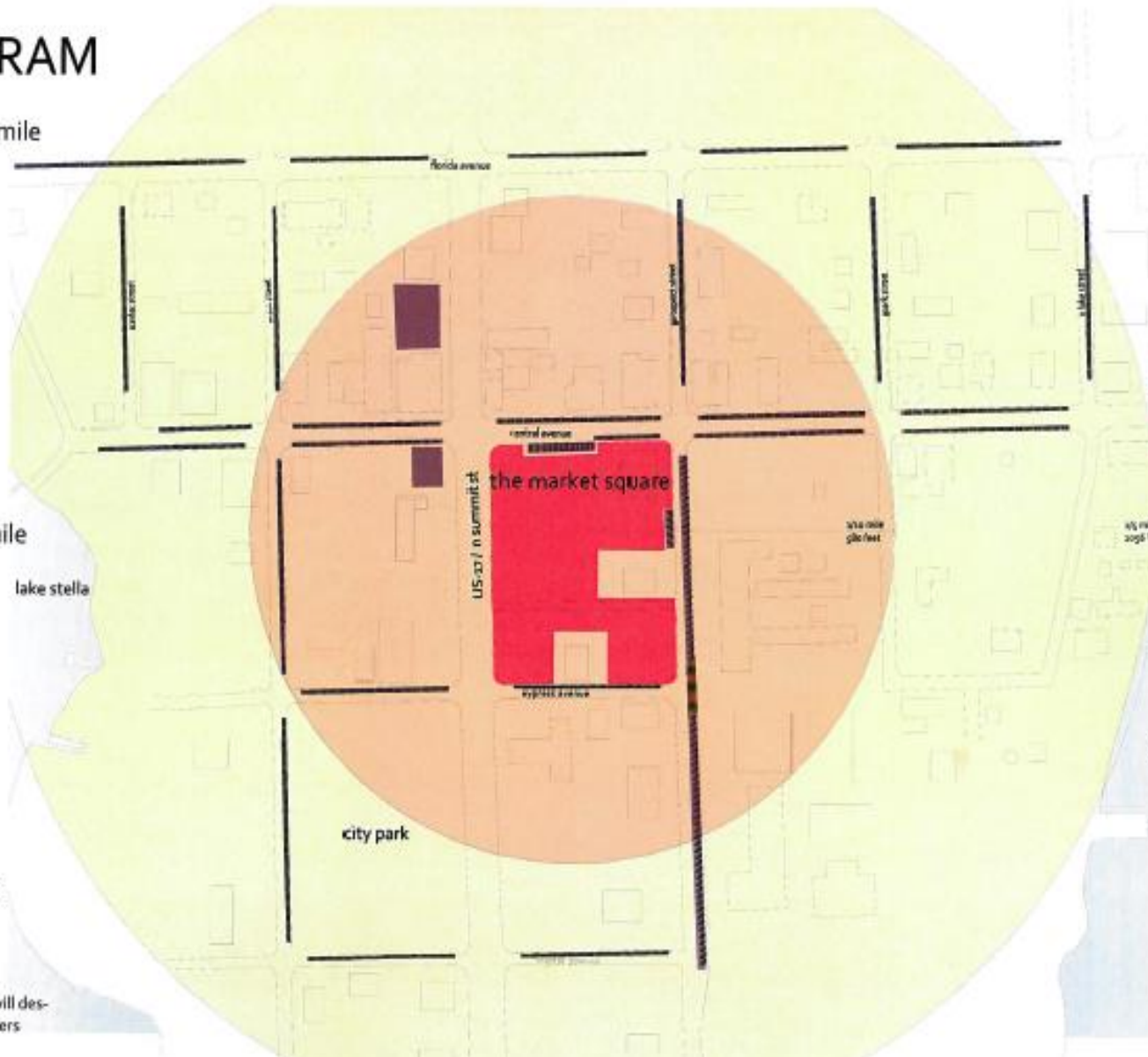
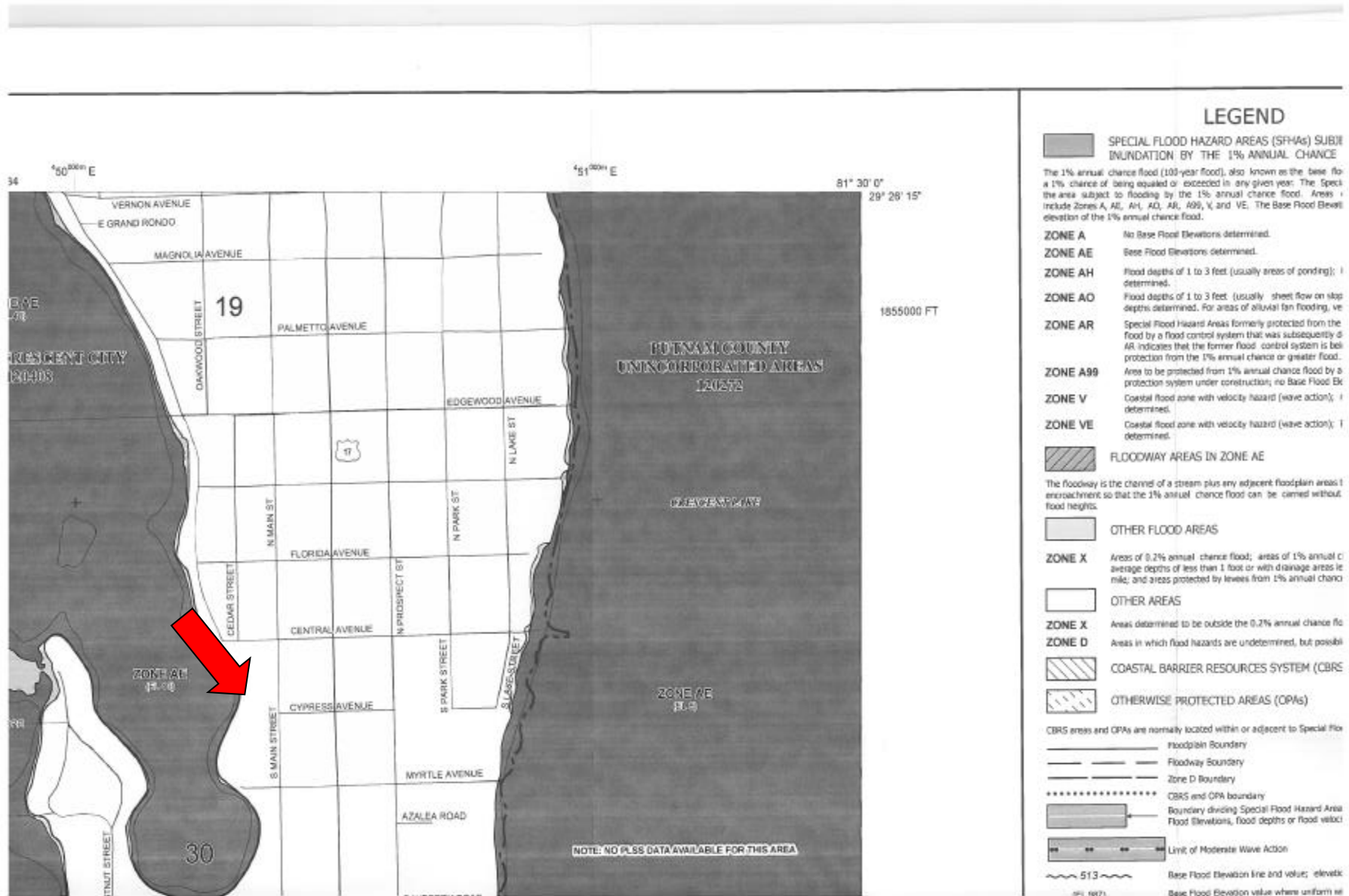
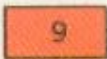


Exhibit 10 – FEMA Flood Insurance Rate Map (FIRM) Number 12107C0442C February 2, 2012



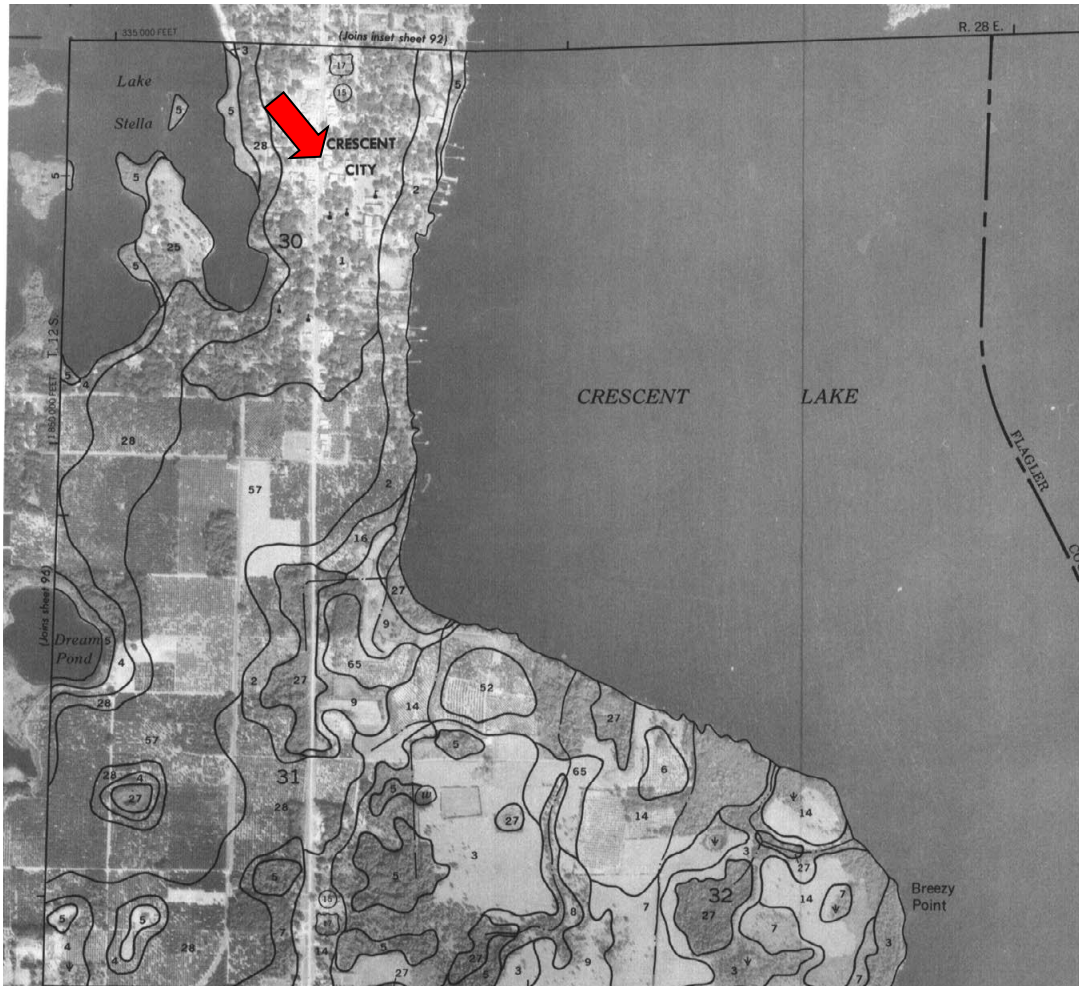
Composite Exhibit 11 – General and Specific Soils Maps



Candler-Tavares-Adamsville: Nearly level to steep, excessively drained, moderately well drained, and somewhat poorly drained soils that are sandy throughout; some have lamellae at a depth of 60 to 80 inches

USDA Soil Conservation Service General Soils Map (1990)

Exhibit 11 Continued



USDA Soil Conservation Service Soil Delineation Map (1990)

Specific Delineation: 1 – Candler Fine Sand 0-5% Slopes

Note: Current soil survey found online updated in 2006 and 2010 verifies same soil delineations, but map not reproducible for this RFP.

**ATTACHMENT "A"**  
**CITY OF CRESCENT CITY, FLORIDA SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON**  
**PUBLIC ENTITY CRIMES**  
**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER**  
**AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with a Bid, Proposal or Contract for \_\_\_\_\_  
\_\_\_\_\_.

2. This sworn statement is submitted by (entity) \_\_\_\_\_ whose business address is  
\_\_\_\_\_ and (if applicable) Federal Employer Identification Number (FEIN) is  
\_\_\_\_\_. ( If a Sole Proprietor and you do not have a FEIN, include your Social Security Number:  
\_\_\_\_\_.)

3. My name is and my relationship to the entity named above is \_\_\_\_\_.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or *nolo contendere*.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

- a. A predecessor or successor of a person convicted of a public entity crime; or
- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Crescent City, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature Date:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this \_\_\_\_ day of \_\_\_\_\_, 202 \_\_\_\_, and is personally known to me, or has provided \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

My Commission expires: