

City of Cocoa

*65 Stone Street
Cocoa, FL 32922*



Meeting Agenda

Monday, April 15, 2024

6:00 PM

Cocoa City Council Chambers

Diamond Square RDA

I. CALL TO ORDER**INVOCATION****PLEDGE OF ALLEGIANCE****ROLL CALL****II. APPROVAL OF AGENDA AND MINUTES:****AGENDA:**

1. [24-195](#) Request Agency approval of the Agenda for the Diamond Square CRA Regular Meeting on April 15, 2024...End

Attachments: [DSCRA - Short Agenda - 04.15.2024 - FINAL.pdf](#)

MINUTES:

1. [24-198](#) Request Agency approval of the Minutes from the Diamond Square CRA Regular Meeting held on March 11, 2024, either as written or amended...End

Attachments: [DSCRA Minutes - FINAL - 03.11.2024.pdf](#)

III. DELEGATIONS:

In accordance with the City Council's rules and procedures, residents or tax-payers of the City (upon any subject of general or public interest), City employees (regarding his/her employment), and water and sewer customers (on matters related to the City's water and/or sewer system), may address the City Council under Delegations on items not on the printed agenda by filling out a speaker card.

Speaker cards are located outside the Council meeting room and should be provided to the City Clerk. Please observe the time limit of five (5) minutes while speaking under Delegations. Delegations shall be limited to thirty (30) minutes unless extended by Council.

IV. PRESENTATIONS:

1. [24-206](#) (Presentation): Ms. Sherry Amos, Director of the Learning & Achievement Group, Inc. is giving a presentation entitled "2023 Accomplishments" regarding her Summer Enrichment Program...End

Attachments: [Placeholder - PPT - Sherry Amos - DSCRA 04.15.24.pdf](#)

V. ACTION ITEMS:

1. [24-207](#) Request Agency approval of the Evaluation Committee's recommendation for RFP P-24-04-COC - CRA Plan Update. Request Agency give City Manager authorization to negotiate and execute the agreement...End

Attachments: [P-24-04-COC Evaluation Committee - FINAL Recommendation.pdf](#)
[RFP P-24-04-COC Addendum #1.pdf](#)
[RFP P-24-04-COC CRA Plan Update.pdf](#)

VI. ATTORNEY'S REPORT:

VII. UPDATES AND STAFF REPORTS:

1. [24-201](#) (Informational Only): Final copy of CRA Annual Audit Report included in packet for informational review...End

Attachments: [Placeholder - Audit - DSCRA 04.15.24.pdf](#)

2. [24-203](#) (Informational Only): Final copy of CRA Annual Report included in packet for informational review...End

Attachments: [CRA ANNUAL REPORT 2023 - FINAL - Updated 03.29.2024.pdf](#)

VIII. NEXT MEETING DATE:

The next regularly scheduled meeting of the Diamond Square Community Redevelopment Agency will be on Monday, May 20, 2024 at 6:00 PM at the Cocoa City Hall, 65 Stone Street, Cocoa, Florida.

IX. ADJOURNMENT

NOTICE TO THE PUBLIC:

This is a public meeting. All interested parties may attend in person. The facility wherein this public meeting will be held is accessible to the physically handicapped. In accordance with the Americans With Disabilities Act, persons needing assistance to participate in any of these proceedings should contact the City Clerk of the City of Cocoa, listed below, at least 48 hours prior to the meeting: Carie Shealy, City Clerk, 65 Stone Street, Cocoa, by telephone at (321) 433-8484 or via email at cshealy@cocoafl.org.

Additionally, interested persons may view or listen to the meeting electronically at the following internet sites:

(1) <https://tinyurl.com/s5e875r> or

(2) <https://cocoa.legistar.com/DepartmentDetail.aspx?ID=26365&GUID=FF9D3369-D354-4FAB-800A-57D0AEE30153&Mode=MainBody>

However, the City is not responsible for technical difficulties that may occur while attempting to view or listen to the meeting on the internet.

Interested persons may submit their written comments or questions regarding the meeting prior to the meeting through Email at meetings@cocoafl.org, or via E-comments through the online agenda. Any electronic comments submitted will be made part of the meeting record. Written comments or questions not relevant to the Council meeting agenda will not be made part of the meeting record but will be maintained as public record.

Pursuant to Section 286.0105, Florida Statutes, the City hereby advises the public that: if a person decides to appeal any decision made by the City Council with respect to any matter considered at its meeting or hearing, that person will need a record of the proceedings and for such purpose, affected persons may need to assure that a verbatim record of the proceedings is made, and such record shall include the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals otherwise not allowed by law.

Although members of the public are entitled to be heard by the City Council on certain items on the meeting agenda pursuant to the City Council Rules of Procedure, members of the public are not entitled to an immediate response by either administrative staff members or Council; however, the City Council or administrative staff may provide a response at their discretion. When presenting before the City Council, all comments or questions should be directed to the Mayor or the chair of the meeting. Comments or questions should not be made directly to administrative staff without permission from the Mayor or chair.

Public debate by individual speakers from the audience on public hearing items shall be limited to three (3) minutes. Applicants or representatives of recognized groups with special interests in a matter shall be limited to ten (10) minutes; and total debate on a single issue shall be limited to thirty (30) minutes. Only one presentation per person per item shall be allowed.

A Council member may add an item to the agenda during the meeting only at the time the agenda is approved. If the item requires action by the Council, then it may be added to the agenda by an affirmative vote of the Council, and written documentation must be submitted at the time the item is added to the agenda. Matters may also be raised by the Council, City Manager or City Attorney under reports and acted upon by the City Council.

This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.



Legislation Details (With Text)

File #: 24-195 **Version:** 1 **Name:**
Type: Agenda **Status:** Agenda Ready
File created: 4/5/2024 **In control:** Diamond Square RDA
On agenda: 4/15/2024 **Final action:**
Title: Request Agency approval of the Agenda for the Diamond Square CRA Regular Meeting on April 15, 2024...End

Sponsors:

Indexes:

Code sections:

Attachments: [DSCRA - Short Agenda - 04.15.2024 - FINAL.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: April 5, 2024
Agenda Date: April 15, 2024
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
Request Agency approval of the Agenda for the Diamond Square CRA Regular Meeting on April 15, 2024.

BACKGROUND:

Agency Members approve the Agenda at the beginning of the meeting.

BUDGETARY IMPACT:

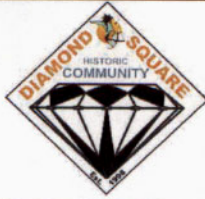
None.

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

Request Agency approval of the Agenda for the Diamond Square CRA Regular Meeting on April 15, 2024.



DIAMOND SQUARE

REDEVELOPMENT AGENCY

Tracy Moore
Chairperson

Crystal McQueen
Vice Chairperson

Larry Brown
Board Member
appointed by
Brevard
County

Jackie Isom
Board Member

VACANT
Board Member

VACANT
Board Member

Marilyn Smith
Board Member

DATE: Monday, April 15, 2024
TIME: 6:00 p.m.

Location:

Cocoa City Hall
Council Chambers
65 Stone Street

I. CALL TO ORDER
INVOCATION
PLEDGE OF ALLEGIANCE
ROLL CALL

II. APPROVAL OF AGENDA & MINUTES

AGENDA: Regular Meeting of April 15, 2024
MINUTES: Regular Meeting of March 11, 2024

III. DELEGATIONS

IV. PRESENTATIONS

1. "2023 Accomplishments" by Ms. Sherry Amos, Director, Learning & Achievement Group, Inc. A look back at the 2023 Summer Enrichment Program.

V. ACTION ITEMS

1. Request Agency approval of the Evaluation Committee's recommendation for RFP: P-24-04-COC. Request Agency give City Manager authorization to negotiate and execute an agreement.

VI. ATTORNEY'S REPORT

VII. UPDATES AND STAFF REPORTS

1. (Informational Only): Final copy of CRA Annual Audit Report (FY23).
2. (Informational Only): CRA Annual Report (FY23).

VIII. NEXT MEETING DATE

The next meeting of the Diamond Square Community Redevelopment Agency is Monday, May 20, 2024, at 6:00 PM. The meeting will be held at the City of Cocoa, City Hall, Council Chambers, located at 65 Stone Street, Cocoa, FL.

IX. ADJOURNMENT

NOTICE TO PUBLIC:

This is a public meeting. All interested parties may attend. The facility wherein this meeting will be held is accessible to the physically handicapped. Please be advised that more than one member of the City Council may attend. Pursuant to Section 286.0105, Florida Statutes, the City hereby advises the public that: if a person decides to appeal any decision made by this board with respect to any matter considered at its meeting or hearing, that person will need a record of the proceedings and for such purpose, affected persons may need to insure that a verbatim record of the proceedings is made, and such record shall include the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the City for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals otherwise allowed by law. This agenda is posted on the Municipal Bulletin Board and at the Central Brevard Library and Reference Center in Cocoa for public review.



Legislation Details (With Text)

File #:	24-198	Version:	1	Name:	
Type:	Minutes	Status:		Agenda Ready	
File created:	4/9/2024	In control:		Diamond Square RDA	
On agenda:	4/15/2024	Final action:			
Title:	Request Agency approval of the Minutes from the Diamond Square CRA Regular Meeting held on March 11, 2024, either as written or amended...End				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	DSCRA Minutes - FINAL - 03.11.2024.pdf				

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: April 9, 2024
Agenda Date: April 15, 2024
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
Request Agency approval of the Minutes from the Diamond Square CRA Regular Meeting held on March 11, 2024, either as written or amended.

BACKGROUND:

Agency Members approve the Minutes at the beginning of the meeting.

BUDGETARY IMPACT:

None.

PREVIOUS ACTION:

N/A

RECOMMENDED MOTION:

Request Agency approval of the Minutes from the Diamond Square CRA Regular Meeting held on March 11, 2024, either as written or amended.

**MINUTES
CITY OF COCOA
DIAMOND SQUARE CRA
REGULAR MEETING
March 11, 2024**

The Regular Meeting of the Diamond Square Community Redevelopment Agency was held on March 11, 2024, at City of Cocoa, City Hall, 65 Stone Street, Cocoa, FL, as publicly noted.

I. Call to Order

Chairperson **MOORE** called the meeting to order at **6:00 pm**.

ROLL CALL:

Tracy A. Moore	Chairperson
Crystal McQueen	Vice Chairperson
Larry Brown	Agency Member
Jackie Isom	Agency Member
Marilyn Smith	Agency Member
Joseph Colombo	Agency Attorney
Ryan Browne	Recording Secretary

PRESENT:

Tracy A. Moore	Chairperson
Crystal McQueen	Vice Chairperson
Larry Brown	Agency Member - late
Jackie Isom	Agency Member
Marilyn Smith	Agency Member
Joseph Colombo	Agency Attorney
Ryan Browne	Recording Secretary

ABSENT:

STAFF PRESENT:

Community Services Director NEUTERMAN, City Manager WHITTEN (late), and Agency Liaison GOINS (late) were in attendance.

Invocation: Vice Chairperson McQUEEN provided the invocation.

Pledge of Allegiance: Vice Chairperson McQUEEN led the Pledge of Allegiance to the flag of the United States of America.

[Note: Agency Liaison GOINS arrived at 6:03 pm]

Chairperson MOORE: The Board would like to express their deepest sympathy for two of our members: ISOM and SMITH, who both suffered the loss of a family member: SMITH – lost a brother; ISOM lost her mother. Both are in our prayers and condolences for them and their families during this time of mourning.

II. **Approval of Agenda and Minutes:**

AGENDA:

Agenda - Regular Meeting of March 11, 2024.

***MOTION by Agency Member SMITH; SECONDED by Agency Member ISOM to approve the Agenda for the Regular Meeting of March 11, 2024 as written.**

AYES: MOORE, McQUEEN, ISOM, SMITH.

MOTION PASSED UNANIMOUSLY (4-0)

MINUTES:

Minutes – Special Meeting of January 30, 2024.

***MOTION by Vice Chairperson McQUEEN; SECONDED by Agency Member SMITH to approve the Minutes for the Special Meeting of January 30, 2024 as written.**

AYES: MOORE, McQUEEN, ISOM, SMITH.

MOTION PASSED UNANIMOUSLY (4-0)

III. **Delegations:** None.

IV. **Presentations:** None.

V. **Action Items:**

1. Request Agency approval of an Interlocal Agreement (ILA) for Affordable Housing construction and related costs, up to \$800,000, in the Michael C. Blake Subdivision between the Diamond Square CRA and the City of Cocoa. Request Agency approval of a Resolution Amending the FY 2024 Budget, BAF# 24-066-

IF1, in the amount of \$800,000, transferring this amount to the City's General Fund to complete the construction of the five affordable homes.

- i. Introduction. Director NEUTERMAN introduced the item. In 2023 Staff requested approval from the Agency for the construction of these homes. There are five total homes, in the Michael C. Blake Subdivision. Initially, the Agency approved \$475,000 towards the construction of these homes; and \$150,000 homebuyer incentives; \$750,000 initial construction from City and worked with CHI to start the building of the homes. The groundbreaking was held Nov. 1, 2023. As part of the CRA Plan update, affordable housing partnerships, such as with CHI, were noted as a priority. The average cost is \$275,000, with an additional \$55,000 for closing costs, including developer fees. So the starting budget was \$1,225,000, comprised of \$475,000 from Diamond Square CRA and \$750,000 from City funds. Deficit to complete: \$441,000. Additional funds will be obtained from our HOME federal funding, plus reduced impact fees and other reductions to help bring down the cost. Utilities cost waiver applied for. Staff is asking the Agency for an additional \$375,000 towards construction costs. Not exceed \$800,000 total. Any remaining money will return to the CRA, upon the sale of the homes. Any remaining funds will remain with the CRA to fund future affordable housing initiatives. Cost breakdown is in your packet. Regarding Down Payment Assistance, there is currently \$150,000 in homebuyer assistance budgeted in the DSCRA. The new homes have an appraised value of \$310,000 - \$320,000. Because this Appraised value exceeds the maximum established by HUD, the City is basically buying down the cost of the mortgage from \$320,000, down the allowed maximum of: \$269,000 for affordable cost, allowed by HUD. City is absorbing the cost difference. This Development Subsidy will result in placing an additional Silent Mortgage, that will be forgiven after 10-years, so long as the homeowner resides in the home the entire time. If for any reason the homeowner sells the property at any time, the City will recapture the prorated amount, depending on the year of the sale.
- ii. [Note: Agency Member BROWN arrives at 6:10 pm.]
- iii. Director NEUTERMAN said that Closing is expected to begin in mid-to late May. Multiple people have qualified for the homes. CHI working on final approvals for all of these candidates. To get them fully funded and approved to purchase the homes.
- iv. Discussion. Vice Chairperson McQUEEN asked, what does this ultimately mean for the Board and how much money will be leftover if we proceed? Director NEUTERMAN replied that currently, in your fund balance reserves (your 'savings account' basically) – you have over \$1,000,000. \$325,000 will transfer to the City to this new account. Any proceeds from the sale of the homes will go into this fund. Future funds will return to the CRA to this account for future Diamond Square CRA affordable housing initiatives.

Agency Member ISOM asked about the size of the homes. Director NEUTERMAN replied that they are, on average, approximately between 1,800 - 1,900 square feet, with 3 bedrooms, 2 bathrooms, and a 2-car garage.

- v. Agency Attorney COLOMBO stated that he has reviewed this document with Staff and also with the City Attorney's Office. The City Attorney's Office uses a Standard Inter-Local Agreement format, of which this is a copy of that format. He reviewed it with the Assistant City Attorney and found it to be an appropriate instrument for what staff is asking to do. Legally it is good to go.
- vi. Chairperson MOORE asked if we were adding these funds to the City account? Director NEUTERMAN replied, yes. She said that the City has a Purchase Order (PO) for the construction of the homes by CHI. These monies will get added to that account, in order to complete the construction of the homes. Chairperson MOORE asked Agency Liaison GOINS if he thought that this amount of money would get us to completion for this project? Director NEUTERMAN responded that the maximum allowed for first-time homebuyer assistance is between \$30,000 - \$40,000 per home. Diamond Square CRA set-aside \$150,000 and additionally, \$150,000 of City dollars. These are HUD dollars. An applicant could potentially get \$30,000 from HUD and another \$30,000 from DSCRA for a total down payment assistance package of \$60,000. This goes a long way to making these homes truly affordable for someone who is interested in purchasing. This can help those who want to be able to live where they work be able to afford to do so. These are excellently built, sturdy block homes. It is going to be a \$320,000 home that they will pay only \$269,000 to own. This allows them to have a reasonable mortgage payment. And they will already have built-in equity from the home. Anyone who applies has to go through the classes with CHI on: how to budget and plan for expensive repairs, like if the A/C breaks. CHI is giving them the tools to be responsible homeowners. We want them to be able to live there for 30 years. That's the ultimate goal.
- vii. Agency Liaison GOINS said that when you look at the cities around us, we are among only a few cities that has programs like this one. We are very special just even having this kind of a program. Some people may criticize and say that this program could do more. Well, of course it could! But, this is a great start for this community. This program is not for everyone, it is focused on helping first-time homebuyers. It does a good job of reaching that goal.
- viii. Chairperson MOORE reminded everyone that the money remains with Diamond Square, set aside for future affordable housing programs. Director NEUTERMAN confirmed that these funds are in a Restricted account for CRA affordable housing use. Agency will receive regular updates. This is a huge project, very aggressive, but, the right way to do this. Building five homes at once, is a huge difference from, say Palm Bay or Melbourne, who did one or two homes at a time over the last few years. Outside developers

are looking at us, and this program in particular, as a positive catalyst for developing the area.

- ix. Agency Member SMITH asked if they would be able to get a walk-through, once these homes are completed? Director NEUTERMAN responded, enthusiastically, yes! We will have a "Welcome Home!" Celebration for them, like we did with the Habitat homes. Provide them with gift baskets. Help them feel welcome in Diamond Square, Cocoa and make them members of our community. Agency Member BROWN asked if we were specifically targeting city employees for these homes? Director NEUTERMAN replied that city employees may have applied, but, that she does not see the list until it is the final list. CHI manages the list. She did say that employees have contacted her with interest, but, she could not say how many in total may have applied, until the final list is generated.

- x. Vote.

***MOTION to approve the resolution by Vice Chairperson McQUEEN; SECONDED by Agency Member SMITH, as written.**

AYES: MOORE, McQUEEN, BROWN, ISOM, SMITH.

MOTION PASSED UNANIMOUSLY (5-0)

Chairperson MOORE said that we have been looking forward to this project since attending the groundbreaking. She is looking forward to welcoming the new residents in their new homes.

Director NEUTERMAN gave an update on the direction the city is going in general, as well as in Diamond Square. Staff are reviewing the City Code, since in Diamond Square, a number of the lots are smaller, "legal non-conforming" lots. This limits the types and sizes of homes that can be built. Working to fix zoning codes and setbacks to accommodate more housing types. Also engaged in creative ways to build new homes, innovative homes that also fit into the neighborhood setting. Of the 43 vacant lots for affordable housing in the City of Cocoa, approximately 36 of those are in Diamond Square. Her goal in the next few years is to see these lots be developed into affordable housing. Sell or develop, funds will come back to affordable housing surplus, to continue this program, creating a virtuous cycle of growth. Chairperson MOORE said that she wants to make sure that the homes we invest in have a long shelf life. Agency Member ISOM asked what happened to the homes that were supposed to be built on Peachtree? Director NEUTERMAN said there was never any homes to be built on that land. That land is surplus that has to be disposed of. We have attempted to get a developer to take on those lots, without success to this point. Recently, the

surplus lots list was taken to Council. Disposal of lots, will follow the new Live Local Act rules. This new process takes some time to implement. Agency Member SMITH asked if Habitat for Humanity would be qualified to develop these lots and Director NEUTERMAN responded, yes, they would qualify. We are in contact with them. They also own several lots in Diamond Square. Our conversations will continue. We have discussed bringing 3-D printed homes to Cocoa, like the one we saw down in Melbourne, continuing the creative solutions discussions as well. Habitat for Humanity is one of our good partners, and we will continue to work with them on solutions to the affordability crisis. Chairperson MOORE mentioned that she believes that townhomes would be a good fit. Agency Member BROWN asked about the Rose Gardens area, could that be a place for townhouses? Director NEUTERMAN said, absolutely, that is one of the areas on the surplus list that has garnered some interest from developers.

Chairperson MOORE said she was going to return to Delegations.

Delegations: Derrick and Erika O'Neal. Mr. O'Neal said that he and his wife purchased a building in Diamond Square. And they were dealing with Ryan Browne regarding a Commercial Façade Improvement Program grant application. They came to see what was the status of their application. He also wanted clarification because the paperwork says a "grant" but what he described was more of a reimbursement. And because we applied for this and its money for a business that they want to receive it. But, the process is on hold. Right now we feed homeless, teach kids how to cook, and that building will suffice for that. If I have to spend \$20,000 to get \$10,000. What really is it? Is it a reimbursement of \$10,000 or is it I spend \$20,000 and get \$10,000 back? I don't know where we are, I haven't heard anything back yet. I do want to move forward, because now we are at a standstill. The grant was going to purchase us new windows, fence, paint on the building. But, if I have to spend \$20,000 in order to get \$10,000. Is the grant really worth getting? According to Ryan, if I only spend \$15,000, I only get back \$7,500. If I spend \$10,000, I get \$5,000. So, I'm really trying to get some clarification on how the process is moving, and where do we stand, or should we just discard this grant and just move forward. And still be in the city of Cocoa to try to do business and try to do good things. I hear all this good stuff about houses? But, what about the small business?

Chairperson MOORE said that we appreciate you coming and asking us these questions. I'm sure city Staff can kind of give you an update on where we are at this point. We have the program for that, but the rules and regulations can be a bit daunting. So, I want Staff to kind of give him an idea on the best way to proceed forward.

Director NEUTERMAN replied that it is a grant. A Façade Grant is a reimbursable, 50% grant. You spend a certain dollar amount and we reimburse you 50%, up to a maximum of \$10,000. Typical of most similar types of state and federal grants that we deal with. We apply for grants and have to spend the money and then ask for reimbursement up to the percentage we are allocated. These are typical for state purchasing guidelines for grant activities. We have to submit all the documentation. We have an application process, where you have to submit an application with all the supporting documentation, including all of your quotes of what it is going to cost. We have to bring it before the Board. Once we bring it before the Board, the Board will decide whether or not to grant that Façade grant to you. Then an agreement with the City that says that you will perform all of your scope of work, whether it is windows, doors, etc. Then you submit documentation to us showing us that you've paid all of your contractors. You have to show us that you have no liens on the property and no code violations. Then the CRA will reimburse you 50%.

Mr. O'Neal: I got that. Ryan did explain that to me. But, I needed to get some clarity. So, with what you're saying, you have to fill out the application? Director NEUTERMAN responded, yes. Mr. O'Neal: that's done. So, where in the process? Director NEUTERMAN responded, so Staff have to review it. We have to check that there are no liens on the property, no code enforcement violations. Once we have done all those verifications, we bring it before the Board. That process typically takes 30-45 days to complete. We only meet once a month, so, depending on when you turned-in your application, determines whether you make it to a meeting within that period. Mr. O'Neal: I think I got with Ryan in February. Am I mistaken, was it February? Ryan BROWNE: we had started the process then sir, but, you had come back with additional paperwork that I had asked for; so, you were on-track for probably being ready at the next meeting, in April, as long as all your paperwork is fine. Just because we started meeting in February, does not mean all the paperwork was submitted in time for this meeting. Director NEUTERMAN: once we stamp it as fully complete, we will bring it before the Board. And follow the process outlined previously, including our purchasing guidelines. Mr. O'Neal: what are those purchasing guidelines? Director NEUTERMAN: basically, you cannot do any work prior to approval from the Board. Then you have to show us the contractors and that you have paid them. You must show us proof of payment, with either a cancelled check or a credit card statement that is paid in full. Then we submit for reimbursement. Mr. O'Neal: when is the April meeting? Director NEUTERMAN: April 15th. Chairperson MOORE: she's not sure if we've done this before, but try to match up former recipients who have done this

before may be helpful for them to talk to. She admitted that it can be daunting. Mrs. Erika O'Neal: How many people have gotten that Grant? How successful is that program? I have not heard of many people at all getting that grant. Or is it so daunting that no one can partake in this grant? How many people have been awarded this grant? Director NEUTERMAN: Since the inception of the Diamond Square program we have probably had 10-15 applicants approved. Within the last 15 years. Budgeted for one application per year, \$10,000. If we have more than one applicant in a year, we go before the Board and ask them to reallocate more funds. In contrast, Cocoa CRA businesses, give more: \$50,000, or 5 per year, vs. DSCRA has 1. But, there are more businesses in Cocoa CRA than in Diamond Square CRA. It's not that the application process is daunting, it is that some businesses do not want to wait for the grant process, so they end up making improvements on their own. Mrs. O'Neal: is that a state mandate, the 50% rate? Most small businesses in Diamond Square are not going to have \$20,000 sitting in the bank. Director NEUTERMAN: our attorney can talk about the legal issues of giving out the money ahead of time. Then we have issues of people not finishing the work agreed upon and we have no way to make them finish. Agency Attorney COLOMBO: 50%, but, you can get a proportional, so if you cannot afford \$20,000, you could spend \$10,000, and get \$5,000 back. Once approved, and you follow Staff's guidelines, you're pretty much guaranteed to be funded. Once started, no one has gone unfunded since 1998. Chairperson MOORE: Could you please explain a little bit more about your business? A Taste of Elegance Kitchen? Mrs. O'Neal: A Taste of Elegance Commissary Kitchen, which she believes would make it the first black-owned commissary kitchen in the city of Cocoa. A rental kitchen, a commercial for other businesses, like: food trucks, caterers, hot dog carts, etc. That is the purpose behind the kitchen. Chairperson MOORE: and it's much needed, because the state will shut you down if you don't have the right kind of rules and regulations on food preparation. Agency Member BROWN: When was the Façade grant updated? What's your definition of a contractor? Director NEUTERMAN: The Façade grant was last updated in 2022. A contractor is somebody who is licensed. Agency Member SMITH: Would they have to do it all at once? Director NEUTERMAN: they have one year to complete the work. Mr. O'Neal: Windows are \$10,000 by themselves. Everything is more expensive now. That's just the window, let alone the fence or the paint.

[City Manager WHITTEN arrived 6:43 PM]

Vice Chairperson McQUEEN: could you present a PowerPoint of your business, a visual to help us see what you are trying to accomplish?

Director NEUTERMAN: that's part of the application. When Staff brings that to the Board for approval is when the business can give a presentation. (to the O'Neals): What is the address of your business? Mr. O'Neal: 1000 Holmes Street. Agency Member ISOM: Is there a checklist? Director NEUTERMAN: Yes, once they receive the agreement. Agency Member BROWN: to Mr. O'Neal: the fence, for example, could you do that later? In other words, it's not something that you need right now? Director NEUTERMAN: All the work must be completed within a year. Mr. O'Neal: The items I listed on the form: fence, windows, paint. That totaled \$20,000. Our goal was to be open April 1st. He's not frustrated about getting the work done, he's frustrated about the process holding him up. Chairperson MOORE: unfortunately so. Agency Member BROWN: how long does it take to get reimbursed? Director NEUTERMAN: once all receipts have been received and verified, it takes about 2 weeks to cut a check. Complete all work within a year. Agency Member BROWN: Can they split at each stage? Director NEUTERMAN: Yes. Chairperson MOORE: so, I hope that you have a better understanding now of the process and the program. We want you to be here, as part of the Diamond Square family. Thank you for coming. Director NEUTERMAN: you would be the only commissary kitchen in the city of Cocoa. Our Upstart Program, need a commissary kitchen. For her Juicing program. You would be the first. And we Appreciate that. See you in April.

VI. **Attorney's Report:** None.

Agency Member BROWN: asked Agency Liaison GOINS if he wanted to ask Staff about the Diamond in the Roads? GOINS deferred to Agency Member SMITH: she said that is one of her questions on updates. Director NEUTERMAN – working on getting quotes and pricing. All were stamped overlay. SMITH: Life expectancy? NEUTERMAN: 5-6 years lifespan. Heavy traffic. Peachtree was done in 2016, showed worn in 2-3 years. Estimated cost is \$75,000 – 100,000 per diamond. We have 3: Peachtree, Blake, and Washington. Agency Liaison GOINS: maintenance, refresh? New vendor in place. We would have to ask? Materials have changed, maybe improved lifespan. Director NEUTERMAN she plans to talk to the Vendor. Agency Member BROWN: look at other options, look at instead – over top of street signs – such as in St. Augustine/Lincolnvill? Could save money. NEUTERMAN: Visible boundaries, shows with this idea. She can look into the costs. That idea would be helpful and more cost effective. Agency Liaison GOINS: budget season. Email him your wish list. Virginia Park – Fiske to Aurora – island, no landscaping. Speed bumps: Holmes St, Blake St., for Charter School, Emma Jewel and churches. July budget meeting. Director NEUTERMAN: please copy me as I have to input the budget.

City Manager WHITTEN: Dr. Joe Lee Smith – Governor – pray that he keeps that line item: \$1.75 million. In addition, the City has set aside \$1.5 million in Fund Balance for Old JLS. Multi-purpose center: Clinic and Montessori.

VII. **Updates and Staff Report**

1. Director NEUTERMAN:

i. Board Updates and Changes

1. Director NEUTERMAN said that there are no applicants for either of the two board vacancies. She asked that Agency Members ask their networks to solicit any interested persons. Direct them to the City Clerk's Office for approval by City Council.

ii. Reminders:

1. Hurricane and Preparedness Training Workshop (flyer)
2. Juneteenth (flyer)
2. Agency Member ISOM; when you serve on the board, you cannot get the grants.
3. Director NEUTERMAN – DSCRA stickers and banner. We can use the banner to showcase what we are doing, for example, at the Juneteenth celebration.

VIII. **Next Meeting Date**

The next scheduled meeting of the Diamond Square Community Redevelopment Agency will be on **April 15, 2024 at 6:00 pm** at Cocoa City Hall, 65 Stone Street, Cocoa, Florida, unless a business need arises earlier.

IX. **Adjournment**

***MOTION to adjourn by Agency Member BROWN; SECONDED by Agency Member ISOM**

AYES: MOORE, McQUEEN, BROWN, ISOM, SMITH.

MOTION PASSED UNANIMOUSLY (5-0)

MEETING WAS ADJOURNED at 7:06 pm.



Tracy Moore, Chairperson

Respectfully Submitted by:



Ryan Browne, Recording Secretary



Legislation Details (With Text)

File #:	24-206	Version:	1	Name:	
Type:	Awards/Presentations	Status:		Agenda Ready	
File created:	4/10/2024	In control:		Diamond Square RDA	
On agenda:	4/15/2024	Final action:			
Title:	(Presentation): Ms. Sherry Amos, Director of the Learning & Achievement Group, Inc. is giving a presentation entitled "2023 Accomplishments" regarding her Summer Enrichment Program...End				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Placeholder - PPT - Sherry Amos - DSCRA 04.15.24.pdf				

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: April 10, 2024
Agenda Date: April 15, 2024
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
(Presentation): Ms. Sherry Amos, Director of the Learning & Achievement Group, Inc. is giving a presentation entitled "2023 Accomplishments" regarding her Summer Enrichment Program.

BACKGROUND:

Ms. Sherry Amos, Director of the Learning & Achievement Group, Inc. presented before the Agency in FY23 regarding a Summer Enrichment Program she started to help prevent the "Summer Slide" effect, where disadvantaged students lose grade-level proficiency over the summer break. Her program is designed to counteract that problem.

Her presentation will focus on the results she achieved in the 2023 Summer program.

BUDGETARY IMPACT:

None.

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

(Presentation): Ms. Sherry Amos, Director of the Learning & Achievement Group, Inc. is giving a presentation entitled "2023 Accomplishments" regarding her Summer Enrichment Program.

Placeholder

PowerPoint Presentation

Sherry Amos

DSCRA 04.15.24



Legislation Details (With Text)

File #:	24-207	Version:	1	Name:	
Type:	Agenda	Status:		Agenda Ready	
File created:	4/10/2024	In control:		Diamond Square RDA	
On agenda:	4/15/2024	Final action:			
Title:	Request Agency approval of the Evaluation Committee's recommendation for RFP P-24-04-COC - CRA Plan Update. Request Agency give City Manager authorization to negotiate and execute the agreement...End				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	P-24-04-COC Evaluation Committee - FINAL Recommendation.pdf RFP P-24-04-COC Addendum #1.pdf RFP P-24-04-COC CRA Plan Update.pdf				

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: April 10, 2024
Agenda Date: April 15, 2024
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director

Requested Action:
Request Agency approval of the Evaluation Committee's recommendation for RFP P-24-04-COC - CRA Plan Update. Request Agency give City Manager authorization to negotiate and execute the agreement.

BACKGROUND:

The City of Cocoa Purchasing Division administered a Request For Proposals (RFP) for the Cocoa and Diamond Square Community Redevelopment Plan Updates. RFP # P-24-04-COC was published January 5, 2024. 831 vendors were notified, with 54 choosing to download a copy.

On February 8, 2024, Purchasing conducted a public proposal opening which resulted in the receipt of three (3) submittals from the following proposers:

- Inspire Placemaking Collective
- Michael Baker International
- GAI Consultants

On February 20, 2024, an Evaluation Committee held a public meeting to review the response to the solicitation. The committee was comprised of the following City of Cocoa employees:

- Ryan Browne, Redevelopment Coordinator, Community Services Department (Evaluator 1)

- Gary Palmer, Facilities Manager, Public Works Department (Evaluator 2)
- Debra Harris-Garmendia, Senior Staff Accountant, Finance Department (Evaluator 3)

During the meeting, the committee reviewed the proposals submitted and determined that presentations were required.

On March 12, 2024, representatives of all three firms were invited to separate, but sequential, meetings to present their proposal to the committee and to respond to the committee's questions.

The committee members then completed scoring worksheets independently and submitted them to the Purchasing Manager on or before March 20, 2024. All proposals were reviewed in accordance with the evaluation criteria specified in section 5 of the RFP. The results of the scores were as follows:

Rank	Firm Name	Eval 1	Eval 2	Eval 3	Avg Score
1	Inspire Placemaking Collective	98.5	97.3	84.95	93.58
2	GAI Consultants	87.3	97.1	73.6	86.00
3	Michael Baker International	61.4	86.85	30.35	59.52

The committee then reconvened in a public meeting on March 21, 2024, to review the scoring results. At this meeting, it was determined that **Inspire Placemaking Collective** should be recommended to the CRA Boards for selection since it received the highest combined technical score on its evaluation.

It is further recommended that the City Manager be authorized to negotiate and execute the agreement.

BUDGETARY IMPACT:

The project is currently budgeted in FY 2024.

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

Request Agency approval of the Evaluation Committee's recommendation for RFP P-24-04-COC - CRA Plan Update. Request Agency give City Manager authorization to negotiate and execute the agreement.



Purchasing

65 Stone Street • Cocoa, FL 32922

PHONE: (321) 433-8833

EMAIL: purchasing@cocoafl.gov

March 21, 2024

To: Cocoa and Diamond Square Community Redevelopment Agencies

Re: Evaluation Committee Selection RFP P-24-04-COC

The City of Cocoa Purchasing Division administered a Request for Proposals (RFP) for the Cocoa and Diamond Square Community Redevelopment Plan Updates. RFP # P-24-04-COC was published in the City's bidding platform, VendorLink, on January 5, 2024. The solicitation was also concurrently advertised in Florida Today and posted to the City of Cocoa's website. A total of 831 vendors were notified in the City's bidding system with 54 individuals downloading a copy of the RFP.

On February 8, 2024, Purchasing conducted a public proposal opening which resulted in the receipt of three (3) submittals from the following proposers:

- Inspire Placemaking Collective
- Michael Baker International
- **GAI Consultants**

On February 20, 2024 an Evaluation Committee held a public meeting to review the response to the solicitation. The committee was comprised of the following City of Cocoa employees:

- **Ryan Brown, Redevelopment Coordinator, Community Development (Evaluator 1)**
- Gary Palmer, Facilities Manager, Public Works (Evaluator 2)
- Debra Harris, Senior Staff Accountant, Finance (Evaluator 3)

During the meeting, the committee reviewed the proposal submitted and determined that presentations were required.

On March 12, 2024, representatives of all three firms were invited to separate but sequential meetings to present their proposal to the committee and to respond to the committee's questions.

The committee members then completed scoring worksheets independently and submitted them to the Purchasing Manager on or before March 20, 2024. All proposals were reviewed in accordance with the evaluation criteria specified in section 5 of the RFP. The results of the scores were as follows:

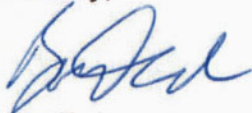
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It is further recommended that the City manager be authorized to negotiate and execute the agreement.

Should there be additional questions or clarification needed please contact the Purchasing Department at purchasing@cocoafl.gov.

Sincerely,



Brian Dale
Purchasing Manager
City of Cocoa

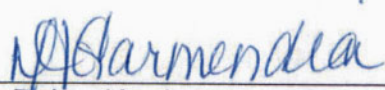
By signing below the evaluation committee members hereby agree with this recommendation to the CRA Board.



Ryan Browne
Redevelopment Coordinator
Community Services
City of Cocoa



Gary Palmer
Facilities Manger
Public Works
City of Cocoa



Debra Harris
Senior Staff Accountant
Finance
City of Cocoa



CITY OF COCOA

Technical Evaluation Scoring Sheet

PROPOSAL OPENING DATE: February 8, 2024 at 3PM EST

BID NUMBER: P-24-04-COC Cocoa and Diamond Square Plan Update

Evaluator Name: Ryan Browne
Evaluator Title: Redevelopment Coordinator
Date Evaluated: 3/19/2024

TAB	DOCUMENT	Inspire	GAI	Michael Baker
A - Qualifications and Experience	Letter of Transmittal	1	0.8	1
	Individuals and Qualifications	16	16	12.8
	Litigation	1	0.8	2
	Financial Information	0.5	0.8	0.1
	Tab A subtotal	18.5	18.4	15.9
B - Similar Projects	List of previous work (attachment K)	7.5	6	6
	List of current contracts	21	18.9	16.8
	Description of awards or accomplishments	1.5	1.5	0.15
	Tab B Subtotal	30	26.4	22.95
C - Project Approach	Statement of Technical approach	25	22.5	15
D - Price Proposal	Fee Schedule	25	20	7.5
Total Score		98.5	87.3	61.35

Column Definition

Tab	Evaluation Criteria sections as defined in the RFP
Document	Required documentation requested to be submitted in each tab
Points	Total Point Value for Tab or section in the RFP
Weight	Prorate of Points towards each document being reviewed
Score	Evaluators score for each document reviewed with 1 being the lowest quality and 10 being the highest quality
Points awarded	$Points\ Awarded = Points * Weight * (Score/10)$

☒ Recoverable Signature

Signature:

X Ryan T. Browne

Ryan Brown
Redevelopment Coordinator
Signed by: A1777DFC4F09430490FD106FC88CF998



CITY OF COCOA

Technical Evaluation Scoring Sheet

PROPOSAL OPENING DATE: February 8, 2024 at 3PM EST

BID NUMBER: P-24-04-COC Cocoa and Diamond Square Plan Update

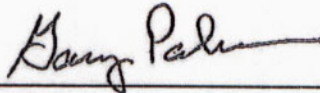
Evaluator Name: Gary Palmer
Evaluator Title: Facilities Manager
Date Evaluated: 3/15/2024

TAB	DOCUMENT	Inspire	GAI	Michael Baker
A - Qualifications and Experience	Letter of Transmittal	0.9	0.9	0.8
	Individuals and Qualifications	16	16	14.4
	Litigation	2	1.8	1.4
	Financial Information	0.9	0.9	0.9
	Tab A subtotal	19.8	19.6	17.5
B - Similar Projects	List of previous work (attachment K)	7.5	7.5	6.75
	List of current contracts	21	21	18.9
	Description of awards or accomplishments	1.5	1.5	1.2
	Tab B Subtotal	30	30	26.85
C - Project Approach	Statement of Technical approach	25	25	22.5
D - Price Proposal	Fee Schedule	22.5	22.5	20
Total Score		97.3	97.1	86.85

Column Definition

Tab	Evaluation Criteria sections as defined in the RFP
Document	Required documentation requested to be submitted in each tab
Points	Total Point Value for Tab or section in the RFP
Weight	Prorate of Points towards each document being reviewed
Score	Evaluators score for each document reviewed with 1 being the lowest quality and 10 being the highest quality
Points awarded	$\text{Points Awarded} = \text{Points} * \text{Weight} * (\text{Score}/10)$

Signature:

X 

Gary Palmer
Facilities Manager



CITY OF COCOA

Technical Evaluation Scoring Sheet

PROPOSAL OPENING DATE: February 8, 2024 at 3PM EST

BID NUMBER: P-24-04-COC Cocoa and Diamond Square Plan Update

Evaluator Name: Debra Harris-Garmendia

Evaluator Title: Senior Staff Accountant

Date Evaluated:

TAB	DOCUMENT	Inspire	GAI	Michael Baker
A - Qualifications and Experience	Letter of Transmittal	0.9	0.8	0.1
	Individuals and Qualifications	11.2	12.8	4.8
	Litigation	2	0	0.2
	Financial Information	1	1	0
	Tab A subtotal	15.1	14.6	5.1
B - Similar Projects	List of previous work (attachment K)	7.5	5.25	5.25
	List of current contracts	21	10.5	0
	Description of awards or accomplishments	1.35	0.75	0
	Tab B Subtotal	29.85	16.5	5.25
C - Project Approach	Statement of Technical approach	22.5	22.5	15
D - Price Proposal	Fee Schedule	17.5	20	5
Total Score		84.95	73.6	30.35

Column Definition

Tab	Evaluation Criteria sections as defined in the RFP
Document	Required documentation requested to be submitted in each tab
Points	Total Point Value for Tab or section in the RFP
Weight	Prorate of Points towards each document being reviewed
Score	Evaluators score for each document reviewed with 1 being the lowest quality and 10 being the highest quality
Points awarded	$Points\ Awarded = Points * Weight * (Score/10)$

☒ Recoverable Signature

Signature:

X Debra Harris-Garmendia

Debra Harris-Garmendia

Senior Staff Accountant

Signed by: 5F3053371309430CA401561AC10E20A6



Purchasing

65 Stone Street • Cocoa, FL 32922

PHONE: (321) 433-8833

EMAIL: PURCHASING@COCOAFL.ORG

January 23, 2024

Addendum 1

To the Contract Documents and Specifications:

RFP # P-24-04-COC

Cocoa and Diamond Square Plan Update

To All Plan Holders:

The following addresses and provides clarification of the Solicitation Documents and Specifications as fully and completely as if the same were fully set forth therein. Please notate receipt of this addendum on the Receipt of Addendum(s) and Acknowledgement Form when responding to the RFP.

A. This addendum includes and addresses the following questions:

1. Can we use a smaller font size than 12-points for resumes, footers, tables, and charts?
Yes, but no smaller than 9 pts.
2. Will a cover page, table of contents, tabs/section dividers, litigation/financial information/Insurance Certificates (part of Tab A), and resumes be excluded from the 50-page limit? **Cover page, table of contents, section dividers, certificates can be excluded. The litigation/financial information and resumes are included in the page limit.**
3. Does the City Commission sit as the Governing Board of the Diamond Square CRA?
The board members are a mixture of Cocoa City Council and community members. You can find the board members for each CRA by following the City of Cocoa website links below.
 - a. **Cocoa Redevelopment Agency:** <https://www.cocoafl.org/1169/Redevelopment-Agency---Cocoa>
 - b. **Diamond Square Redevelopment Agency:** <https://www.cocoafl.org/1170/Redevelopment-Agency---Diamond-Square>
4. What is the CRA's budget for each CRA Plan Update? **Budget is \$60,000 for each CRA Plan update. They have to be quoted separately since we have two different funds supporting the project.**
5. Are the two plan updates to be conducted concurrently? **Yes**

B. All other Bidding/Contract Documents and Specifications remain unchanged.

Should there be additional questions or clarification needed please contact the Purchasing and Contracts Division at purchasing@cocoafl.org.

Brian Dale
Purchasing Manger
City of Cocoa

Stay Connected

www.CocoaFL.gov



Serving our community with P.R.I.D.E!



City of Cocoa | Finance Department | Procurement Division
65 Stone Street, Cocoa, FL 32922
Phone: 321-433-8486, extension 8833 or 8844 | Fax: 321-433-8690

Solicitation Number:
P-24-04-COC

REQUEST FOR PROPOSALS (RFP)

Due Date:
February 8, 2024

TITLE: Professional Services for New Community Redevelopment Plan Update

Issuance | Release Date: January 5, 2024

To: All Prospective Proposers
From: Brian Dale – Purchasing Manager

Dear Potential Proposer:

The City of Cocoa, Florida, a municipal corporation existing under the laws of the State of Florida, herein after also referred to as the “City”, does hereby announce that it is accepting written proposals from all qualified firms or individuals interested in providing the services generally described herein and as specified in the “Scope of Services” of this Request for Proposals (RFP) document. The successful Proposer(s) must demonstrate by his/her qualifications, experience, availability, approach, and work plan that he/she will best serve the overall needs of the City.

If you are interested in preparing a response to this RFP, please read requirements carefully and complete the proposal in the manner as set forth in this RFP document. Your response is considered a binding offer to perform in the manner described in the proposal response and shall remain a firm offer for a period not to exceed one hundred eighty (180) days from public opening. Also please be aware that, under the competitive proposal process, the stipulations set forth herein are fully binding on the Proposer.

Questions regarding this solicitation must be received in writing at the address above no later than **Monday, January 22, 2024 by 8:00AM EST**. Responses to those questions considered material to the solicitation shall be distributed via formal addenda and posted to Vendor Link.

Proposals are due on or before Thursday, February 8, 2024 by 3:00PM EST in the manner specified in section 3.13 of this announcement. All Proposers are advised that under Chapter 119, Florida Statutes, all responses are deemed a public record and open to the public as provided for in said statute.

The City welcomes your response to this RFP document. Proposals should be prepared in accordance with the RFP instructions and will be evaluated by the City as stated in the evaluation section of this document. The City reserves the right to waive any formalities, to reject any or all proposals or to re-advertise for proposals for these services. The City may withdraw all or part of this RFP at any time to protect the interests of the City. All Proposers are asked to be thorough yet concise in their response. Failure to provide the response in the manner prescribed herein may be grounds for disqualification. Thank you for your interest in doing business with the City of Cocoa, Florida.

City of Cocoa, Florida | Procurement Division



City of Cocoa | Finance Department | Procurement Division
65 Stone Street, Cocoa, FL 32922
Phone: 321-433-8486, extension 8833 or 8844 | Fax: 321-433-8690

Solicitation Number:
P-24-04-COC

REQUEST FOR PROPOSALS (RFP)

Due Date:
February 8, 2024

TITLE: Professional Services for New Community Redevelopment Plan Update

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Solicitation Number:
P-24-04-COC

REQUEST FOR PROPOSALS (RFP)

Due Date:
February 8, 2024

TITLE: Professional Services for New Community Redevelopment Plan Update

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City of Cocoa | Finance Department | Procurement Division
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Solicitation Number:
P-24-04-COC

REQUEST FOR PROPOSALS (RFP)

Due Date:
February 8, 2024

TITLE: Professional Services for New Community Redevelopment Plan Update

SECTION 1. PROJECT OVERVIEW.

1.01 INTENT AND PURPOSE.

It is the intent of the Community Redevelopment Agency and the City of Cocoa, FL to select a professional company, consultant teams and/or an individual contractor to update the Community Redevelopment Plan for the Cocoa Community Redevelopment Area (Cocoa CRA) and the Diamond Square Community Redevelopment Area (Diamond Square CRA) for the purpose of modifying the goals and objectives and possibly extending the sunset date of the Diamond Square CRA.

The City of Cocoa will accept Proposals that must include statements of qualification from firms/individuals, corporations, partnerships and other legal entities authorized to conduct business in the State of Florida.

1.02 BACKGROUND.

Visioning and Revitalization Efforts

- a. The Cocoa CRA has an existing CRA Plan which covers the CRA District within the City which expires September 30, 2041.
- b. The Diamond Square CRA has an existing CRA Plan which covers the CRA District within the City which expires on September 30, 2032.
- c. The Community Redevelopment Plan Update: The focus of the Plan Update will include the entire CRA Districts and will include a particular focus on the SR 520 and US1 corridors. The Community Redevelopment Plan is the enabling document which encompasses all the elements which may be undertaken to revitalize the Community Redevelopment District. This Plan will be implemented through the collaboration of the residents of Cocoa, business and property owners, City staff and the City Council.

1.03 TERM.

The basic contract period shall be negotiated for completion of deliverables identified in this RFP and included in the execution of any resulting contract with the most qualified firm and/or individual as determined by the City Council.

Following the selection of a qualified firm/individual, the City anticipates entering into a contract with the firm/individual whose qualifications and experience are judged to be most advantageous to the City. The project compensation schedule will be negotiated to provide the flexibility to the Consultant to prioritize staff as efficiently as possible. The Proposer understands that any response to this RFP as submitted will not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are reviewed and accepted by the Community Redevelopment Agency and the City Commission, and all parties execute a contract.



City of Cocoa | Finance Department | Procurement Division
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Solicitation Number:
P-24-04-COC

REQUEST FOR PROPOSALS (RFP)

Due Date:
February 8, 2024

TITLE: Professional Services for New Community Redevelopment Plan Update

1.04 MINIMUM REQUIREMENTS.

1. The proposer must be a professional consulting firm or similar with demonstrable experience in managing and successfully completing Community Redevelopment Updates. The proposal must indicate a minimum of three (3) successfully completed Community Redevelopment Updates in the past seven (7) years.
2. Proposer must possess in-depth knowledge and understanding of Florida State Statute 163 related to Community Redevelopment Agencies (CRAs). Provide evidence of relevant experience working with CRAs and applying Florida State Statute 163 in past projects. This could include legal expertise, past project documentation, or professional certifications.
3. Proposer must be a legally registered business entity with sufficient staff resources to effectively manage the project. The proposal must demonstrate adequate staff capacity to handle all project tasks within the proposed timeline and budget.

1.05 FEDERAL REGISTRATION REQUIREMENT.

- A. The successful Proposer will be required to obtain and maintain a current DUNS number and CAGE code registration for the life of this Agreement.
- B. Data Universal Numbering System Number (DUNS) and System for Award Management (SAM) requirements FAR 52.204-7:
 1. Definitions. As used in this provision:
 - a. "Data Universal Numbering System (DUNS) number" means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities.
 - b. "Data Universal Numbering System +4 (DUNS+4) number" means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional System for Award Management records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at subpart 32.11) for the same concern.
 - c. "Registered in the System for Award Management (SAM) database" means that:
 - i. The Proposer has entered all mandatory information, including the DUNS number or the DUNS+4 number, the Contractor and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and transparency Act of 2006 (see subpart 4.14) into the SAM database;
 - ii. The Proposer has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in the SAM database;
 - iii. The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The bidder will be required to provide consent for TIN validation to the Government as a part of the SAM registration



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- process; and
- iv. The Government has marked the record "Active".
2. By submission of an offer, the Proposer acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.
 3. The bidder shall enter, on the Respondent's response, the DUNS or DUNS +4 number that identifies the Respondent's name and address exactly as stated in the RFP response. The DUNS number will be used by the Procurement Division to verify that the Proposer is registered in the SAM database.
 4. If the Proposer does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.
 - a. A Proposer may obtain a DUNS number— (i) Via the Internet at <http://fedgov.dnb.com/webform> or if the bidder does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or (ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The Proposer should indicate that it is a Proposer for a U.S. Government contract when contacting the local Dun and Bradstreet office.
 - b. The Proposer should be prepared to provide the following information:
 - i. Company legal business.
 - ii. Trade style, doing business, or other name by which your entity is commonly recognized.
 - iii. Company Physical Street Address, City, State, and ZIP Code.
 - iv. Company Mailing Address, City, State and ZIP Code (if separate from physical).
 - v. Company Telephone Number.
 - vi. Date the company was started.
 - vii. Number of employees at your location.
 - viii. Chief executive officer/key manager.
 - ix. Line of business (industry).
 - x. Company Headquarters name and address (reporting relationship within your entity).
 5. If the Proposer does not become registered in the SAM database in the time prescribed in this solicitation, the City will proceed to award to the next lowest responsive and responsible registered Respondent.
 6. Processing time, which normally takes forty-eight (48) hours, should be taken into consideration when registering. Proposers who are not registered should consider applying for registration immediately upon receipt of this solicitation.
 7. Proposers may obtain information on registration at <https://www.acquisition.gov>.

1.06 RFP SECURITY BOND. – Not used

1.07 PERFORMANCE AND PAYMENT BONDS. – Not used



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SECTION 2. SCOPE OF SERVICES AND TECHNICAL REQUIREMENTS.

2.01 GENERAL PROJECT DESCRIPTION AND REQUIREMENTS.

The Objective of this project will be to update the Community Redevelopment Plan for the Cocoa CRA and Diamond Square CRA. The proposed Scope is as follows:

- A. Review the existing Community Redevelopment Plan: The Consultant shall review the existing Redevelopment Plan, update the Plan and seek a six-year extension to the Diamond Square CRA Plan.
- B. Through Community Outreach and Stakeholder Involvement, articulate a vision for the Community Redevelopment District. The Consultant will lead the community participants and stakeholders through a variety of exercises that will result in the clarification and articulation of a vision for the CRA. The Consultant shall hold at least two (2) community meetings for citizens, business owners and stakeholder groups to allow for maximum participation. There shall be one daytime meeting between the hours of 9:00 a.m. and 4:00 p.m. and one evening meeting between the hours of 6:00 p.m. and 8:00 p.m. in addition to as many meetings with the Agency Boards and City Council as the City deems necessary.
- C. The Plan: The Consultant will consolidate all the research, analysis and community input into a Plan document which shall include guidelines, incentives, illustrations, renderings, elevations, computer simulations of future development at buildout and other elements needed to update the current Plan.
- D. Deliverables for the Plan:
 - i. Meetings with staff to coordinate the project as it progresses;
 - ii. Monthly reports outlining significant meetings, discussions, actions and results;
 - iii. The Consultant shall present a draft of the Plan prior to finalizing the deliverables for the purpose of receiving feedback and making revisions at the direction of the Community Redevelopment Agency and City Council;
 - iv. The Consultant shall present a final plan to the Community Redevelopment Agency and City Council. One original and 6 (six) copies of the final Plan with all maps, guidelines, etc. and 1 (one) copy in electronic format; and
 - v. Electronic version of final documents must be provided in a compressed or web view, as well as in a printer friendly version.



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SECTION 3. GENERAL INSTRUCTIONS FOR PROPOSAL DELIVERY AND PREPARATION.

3.01 REQUESTING THE SOLICITATION DOCUMENT.

The RFP documents are available on-line at no charge via the City of Cocoa online bidding platform, <http://www.myvendorlink.com>, and posted as public notice on the City's website. Vendors must be registered through Vendor Link to download the solicitation documents. The City is not responsible for errors and omissions occurring in the transmission or downloading of any documents from these websites. In the event of any discrepancy between information on these websites and the hardcopy specifications, the terms of the hardcopy specifications shall prevail. For more information, call the Purchasing Department at (321) 433-8833 or email your request to purchasing@cocoafl.org. Important: The desire of the City to pursue proposals shall in no way obligate the City to compensate you for your efforts or to execute a contract with your firm.

3.02 ON-LINE SERVICE PROVIDER DISCLAIMER.

Vendor Link LLC has no affiliation with the City other than as a service that facilitates communication between the City and its vendors. Vendor Link is an independent entity and is not an agent or representative of the City. Communications to Vendor Link do not constitute communications to the City.

3.03 SOLICITATION DOCUMENTS FROM THIRD PARTY PROVIDERS.

The City of Cocoa Procurement Division, its website, and its service provider Vendor Link is the only authorized source of solicitation documents/forms. Solicitation documents/forms obtained from any other third-party source may be an incomplete set of documents. Proposers using solicitation documents/forms obtained from any other third party source are advised to contact the City's Procurement Division to provide a contact name, mailing address, phone number, fax number, and email address to obtain a complete set of solicitation documents and to enable notification of required addenda. Reproduction of these documents without the express permission of the City is prohibited.

3.04 ~~PRE-PROPOSAL CONFERENCE.~~ – Not Used

3.05 INTERPRETATION AND QUESTIONS.

All questions relating to this RFP must be submitted in writing and delivered electronically via email to the Purchasing Division no later than Monday, January 22, 2024 by 8:00AM EST.

The Purchasing Division will serve as the appointed official for receiving all questions pertaining to this RFP and publisher of corresponding addendums associated to this solicitation.

Brian Dale – Purchasing Manager
City of Cocoa Procurement Division
65 Stone Street, 3rd Floor, Cocoa, Florida 32922
Phone: (321) 433-8486, extension 8833
Email: purchasing@cocoafl.org

A. It is the Respondent's responsibility to become familiar with and fully informed regarding the



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terms, conditions, and specifications of this RFP solicitation. Lack of understanding and/or misinterpretation of any portions of this RFP solicitation document shall not be cause for withdrawal of your RFP response after opening or for subsequent protest. Proposers must contact the Procurement Division **prior** to proposal opening, should clarification be required.

- B. Any interpretations, clarifications, or changes will be made in the form of written addenda issued by the Procurement Division.
- C. Any oral communications will not be authoritative and will not be binding on the City.
- D. It is the sole responsibility of the Proposer to contact the Procurement Division **prior** to submitting a proposal to ascertain if any addenda have been issued, to obtain all such addenda, and to return executed addenda with each proposal.
- E. Addenda's will be available to all Proposers on the City of Cocoa's online bidding platform, Vendor Link (<http://www.myvendorlink.com>).

3.06 PREPARATION AND FORMAT.

Proposals shall be prepared in an Original one (1), five (5) copies and one (1) electronic copy by use of USB Drive. Packages must be submitted in a clear and concise manner to meet the requirements of the RFP. Emphasis should concentrate on conformance to the RFP instructions, responsiveness to the requirements, as well as completeness and clarity of content.

3.07 PAGE LIMITATION.

Proposal packages shall be limited to not more than Fifty (50) pages, printed on a single side of paper, with a font no less than twelve (12) point.

Note: Required attachments and forms will not be counted in the above page limitation.

3.08 COMPLETENESS.

Proposals shall contain the information as required in this solicitation. Failure to submit all information as requested may result in a lowered evaluation score of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the City. The following list details the appropriate proposal format:

- A. Selection dividers with tabs labeled. Tab "A" through Tab "E", to identify each required criterion in Section 5;
- B. All attachments shall be placed under the appropriate tab for that sub-section.
- C. Currently valid Certificates of Insurance; and Local Business Tax Receipt (formerly known as Occupational License) shall be placed under Tab "A" of your proposal.

3.09 JOINT VENTURES.

All Proposers intending to submit a proposal as a Joint Venture are required to have filed proper documents with the Florida Department of State, the Division of Professions, Construction Licensing Board and/or any other state or local licensing Agency prior to submitting a proposal response. Please refer to Section 489.119 Florida Statutes.

Joint Venture Firms must provide an affidavit attesting to the formulation of a joint venture and provide



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either proof of incorporation as a joint venture or a copy of the formal Joint Venture Agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

3.10 CORPORATE STANDING AND AUTHORIZED SIGNATORY.

The Proposer must demonstrate that the company is in good standing and that the person signing this proposal is an Authorized Signatory on behalf of the Proposer to sign proposals, negotiate and/or sign contracts, agreements, amendments and related documents to which the Proposer will be duly bound. The Proposer must provide a copy of the State Certificate of Good Standing/Articles of Incorporation listing the officers of the company. In addition to the aforementioned documents the Bidder/Proposer must include necessary information to verify the individual signing this proposal/bid and or any contract document has been authorized to bind the corporation. Examples include:

- A. A copy of your Articles of Incorporation listing the approved signatories of the corporation.
- B. A copy of a resolution listing the members of staff as authorized signatories for the company.
- C. A letter from a corporate officer listing the members of staff that are authorized signatories for the company.

3.11 PROPRIETARY INFORMATION.

- A. In accordance with Chapter 119 of the Florida Statutes (Public Records Law); and except as it may be provided by other applicable State and Federal Law, all Proposers should be aware the Request for Proposals (RFP) solicitation and the responses thereto are in the public domain. Proposers are requested to identify specifically any information contained in their Proposals which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, citing specifically the applicable exempting law.
- B. A generic notation that information is "confidential" is not sufficient. Failure to provide the Procurement Division with a detailed explanation and justification including statutory cites and specific reference to your Proposal detailing what provisions, if any, you believe are exempt from disclosure, may result in your entire Proposal being subject to disclosure in accordance with Chapter 119 of the Florida Statutes.

3.12 PROPOSAL REPRODUCTION.

Please submit one (1) bound original and five (five) copies of the proposal. The submittal MUST also include a single memory stick containing the entire submittal electronically formatted to be read with Microsoft® software products or Adobe® PDF software.

3.13 PROPOSAL SUBMITTAL AND DELIVERY.

- A. Sealed proposals must be received in the City's Procurement Division no later than **3:00 P.M. EST on February 8, 2024**. Proposals received after the stated date and time will not be accepted and will be returned unopened. The City will not be responsible for any bid/proposal delivered incorrectly or to the wrong address or location. No exceptions will be made. Proposals shall be



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submitted and delivered to the below address in a sealed, opaque envelope or packaging material, plainly marked on the outside with the following:

City of Cocoa Procurement Division
Attention: Brian Dale, Purchasing Manager
65 Stone Street, 3rd Floor
Cocoa, Florida 32922
RE: Solicitation RFP P-24-04-COC
Solicitation Title: Professional Services for New Community Redevelopment Plan Update
Date and time proposal is due.

For your convenience, **Attachment "Q", Solicitation Response Identification Label** has been provided to properly identify and affix to your RFP response.

B. If submitted by mail, the Proposal submittal shall be enclosed in a sealed envelope addressed to the designated Procurement Administrator. Proposals submitted by mail must be received by the Procurement Division by the time specified herein for the opening thereof.

1. Please be advised that United States Postal Service (USPS) Express and Priority service class; are delivered to the City once daily. Accordingly, in order for a submission to be received by the Procurement Division when the services of the USPS are used, a Proposer or bidder is responsible for ensuring that their submittal is transmitted in such manner as necessary for the USPS to receive, sort, and deliver to the City by the submittal due date and time.
2. The City only collects other USPS mail one (1) time per day upon opening of the local Post Office branch, which is then sorted by the City for delivery to the Procurement Division and other City departments. Submissions arriving at the USPS after the initial pick-up by the City will be placed in the City's callbox for pick-up and will not be delivered to or received by the Procurement Division until the next business day.
3. When using the USPS or any other mail delivery services, it is the sole responsibility of the Proposer to ensure that Proposals are received in the Procurement Division by the due date and time. The City shall not be responsible for delays caused by any occurrence.

3.14 IMPROPER IDENTIFICATION AND TIMELINESS.

The City is not responsible for the failure of a Proposer or the Respondent's agent to submit responses in a timely manner or for a proposal that is not properly addressed or identified. Proposal delivery by electronic means, such as facsimile and e-mail, is not allowed.

3.15 PUBLIC OPENING OF PROPOSALS.

Proposals will be announced publicly by the Procurement Division on the due date and time or as soon thereafter as possible. Only the names of the respondents and verification of bond submittal, if applicable, will be publicly announced unless otherwise required by law. Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Article I of the State Constitution until such time as the agency provides notice of an intended decision or until 30



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days after opening the bids, proposals, or final replies, whichever is earlier. All other information will be subject to Florida's Open Government Laws to Public Contracting.

3.16 WITHDRAWAL OF PROPOSALS.

Proposals may not be withdrawn for a period of one hundred eighty days (180) days after the public opening date.

3.17 OWNERSHIP OF DOCUMENTS.

All documents resulting from this RFP solicitation shall become the sole property of the City. All Proposals received from Respondents in response to the RFP solicitation will become the property of the City and will not be returned to Respondents. In the event a contract is executed, all documentation produced as part of the Contract will become the exclusive property of the City.

- A. Drawings, specifications, designs, models, photographs, reports, surveys, calculations, and other data provided in connection with this RFP solicitation and/or agreement as a result of this solicitation process; are and shall remain the property of the City whether the project for which they are made is executed or not. Such finished or unfinished documents, data, calculations, studies, surveys, specifications, drawings, maps, models, photographs and reports prepared by the successful Respondent(s) shall be delivered by the successful Respondent(s) to the City at the conclusion of the project or the termination of the successful Respondent(s)' services.
- B. When such documents are provided to other parties, the successful Respondent(s) shall ensure return of the City's property by collecting a deposit equal to the cost of reproduction.

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SECTION 4. RFP SOLICITATION PROCESS SCHEDULE.

4.01 TENTATIVE SCHEDULE.

Tentative Schedule
(*Dates are estimated and subject to change)

Task	Date
RFP Released to General Public	Friday, January 5, 2024
Deadline for Questions by Interested Parties	Monday, January 22, 2024
Proposal Due Date and Opening	Thursday, February 8, 2024
Evaluation and Selection of Proposer for Contract Negotiation*	February 2024
Presentations, if required*	March-April 2024
CRA Approval of Contract*	March-April 2024

SECTION 5. PROPOSAL RESPONSE, CRITERIA, AND EVALUATION POINT VALUES.

5.01 EVALUATION CRITERIA.

Evaluation Criteria

Tab Assignment	Category	Maximum Points
A	Firm's Qualifications and Experience	20
B	Similar Projects/References	30
C	Project Approach	25
D	Price Proposal/Fee Schedule	25
E	RFP Solicitation Response Required Forms	0
F	Additional Information	0
MAXIMUM TOTAL POINTS		100

5.02 FIRM QUALIFICATIONS AND EXPERIENCE – TAB “A” (20 POINTS).

- A. **Letter of Transmittal.** Provide a letter of transmittal, no longer than two (2) pages, signed by an authorized representative of the Respondent, including a brief description of your firm's location, organization structure, and philosophy. (This section is not included in the overall proposal fifty (50) page count)



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- B. **Individuals and Qualifications.** Identify and include qualifications of specific individuals to be assigned to the project (include names, contact information, and resumes) and specify which services the individuals will provide to the City.
- C. **Litigation.** Please list any past and/or pending litigation or disputes relating to the work described herein that your firm has been involved in within the last five (5) years. The list shall include each project name and the nature of the litigation.
- D. **Financial Information.** Provide an official letter, or similar document, from the Respondent's financial institution detailing the financial status of the Respondent. The letter shall include a contact name, address, phone number, and fax number. The failure to produce financial requirements may be grounds for disqualification of your proposal response and offer. Respondent shall mark "CONFIDENTIAL" on any document which is exempt from public records disclosure and reference the Florida State statute which covers the exemption.

5.03 SIMILAR PROJECTS – TAB "B" (30 POINTS).

- A. To demonstrate experience and success in conducting similar work, the Proposer shall provide a minimum of three (3) references of similar size projects in similar circumstances with appropriate reference information, concentrating only on those projects completed within the last seven (7) years or currently underway by the Respondent's firm, as follows:
 - 1. Client name, address, phone, fax number and email address;
 - 2. Description of all services provided;
 - 3. Performance period; and,
 - 4. Total annual amount of contract.
- B. Please provide a listing of current contracts your firm is committed to servicing; as the City wants to determine whether your firm has enough capability to service the City and not have constraints due to other commitments.
- C. Describe any significant or unique awards received or accomplishments made in previous, similar projects.

NOTE: Please do not include projects completed or currently underway with the City of Cocoa.

5.04 PROJECT APPROACH – TAB "C" (25 POINTS).

- A. State your firm's technical approach to the project and the interpretation of the scope of services required.
- B. Define the adequacy of resources, including personnel, labor, equipment and supply resources, and other requirements to provide the requested services. The City wants to determine whether your firm has enough capability to service the City and not have constraints due to other commitments.



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- C. Provide a clear statement of the specific services and tasks to be performed. Include information concerning each task and staff committed to accomplish each task.
- D. Provide a typical response time and/or project implementation schedule for proposed services including any management and planning strategies.

5.05 FEE SCHEDULE – TAB “D” (25 POINTS).

The cost proposal must clearly indicate the total cost of the project at completion. It must be broken down for both CRAs: Cocoa Redevelopment Agency and Diamond Square Redevelopment Agency. For each CRA, it must include a break down of cost by deliverable including but not limited to attendance of public meetings (a minimum of two are expected), cost for high level estimate and analysis of planned projects, development of a draft plan, and development of a final plan. The cost proposal should be valid for a period of 180 days after the proposal due date and it should be signed by an authorized representative of the firm.

5.06 RFP SOLICITATION RESPONSE REQUIRED FORMS – TAB “E” (0 POINTS).

Proposers shall include all applicable and duly executed forms under this section.

- A. **Submittal Acknowledgement** Signed by authorized representative of the firm and notarized.
- B. **Insurance Certificates.** Provide copies of your current liability and workers’ compensation Certificates of Insurance. The successful Respondent(s) will be required to provide Certificate(s) of Insurance evidencing coverage as required in **Attachment “B”, Insurance Requirements** within five (5) business days of the notification of selection. Note: Policies other than Workers’ Compensation shall be issued only by companies authorized to conduct business in the State of Florida, with active certificates of authority issued by the State of Florida, Department of Insurance.
- C. **Conflict of Interest.** Proposers must provide disclosure of any potential conflict of interest due to any other clients, contracts, or property interests for this project only. Proposers must complete and submit with their response **Attachment “C”, Conflict of Interest Statement** and have it notarized certifying that no member of your firm ownership, management, or staff has a vested interest in any aspect of this solicitation or any department within the City of Cocoa.
- D. **Non-Collusion/Lobbying Certification.** Proposers must complete and submit with their response **Attachment “D”, Non-Collusion/Lobbying Certification** and have it notarized.
- E. **Drug Free Workplace Certification.** If applicable, Proposers must complete and submit with their response **Attachment “E”, Drug Free Workplace Certification** and have it notarized.
- F. **Attachment “F” not used.**
- G. **Addenda Acknowledgement.** If applicable, Proposers must complete and submit with their response **Attachment “G”, Addendum Acknowledgement**.
- H. **Corporate Standing and Authorized Signatories.** Proposers must provide a copy of the State Certificate of Good Standing/Articles of Incorporation listing the officers of the company. Please complete and comply with **Attachment “H”, Organizational Information** and provide one of the forms of evidence of Signatory Authority listed in Section III, (I) Corporate Standing and Authorized Signatories.
- I. **Sub-Contractors.** Proposers must list any sub-contractors that shall be used to accomplish the



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scope of services. Please complete and Submit **Attachment “I”, Schedule of Proposed Subcontractor Participation**. If no subcontractors are going to be used, check the box for “No Subcontracting (of any kind) will be utilized on this project” at the top of the form.

- J. **Scrutinized Companies Certification**. If applicable, Proposers must complete and submit with their response **Attachment “J”, Contractor Certification Regarding Scrutinized Companies**.
- K. **Attachment “K” not used**.
- L. **Federal Non-Collusion/Lobbying Certification** must be signed and witnessed.
- M. **Certification Regarding Debarment** must be signed/
- N. **Attachment “N” not used**.
- O. **Flow Down of Terms and Conditions to Subcontractors** must be signed.
- P. **E-Verify Contractor Affidavit** – Must be signed, notarized, and include a printout from the E-Verify website confirming your enrollment
- Q. **Solicitation Response Identification Label** – Not a requirement but used for convenience
- R. **Local Business Tax Receipt**. Provide a copy of your Local Business Tax Receipt. In accordance with section 205.065, Florida Statutes, a current Department of Professional Regulation certificate may be provided in lieu of a Local Business Tax Receipt, with a copy of the corresponding Occupational License of the home state, county, or city.
- S. **Proof of Licenses/certification**. Please include copies of applicable licensure/certification, including; but not limited to:
 - 1. Provide proof of proper State of Florida business licensure and professional certification(s)/registration(s) in the State of Florida.
 - 2. Provide proof of corporate registration to operate in the State of Florida by the Department of State, Division of Corporations. Information concerning certification can be obtained at: <http://dos.myflorida.com/sunbiz/>. Please note: certification must be on **active status only**.
- T. **W-9 Form**. Proposers that have not done business with the City or have not provided a W-9 within the last two (2) years must submit a W-9 with their proposal.

5.07 ADDITIONAL INFORMATION – TAB “F” (0) POINTS.

Proposers may include a section for appendixes including promotional material or supporting documentation not otherwise requested herein. Please clearly designate this section in your response. This will be for informational purposes only.

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SECTION 6. EVALUATION PROCESS.

6.01 DETERMINING RESPONSIBILITY.

In conjunction with the weighted criteria being used to determine the qualifications and capability of the Respondent, the City may also consider the Respondent's ability to meet or exceed the following criteria:

- A. The Respondent's ability, capacity, and skill to perform the contract or provide the service within the time specified;
- B. The quality of performance of previous contracts or services including previous performance with the City;
- C. Previous and existing compliance by the Proposer with laws and ordinances relating to the contract or service;
- D. Financial resources of the Proposer to perform the contract or provide the service; and,
- E. Whether the Proposer is in arrears to the City on a debt or a contract; whether the Proposer is in default on surety to the City; or whether the Respondent's taxes are delinquent.

6.02 USE OF THE WORDS "SHALL", "MUST", "WILL".

The City of Cocoa has established certain requirements with respect to proposals to be submitted by prospective Respondents. The use of "shall", "must" or "will" (except to indicate simple futurity) in the Request for Proposals (RFP) indicates a requirement or condition, which must be met. The City of Cocoa may, at its sole discretion, waive these requirements or conditions if the conditions are determined to be not material. A deviation from a requirement is material if the deficient response is not in substantial accord with the RFP requirements, provides an advantage to one Proposer over other Respondents, or has a potentially significant effect on the delivery, quantity or quality of items proposed amount paid to the Respondent, or for the cost to City of Cocoa. Material deviations cannot be waived.

6.03 INITIAL EVALUATION OF PROPOSALS.

- A. Each proposal is initially evaluated by the Procurement Division to ensure each proposal meets the minimum criteria as set forth in the solicitation document. A Proposal Submittal Checklist of the essential items required by the solicitation shall be prepared by the designated Procurement Representative and presented to the Evaluation Committee for consideration and action. This process may include, but is not limited to the following:
 1. The proposal was submitted by the deadline;
 2. All required documents have been submitted;
 3. All documents requiring an original signature have been signed and submitted; and
 4. Verification through the professional regulatory agency to ensure proper professional licenses or credentials, as required.
- B. The City, at its sole discretion, may utilize the services of one or more independent firms, consultants, technical experts, and/or services to assist in the review or to provide an assessment, evaluation, and/or opinion as to the merits or validity of the Respondent's response to this RFP.



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6.04 EVALUATION COMMITTEE.

The City may utilize an Evaluation Committee to review responses. The Evaluation Committee is comprised of qualified and recommended City staff members, professional City advisors, or local government staff or officials who are appointed by the City Manager or Designee in coordination with the requesting department. The Evaluation Committee shall consist of members who have experience, knowledge and/or expertise in the program area and service requirements of the solicitation. The designated Procurement Representative serves as the non-voting chair of the committee.

6.05 INITIAL RANKING AND/OR SHORLIST.

The Evaluation Committee may be tasked with selecting a minimum of three (3) and a maximum of six (6) of the proposals submitted for presentation and/or interview based upon the criteria established herein. If fewer than three (3) Respondents submit a proposal, those that submit may be selected for presentations or interviews; or the solicitation may be cancelled at the sole discretion of the City.

6.06 PRESENTATIONS OR INTERVIEWS.

The City may request that Respondents provide presentations to the Evaluation Committee, City Manager, and/or City Commission; and/or conduct interviews with the selected Respondents regarding the qualifications, ability to furnish the required services, and all criteria set forth herein. The Procurement Division will notify all selected Respondents of the City's decision to request presentations and/or interviews, as applicable. Therefore, the Proposer shall have officials of the appropriate management level present and representing the firm if a presentation is scheduled by the City. The Proposer understands that any and all costs related to the presentations and interview process is considered an operational cost of the Proposer and shall not be passed on to or be borne by the City.

Presentations may include, but not be limited to; a presentation from the Proposer and questions from the City. The City will make an effort to provide questions to be addressed in these sessions to the respective Proposer prior to the session. The Proposer shall address all questions provided in their presentation and provide same in handouts and on digital format. The Proposer understands that any and all costs related to the presentations and interview process is considered an operational cost of the Proposer and shall not be passed on to or be borne by the City.

Pursuant to Florida Statute Chapter 286, any portions of a meeting, at which a vendor makes an oral presentation, or answers questions as part of a competitive solicitation, are exempt from Florida Statute 286.011 and Statute 24(b), Article I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the proposals, whichever occurs earlier.

6.07 BEST AND FINAL OFFER AND CONTRACT NEGOTIATIONS.

The City may, at its option, request that all the respondents or all respondents shortlisted provide a Best and Final Offer submittal before selection of the final Respondent for contract negotiations. If a BAFO is requested, the Procurement Division must establish a deadline for submission of Best and Final Offers, indicate the areas of the RFP to be addressed, and indicate how the revised proposals will be evaluated. If a respondent does not submit a Best and Final Offer, its immediate previous offer will be considered as its Best and Final Offer (unless a bid withdrawal has been accepted). The contract negotiation team will



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include, at a minimum, a member from the Procurement Division and a member from the requesting Division/Department/Office. The City reserves the right to negotiate any and all elements of a contract resulting from this RFP solicitation. Nothing in this RFP guarantees contract negotiations will be successful, and such negotiations may be terminated at any time, including after selection of a Respondent. Respondents submit proposals solely at their own risk. Pursuant to Florida Statute Chapter 286, any portion of a meeting, at which negotiation strategies are discussed, or negotiations with a vendor is conducted, are exempt from Florida Statute 286.011 and Statute 24(b), Article I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening proposals, whichever occurs earlier.

6.08 BASIS FOR SELECTION.

Except in cases where the City exercises the right to reject all Proposals, the selection of a Respondent for contract negotiation shall be made as soon as practicable after the opening of the proposals, to the Respondent deemed the most qualified and in the City's best interest (most advantageous) as determined in the sole and absolute discretion of the City. **SELECTION OF THE RESPONDENT DEEMED MOST QUALIFIED AND IN THE CITY'S BEST INTEREST SHALL NOT RESULT IN THE FORMATION OF A CONTRACT. NO CONTRACT SHALL BE FORMED UNTIL FINAL APPROVAL OF SUCH CONTRACT BY THE CITY COUNCIL OR CITY MANAGER AFTER NEGOTIATION OF SPECIFIC CONTRACT TERMS, CONTAINING SUCH TERMS AS THE CITY COUNCIL OR CITY MANAGER DETERMINE ARE IN THE BEST INTEREST OF THE CITY.** Contract negotiations may be terminated at any time by the City Manager if, in his or her sole discretion, the City Manager determines that the negotiation of terms acceptable to the City will not be successful.

6.09 RIGHT TO CANCEL OR REJECT.

- A. A solicitation may be canceled, or any or all submittals in response to a solicitation issued by the City may be rejected, by the Procurement Administrator, in whole or in part, without recourse, when it is in the best interest of the City in accordance with the Section 5.14 of City of Cocoa Purchasing Policy. As the best interests of the City of Cocoa may require, the right is reserved to make selection(s) by individual items, group of items, all or none, or a combination thereof, with one or more suppliers. The Proposer agrees that the City has the right to reject, for any reason and without penalty, any and/or all proposal packages or any part of a proposal package, prior to and after the rankings are made by the City, and that the City has the right, for any reason and without penalty, to terminate any contract negotiations commenced with any Proposer following selection or award to the most advantageous Respondent. The City also reserves the right to re-advertise and solicit new bids/proposals or to abandon the project in its entirety without reason and without penalty.
- B. The City reserves the right to accept or reject any or all Bids/Proposals, or to waive any formalities, technicalities, irregularities, or immaterial variation.
- C. The City also reserves the right to reject the proposal from a Proposer who has previously failed to perform properly, or complete on time contracts of a similar nature, or who investigation shows is not in a position to perform the contract.

6.10 EVALUATION COMMITTEE TABULATION.



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If utilized, the Evaluation Committee Tabulation Form will be posted and available for download on the City of Cocoa's online bidding platform, Vendor Link (<http://www.myvendorlink.com>).

6.11 NOTICE OF INTENT TO AWARD.

The Procurement Division may issue a Notice of Intent to Award. If a Notice of Intent to Award is issued, it shall be publicly posted on the Public Notice Board located outside of City Hall for a period of at least three (3) business days after the Notice is issued. The Notice will also be posted and available for download on the City of Cocoa's online bidding platform, Vendor Link (<http://www.myvendorlink.com>).

PROTESTS AND APPEALS.

- A. Any prospective Bidder or Respondent may file a Notice of Intent to Protest concerning a Solicitation's specifications or criteria, including addenda, or the procedures leading to award of the Bid or Proposal (Pre-Award/Selection Protest) in writing to the Purchasing Manager. The protest must be received in the Procurement Division Office at least 72 hours after receipt of the Solicitation documents or addenda in accordance with Section 15.2-13 of the City of Cocoa Financial Operations Manual.
- B. Any Bidder or Respondent, who is not the successful Respondent selected and who claims to be the rightful awardee, may file a Notice of Intent to Protest, in writing, with the Procurement Division Office, within 72 hours after the decision of the City Council or the City Manager selecting the most advantageous Respondent. An Award Protest is not valid if filed by a Bidder who cannot show they would be awarded the Contract if their protest is upheld in accordance with Section 15.2-13 of the City of Cocoa Financial Operations Manual.
- C. Any Bidder or Respondent who intends to protest is advised to obtain a copy of the City of Cocoa Financial Operations Manual and must follow all procedures and submit all required documents with its Notice of Intent to Protest as provided therein.
- D. The decision of the City Council or City Manager shall be final and conclusive.

6.12 AGREEMENT/CONTRACT.

The City intends to use and issue an agreement for the services requested herein, containing the terms deemed in the City's best interest by the City Manager or City Council. Typically, the Scope of Services outlined in this RFP solicitation, the successful Respondent's response to same and the end result of negotiations will become Exhibit "A", Scope of Services on the agreement. Exhibit "B" will outline the Pricing Schedule as negotiated.

- A. The successful Proposer must sign the agreement prior to execution by the City, whereupon the successful Proposer becomes the Contractor upon approval.
- B. The provisions of said agreement contain similar language to the provisions contained in this solicitation document.
- C. The agreement shall be used as a basis for negotiation and the City reserves the right to change, revise, or modify the agreement in its entirety, or any part thereof, prior to obtaining signatures from all parties.



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- D. The successful Proposer shall execute and return the agreement to the City, within five (5) days after receipt along with any and all additional contractual documents, performance and payment bonds (if applicable), insurance certificates, completed subcontractor list (Please refer to Exhibit D in the Agreement), active registration for a DUNS number and System for Awards Management CAGE Code, and any other documents required as outlined in this solicitation document.
- E. In no event shall an agreement be considered binding upon the City until it has been properly executed by all parties.
- F. In conjunction with the agreement, a purchase order or other form of payment will be established by the City prior to the start of any project, service, or work by the successful Respondent.

6.13 EXECUTION OF CONTRACT.

- A. The City Manager, or designee, shall review the fees and rates of compensation for reasonableness prior to execution of contract or submittal of a recommendation of contract or agreement to the City Commission. The City Attorney may review all contract documents. Other experts may be consulted to assist in this process.
- B. The Procurement Division and the requesting Department/Division/Office will prepare the required award documents and make recommendations for approval to the City Commission or City Manager. Upon award, the Mayor or City Manager, as applicable, will execute the agreement. The City Commission retains full discretion to award or reject a contract or authorize expenditures in the best interest of the City, even after selection of the most advantageous Respondent.

6.14 NON-EXCLUSIVE CONTRACT.

Award of this project shall impose no obligation on the City to utilize the successful Proposer for all work of this type, which may develop during the contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the City's best interest.

6.15 OWNERSHIP AND RIGHTS IN DATA.

Any work, product or deliverable report provided to the City as a result of work performed while under contract shall be considered the property of the City and may be used in any fashion the City deems appropriate. The City shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by the successful Proposer pursuant to the terms of the awarded contract, including but not limited to reports, memoranda or letters concerning the research and reporting tasks of the awarded contract.

SECTION 7. GENERAL TERMS AND CONDITIONS.

7.01 USE OF INTERCHANGEABLE TERMS.

- A. Throughout this solicitation document, the usage of the terms Consultant, Proposer and/or Respondent may be used interchangeably with each other.
- B. Throughout this solicitation document, the usage of the terms Agreement and/or Contract may be



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used interchangeably with each other.

7.02 FUND AVAILABILITY.

Any contract resulting from this solicitation is deemed effective only to the extent that funds are available. The City of Cocoa abides by the provisions set forth in Florida Statutes relative to the appropriation of funds.

A. Multi-Year Contracts and Appropriation of Funds (if applicable)

Contracts for Goods, Services, or Construction may be entered into for more than one (1) fiscal year if it is deemed to be in the best interest of the City, if the term of the Contract and conditions of renewal or extension are included in the Solicitation, and funds are available for the first term of the Contract. Obligations for succeeding fiscal years may be subject to the availability and appropriation of funds by the City Commission.

B. For Construction Projects, total funding may be identified and appropriated in the fiscal year commencement of the Construction Project takes place, or to the maximum extent as possible and not inconsistent with law. Obligations for succeeding fiscal years shall be rolled over and/or appropriated as applicable.

7.03 PROMPT PAYMENT ACT.

Payments will be made pursuant to section 218.70, Florida Statutes, Florida's Prompt Payment Act.

7.04 PURCHASING CARD PROGRAM.

The City of Cocoa uses the VISA Purchasing Card Program to streamline our procurement process. In order to expedite payments to suppliers, the SunTrust VISA Purchasing Card (P-Card) and ePayables solution has been implemented to more effectively control our procurement activities and to achieve a significant cost savings over the traditional paper, purchasing and payment system.

As one of the City of Cocoa's valued suppliers, your business can also achieve cost savings results by accepting the ePayables or P-Card. Identified supplier benefits of this Program are:

- Reduction of payment time;
- Payment within forty-eight (48) to seventy-two (72) hours;
- Direct electronic deposit to your primary bank account;
- Increase in working capital;
- Elimination of invoicing;
- Reduced collection efforts;
- Enhanced corporate relationships;
- Reduced billing costs; and
- Enhanced reporting.

Additionally, you will be able to grow your customer base by accepting purchasing cards from other corporate customers as well as all major credit cards; therefore, the City encourages all vendors to accept the VISA ePayables solution.



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7.05 INVOICES.

- A. All invoices, in order to be classified as a proper invoice, shall be delivered to Finance Department, Attention: Accounts Payable, City of Cocoa, 65 Stone Street, Cocoa, Florida, 32922.

For purposes of billing submission and payment procedures, a "proper invoice" by a Contractor, consultant or other invoicing party shall conform to the following process:

1. A description (including quantity) of the goods and/or services provided to the City (or a party on behalf of the City) reasonably sufficient to identify it (or them);
2. the amount due, applicable discount(s), and the terms thereof;
3. the full name of the Vendor, Contractor or other party who is supplying the goods and/or services including a mailing address in case of a dispute and a mailing address for payment purposes (if they are different) and a telephone number;
4. the Purchase Order and Contract number (if applicable) as supplied by the City;
5. an identification by City Division, Department or Office of the party or parties to whom the goods were delivered or services provided; and
6. in order to be considered as a proper invoice, it must be based on:
 - a. a proper delivery,
 - b. installation, or
 - c. provision of the goods and/or services acceptance by the City; and
 - d. the Vendor, Contractor or other party who is supplying the goods and/or services has otherwise complied with all of the Contract's terms and conditions and is not in default of any of them.

B. Dispute Resolution

In the event a dispute occurs between a contractor, vendor or other invoicing party ("invoicing party") and the City concerning payment of an invoice, the City Department, Office or Division which has the dispute along with a representative of the City's Procurement Division and the invoicing party shall meet to consider the disputed issues.

The invoicing party shall provide to the City such material and information as the City may reasonably require. Any such procedure shall be initiated by either party notifying the other in writing of a dispute or stating with specificity its nature. This procedure shall commence not later than forty-five (45) days and be resolved not later than sixty (60) days, after the date on which the proper invoice was received by the City. Any decision by the Procurement Administrator shall constitute the final decision of the City regarding these matters and shall be communicated in writing to the invoicing party within three (3) business days after such decision.

If no decision is rendered within the time period as set out above, then a decision against the invoicing party shall be deemed to have been issued.

7.06 LOCAL BUSINESS TAX RECEIPT.

Both the City of Cocoa and Brevard County require a Local Business Tax Receipt (formerly Occupational



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License) be held by all its contractors. The City's Community Development Department can assist you in obtaining the required Business Tax Receipt from both Brevard County and the City at the same time. Please contact the City's Community Development Department directly for information concerning this requirement at (321) -8486, extension 8577.

7.07 FOREIGN CORPORATION.

In accordance with Section 607.1501, Florida Statutes, and provided an exemption is not available, a foreign corporation may not transact business in Florida until it obtains a certificate of authority from the Florida Department of State.

Foreign corporations may submit bids or Proposals prior to obtaining a certificate of authority from the Florida Department of State. A foreign corporation must be in compliance with F.S. 607.1501, prior to entering into a Contract with the City of Cocoa.

7.08 PERMITS, LICENSES OR FEES.

At its sole expense, any required federal, state, and local permits, licenses, occupational and otherwise, or fees required shall be the responsibility of the Respondent. The City will not entertain separate payment for these items.

7.09 TAXES.

The City of Cocoa is a municipality corporation existing under the laws of the State of Florida. As such, the City does not pay State of Florida Sales Tax. The City's State Tax exemption number is 85-8012621548C 8 and the Federal Employee Identification Number is 59-6000292. The City's sales tax exemption does not apply to goods and services purchased separately by the successful Proposer in connection with its fulfillment of its contractual obligations with the City. The successful Proposer shall be responsible for paying any taxes, fees or similar payments which are required to be paid in connection with the awarded Agreement as a result of this solicitation.

7.10 COMPLIANCE WITH ALL LAWS AND VENUE.

At its sole expense, any contractual arrangement between the City and the Proposer shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and municipal governments, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of award and execution of an Agreement or are adopted at any time following the execution of the awarded Agreement. All legal actions hereunder shall be conducted only in the circuit court in Brevard County or federal court in the Middle District of Florida, Orlando Division; except that any final judgment may be enforced in other jurisdictions in any manner provided by law.

7.11 CONFLICT OF INTEREST.

All Respondents must disclose, with their proposal, the name of any officer, director, or agent who is also an officer or employee of the City of Cocoa. Furthermore, all Respondents must disclose the name of any City of Cocoa officer or employee who owns, directly or indirectly, an interest of ten percent (10%) or more of the Respondent's firm or any of its branches, subsidiaries, or partnerships. Failure to disclose in this manner will result in the disqualification of the Proposer or the cancellation of work. It is the sole responsibility of the Proposer to ensure compliance with the Section 2.1, Conflict of Interest of the City



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of Cocoa Purchasing Policy. Please complete and submit **Attachment "C", Conflict of Interest Statement** with your proposal response. The City may seek damages for the recoupment of losses in having to re-solicit or re-assign this project.

7.12 NON-COLLUSION/LOBBYING CERTIFICATION.

All Respondents shall file a statement executed by, or on behalf of the person, firm, association, or corporation submitting the proposal certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted proposal. In addition, no City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of the City Commission, City Manager or any City employee in connection with the awarded agreement as a result of this solicitation process. Please complete and submit **Attachment "D", Non-Collusion/Lobbying Certification** with your proposal response.

7.13 ADDITIONAL TERMS AND CONDITIONS.

No additional terms and conditions included within the proposal response shall be evaluated or considered, and any and all such additional terms and conditions shall have no force and effect and are inapplicable to this solicitation. If submitted either purposely, through intent or design, or inadvertently, appearing separately in transmitting letters, specifications, literature, price lists, or warranties, it is understood and agreed the general and special conditions in this solicitation are the only conditions applicable to this proposal and the Respondent's authorized signature affixed to the proposal signature section attests to this.

7.14 INDEPENDENT CONTRACTOR AND LIABILITY.

The successful Proposer and each sub-consultant are, and while performing the Services will continue to be, independent contractors. The successful Proposer shall not be an agent of the City, except as may be otherwise expressly provided herein and/or the awarded Agreement, and only to the extent so provided. The successful Respondent's employees and sub-consultant employees are not, and while performing any of the Services, they shall not be deemed to be, employees of the City.

7.15 INDEMNIFICATION.

- A. Indemnity: The successful Proposer shall defend, indemnify and hold harmless the City and all of the City's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of the successful Respondent, its officers, agents or employees or subcontractors in performance or non-performance of its obligations under the awarded Agreement. The successful Proposer recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the City when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of the awarded Agreement. Compliance with any insurance



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requirements required elsewhere within the awarded Agreement shall not relieve the successful Proposer of its liability and obligation to defend, hold harmless and indemnify the City as set forth in this article of the awarded Agreement. The City will be permitted to choose legal counsel of its choice. The successful Proposer shall require each of its agents/subcontractors to agree in writing to the provisions of this paragraph.

- B. Copyright Infringement: The successful Proposer shall guarantee that all services performed under the awarded Agreement will be free from claims of patent, copyright or trademark infringement. The successful Proposer shall defend, indemnify and hold the City and its successors and assigns harmless from and against all third-party claims, suits, and proceedings and any and all damages, liabilities, costs and expenses (including reasonable attorneys' fees and court costs) incurred as a result of (i) infringement by the successful Proposer of any third-party patent, copyright or trademark or (ii) misappropriation by the successful Proposer of any third-party trade secret in connection with any of the foregoing.

7.16 INSURANCE REQUIREMENTS.

- A. Include a copy of your current liability insurance, workman's compensation insurance certificate, and a copy of your firm's Local Business Tax Receipt with your proposal submittal.
- B. The successful Respondent(s) shall provide original certificates of Insurance, evidencing coverage as required in **Attachment "B", Insurance Requirements**, to the Procurement Division within five (5) regular business days of the notification of the intent to award the Agreement. Certificates of Insurance shall provide a minimum of a thirty (30) day notice of cancellation to the City and shall name the City of Cocoa as a Certificate Holder/Additional Insured.
- C. All insurance certificates shall remain valid and in full force for the term of the Agreement. Failure to maintain binding insurance policies for awarded services will be grounds for termination of awarded Agreement.

7.17 PUBLIC ENTITY CRIMES.

As required by section 287.133, Florida Statutes, the Proposer warrants that it is not on the convicted contractor list for a public entity crime committed within the past thirty-six (36) months. The Proposer further warrants that it will neither utilize the services of, nor contract with, any supplier, sub-contractor, or consultant in connection with this Agreement for a period of thirty-six (36) months from the date of being placed on the convicted contractor list. By way of a submittal response completion and signature on this solicitation, the Proposer certifies that it is qualified to do business with the City of Cocoa in accordance with all Florida Statutes.

7.18 ACCEPTANCE OF GOODS/SERVICES.

Receipt of goods/service shall not constitute acceptance. Final acceptance and authorization of payment shall be given only after a thorough inspection indicates that the performance meets the specifications and/or all conditions. Should the delivered goods/services differ in any respect from the specifications, payment will be withheld pursuant to section 218.70, Florida Statutes, until such time as the successful Proposer takes necessary corrective action. If the proposed corrective action is not acceptable to the City, the City may refuse final acceptance of the goods/services.



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7.19 DRUG FREE WORKPLACE PREFERENCE.

Certification of an implemented drug-free workplace program must be included with the RFP response when submitted. If your firm has implemented a drug-free workplace program, please complete **Attachment "E", Drug-Free Workplace Certification** and include with your RFP response.

7.20 AMERICANS WITH DISABILITIES ACT.

Persons with disabilities needing a special accommodation to participate in this proceeding should contact the Procurement Division, Cocoa City Hall 65 Stone Street, Cocoa, Florida 32922, telephone (321) 433-8486, ext. 8833 or 8844 not later than seven (7) days prior to the date on which the accommodation is requested

7.21 AUDITS AND RECORDS – RESPONSIBILITIES OF THE SUCCESSFUL RESPONDANT.

Before or after an agreement is prepared and executed, the successful Proposer may be required to disclose their financial condition in a specified manner. In addition, subsequent to an agreement being executed, the successful Proposer must maintain financial records and reports relating to funds paid by any parties for work on the matters which are the subject of this RFP document, and submit reports to the City in the form and frequency requested. The successful Proposer must maintain books, records, documents, and other evidence according to generally accepted accounting principles, procedures, and practices, which sufficiently and properly reflect all costs of any nature expended in the performance of the resulting contract, and retain said copies for a period of no less than five (5) years after termination of the project. The aforesaid records, books, documents, and other evidence shall be subject at all times to inspection, review, or audit by the City or its designee. The successful Proposer shall include these aforementioned audit and record keeping requirements in contracts and subcontracts thereto entered into by the successful Proposer with any party for work required in the performance of this project.

7.22 ADDITIONAL INFORMATION.

The City reserves the right to request any additional information needed for clarification from any Proposer for evaluation purposes.

7.23 EQUAL OPPORTUNITY.

- A. The City recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women owned business enterprises. All Respondents are asked to make an affirmative statement as to its support of all applicable equal opportunity and affirmative action requirements. A copy of the City's Equal Employment Opportunity policy is available upon request.
- B. The City, in accordance with the provisions of Title VI of The Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. All bidders are hereby notified that the successful bidder (Contractor) must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, Contractor



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agrees that:

1. No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through the contract.
2. Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
3. Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
4. City may require Contractor to submit reports as may be necessary to indicate non-discrimination. City officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.
5. It is expressly understood that City shall have the right to terminate the Agreement upon receipt of evidence of discrimination.

7.24 CONE OF SILENCE/LOBBYING BLACK-OUT PERIOD; QUESTIONS REGARDING THE REQUEST FOR PROPOSALS (RFP) SOLICITATION PROCESS.

- A. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a City Commission Member, the City Manager, any requesting or evaluating Department/Division/Office personnel and/or any member of the Evaluation Committee concerning an active solicitation during the black-out period.
- B. A lobbying black-out period commences upon the issuance of this solicitation document.
 1. For awards requiring City Commission approval concludes at the beginning of the meeting at which the City Commission will be presented the award(s) for approval or a request to provide authorization to negotiate a Contract(s). However, if the City Commission refers the item back to the City Manager, Procurement Division and/or requesting Department/Division/Office for further review or otherwise does not take action on the item, the Cone of Silence / Lobbying Black-out Period will be reinstated until such time as the City Commission meets to consider the item for action.
 2. For awards requiring City Manager approval concludes upon issuance of a Notice of Intent to Award.
- C. Bidders, Respondents, potential Vendors, service providers, lobbyists, consultants, or Vendor representatives shall not contact any City Commission member, the City Manager, any requesting or evaluating Division/Department/Office personnel, and/or any member of the Evaluation



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Committee concerning an active Solicitation during the Cone of Silence / Lobbying Black-out Period.

- D. All questions and inquiries concerning procedural matters shall be directed to the Procurement Division. Any questions relating to the interpretation of specifications or any aspect of the solicitation process shall be addressed to the Procurement Division, in writing, at least ten (10) calendar days before the proposal opening date or prior to the specific date and time specified in this solicitation for questions.
- E. Contact or communications by Bidders or Respondents to any City Commission member, the City Manager, any requesting or evaluating City personnel, or any member of the Evaluation Committee, initiated during the Cone of Silence / Lobbying Black-Out Period, may result in disqualification from the Solicitation process by the Procurement Division.

7.25 OFFICE OF RECORD.

The City of Cocoa Procurement Division shall be the official “office of record” for all information transactions and data disbursements associated with this solicitation. The Procurement Division may be reached Monday through Friday between 8:00 A.M. to 5:00 P.M., Local Time via phone at (321) 433-8486, extension 8833 or extension 8844; and/or via fax at (321) 433-8690.

7.26 TIME OF PERFORMANCE.

The services described herein and on the attached shall be performed in a prompt and correct manner within the standards of good and ethical productivity as negotiated between the City and the successful Respondent. All Respondents are asked to provide the best estimate for compliance with the scope of services as established by the solicitation. All contract timelines will be based on the projected scope and the estimated time for performance.

7.27 ATTACHMENTS AND EXHIBITS.

All attachments and exhibits hereto are made a binding part of this solicitation by this reference.

7.28 COST OF SUBMITTAL.

The Proposer understands that any and all costs related to the submittal of a proposal is considered an operational cost of the Proposer and shall not be passed on to or be borne by the City.

7.29 PROHIBITION AGAINST CONTINGENT FEES.

The Proposer warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Respondent, to solicit or secure an agreement as a result of this solicitation process, and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Respondent, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of the agreement as a result of this solicitation process.

7.30 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION.

By submission of a response, the Proposer certifies that in connection with this proposal:



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- A. The pricing and/or fees associated with this proposal have been arrived at independently, without consultation, collusion, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Proposer or with any competitor.

7.31 RESPONSIBILITY OF RESPONDENT.

By submitting a proposal, the Proposer certifies that the Proposer has fully read and understands this RFP document and has full knowledge of the scope, nature, quantity, and quality of work to be performed; the detailed requirements of the services to be provided; and the conditions under which the services are to be performed.

7.32 ILLEGAL ALIEN LABOR AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

The successful Respondent(s) shall comply with all provisions of the Federal Immigration and Control Act of 1986 (8 U.S. Code § 1324 a) and any successor federal laws, as well as all provisions of Section 448.09, Florida Statutes, prohibiting the hiring and continued employment of aliens not authorized to work in the United States. The successful Respondent(s) shall not knowingly employ or contract with an illegal alien to perform work under the awarded agreement as a result of this solicitation process or enter into a contract with a subcontractor that fails to certify to the contractor that the subcontractor is in compliance with the terms stated within. The General Contractor nor any subcontractor employed by him shall not knowingly employ or contract with an illegal alien to perform work under the awarded agreement as a result of this solicitation process.

7.33 EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY).

Pursuant to section 448.095, Florida Statutes, beginning January 1, 2021, any City contractors shall register with and use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the work authorization status of all employees hired on and after January 1, 2021. City Contractors must provide evidence of compliance with section 448.095, Florida Statutes. Evidence shall consist of an affidavit from the Contractor stating all employees hired on and after January 1, 2021 have had their work authorization status verified through the E-Verify system and a copy of their proof of registration in the E-Verify system. Failure to comply with this provision will be a material breach of the contract, and shall result in the immediate termination of a contract without penalty to the City. The City Contractor shall be liable for all costs incurred by the City securing a replacement contract, including but not limited to, any increased costs for the same services, any costs due to delay, and rebidding costs, if applicable. If the City Contractor utilizes Subcontractors the following shall apply:

Contractor shall also require all subcontractors performing work under the Agreement to use the E-Verify system for any employees they may hire during the term of the Agreement.

Contractor shall obtain from all such subcontractors an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined in section 448.095, Florida Statutes.

Contractor shall provide a copy of all subcontractor affidavits to the City upon receipt and shall maintain a copy for the duration of the Agreement. Vendors must complete the E-Verify Affidavit, "**Attachment P**".



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7.34 SOVEREIGN IMMUNITY.

Notwithstanding any other provision set forth in this solicitation and/or the resulting awarded Agreement, nothing contained in this solicitation and/or the resulting awarded Agreement shall be construed as a waiver of the City's right of sovereign immunity under Section 768.28, F.S., or other limitations imposed on the City's potential liability under state or federal law. The City shall not be liable under this solicitation and/or the resulting awarded Agreement for punitive damages or interest for the period before judgment. Further, the City is not liable for any claim or judgment or portion thereof, to any one person for more than two hundred thousand dollars (\$200,000.00), or any claim or judgment, or portion thereof, which, when totaled with all other claims or judgments paid by the City arising out of the same incident or occurrence, exceeds the sum of three hundred thousand dollars (\$300,000.00). This paragraph will survive termination of this solicitation and/or the resulting awarded Agreement.

7.35 ESTIMATED QUANTITIES.

The Estimated Quantities provision is applicable for this project.

7.36 PUBLIC EMERGENCIES.

It is hereby made a part of this proposal that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God, the City of Cocoa shall require a "First Priority" for goods and services. It is vital and imperative that the health, safety, and welfare of the citizens of Cocoa are protected from any emergency situation that threatens public health and safety as determined by the City. The Proposer agrees to rent/sell/lease all goods and services to the City or governmental entities on a "first priority" basis. The City expects to pay contractual prices for all products and/or services under the awarded Agreement in the event of a disaster, emergency, hurricane, tornado, flood, or other acts of God. Should the Proposer provide the City with products and/or services not under the awarded Agreement, the City expects to pay a fair and reasonable price for all products and/or services rendered or contracted in the event of a disaster, emergency, hurricane, tornado, flood, or other acts of God.

7.37 SCRUTINIZED COMPANIES CLAUSE.

The City may not enter into any contract for One Million and 00/100 Dollars (\$1,000,000.00) or more with any company that is on the scrutinized companies lists enumerated in Section 287.135, Florida Statutes, or enter into a contract of any amount with any company that is on the scrutinized companies that Boycott Israel List or is engaged in a boycott of Israel. All responses to solicitations for goods and/or services shall be required to complete **Attachment "J", Contractor Certification Regarding Scrutinized Companies** certifying that the Respondent is not on any scrutinized companies list. All resulting contracts for \$1 million or more shall be subject to termination by the City:

- A. In the event the successful Proposer is put on a scrutinized company lists enumerated in Section 287.135, Florida Statutes, or
- B. If the City determines that the Proposer falsely certified to the City that the Proposer is not listed as a scrutinized company.

Exceptions and additiohttps://cocoa.legistar.com/View.ashx?

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penalties shall be set forth in Section 287.135, Florida Statutes.

7.38 PUBLIC RECORDS COMPLIANCE.

Rev 03/2021



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The City is a public agency subject to Chapter 119, Florida Statutes. The successful Respondent/CONTRACTOR agrees to comply with Florida's Public Records Law. As such the following language applies and shall be included in the awarded Agreement:

- A. The parties specifically acknowledge that this Agreement is subject to the laws of the state of Florida, including without limitation Chapter 119, Florida Statutes, which generally make public all records or other writings made or received by the parties. If the CONTRACTOR is either a "contractor" as defined in Section 119.0701(1)(a), Florida Statutes, or an "agency" as defined in Section 119.011(2), Florida Statutes, the CONTRACTOR shall:
1. Keep and maintain all public records required by the CITY to perform the services herein; and
 2. Upon request from the CITY's custodian of public records, provide the CITY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S. or as otherwise provided by law; and
 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 for the duration of the Agreement Term and following completion of the Agreement if the CONTRACTOR does not transfer the records to the CITY; and
 4. Upon completion of the Agreement, transfer, at no cost, to the CITY all public records in possession of the CONTRACTOR or keep and maintain public records required by the CITY to perform the services herein. If the CONTRACTOR transfers all public records to the CITY upon completion of the Agreement, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the Agreement, the CONTRACTOR shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format compatible with the information technology systems of the CITY.
- B. All requests to inspect or copy public records relating to the Agreement shall be made directly to the CITY. Notwithstanding any other provision of this Agreement to the contrary, failure to comply with the requirements of this paragraph shall result in the immediate termination of the Agreement, without penalty to the CITY. A CONTRACTOR who fails to provide the public records to the CITY within a reasonable time may be subject to penalties pursuant to Section 119.10, F.S. Further, the CONTRACTOR shall fully indemnify and hold harmless the CITY, its officers, agents and employees from any liability and/or damages, including attorney's fees through any appeals, resulting from the CONTRACTOR's failure to comply with these requirements.



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C. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CITY CLERK, AT 321-433-8484 OR cityclerk@cocoafl.org, 65 STONE STREET, COCOA, FLORIDA 32922.

7.39 ADMINISTRATIVE PROVISIONS.

In the event the City issues a purchase order, memorandum, letter, or any other instrument addressing the services, work, and materials to be provided and performed pursuant to a contractual agreement, it is specifically agreed and understood that any such purchase order, memorandum, letter or any other instrument is for the City's internal purposes only, and any and all terms, provisions, and conditions contained therein, whether printed or written, shall in no way modify the covenants, terms, and provisions of the contractual agreement and shall have no force or effect thereon. This statement is not applicable to duly authorized and agreed upon amendments to the agreement and/or duly authorized and agreed upon change orders if applicable.

7.40 LEGAL/CONTRACTUAL/ADMINISTRATIVE REMEDIES FOR BREACH OF CONTRACT

1. The City reserves the right to revoke and terminate this Agreement, without incurring penalty, and to rescind all rights and privileges associated with this Agreement in the following circumstances, each of which shall represent a default and breach of this Agreement:
 - a. Proposer defaults in the performance of any material covenant or condition of this Agreement and does not cure such other default within thirty (30) calendar days after written notice from the City specifying the default complained of, unless, however, the nature of the default is such that it cannot, in the exercise of reasonable diligence, be remedied within **thirty** (30) calendar days, in which case the Proposer shall have such time as is reasonably necessary to remedy the default, provided the Proposer promptly takes and diligently pursues such actions as are necessary therefor; or
 - b. Proposer is adjudicated bankrupt or makes any assignment for the benefit of creditors or Proposer becomes insolvent, or is unable or unwilling to pay its debts; or
 - c. Proposer has acted grossly negligent, as defamed by general and applicable law, in performing the Services hereunder; or
 - d. Proposer has committed any act of fraud upon the City; or
 - e. Proposer has made a material misrepresentation of fact to the City while performing its obligations under this Agreement; or
 - f. Proposer has assigned this Agreement or any Task Order without the City's prior written consent.
2. Notwithstanding the aforementioned, in the event of a default by Respondent, the City shall have the right to exercise any other remedy the City may have by operation of law, without limitation, and without any further demand or notice.
3. In the event of such termination upon default and breach of this Agreement, any completed services performed by the Proposer under this Agreement shall, at the option of the City, become the City's property and the Proposer shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Respondent, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement, and the City may withhold



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any payments to the Proposer for the purpose of setoff until such time as the amount of damages due to the City from the Proposer can be determined.

7.41 TERMINATION FOR CAUSE AND CONVENIENCE

1. Notwithstanding any other provision of this Agreement, City may, upon written notice to Respondent, terminate this Agreement, without penalty, if:
 - a. Proposer is in default pursuant to Section 7.40;
 - b. Proposer fails to comply with any condition or provision of this Agreement; or
 - c. Proposer is experiencing a labor dispute which threatens to have a substantial, adverse impact upon performance of this Agreement, without prejudice to any other right or remedy City may have under this Agreement.
2. In addition, either party may terminate for convenience without penalty at any time upon thirty (30) days advance written notice.
3. In the event of termination, City shall be liable only for the payment of all unpaid charges, determined in accordance with the provisions of this Agreement, for Work properly performed prior to the effective date of termination.

7.42 PROHIBITION ON SOCIAL, POLITICAL OR IDEOLOGICAL PREFERENCE

Pursuant to Florida Statutes § 287.05701, the City shall not request documentation regarding, consider, or give preference based upon, a vendor's social, political, or ideological interests when determining the vendor's qualifications.

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Attachment "A" Submittal Acknowledgement

By executing below, the undersigned individual hereby represents and warrants that they have the full authority on behalf of respondent to submit a response to the City of Cocoa and bind the Respondent to the terms and conditions of this solicitation. The Respondent represents and warrants to the City of Cocoa that they have read, understand, and agree to abide by all the terms and conditions set forth in the solicitation and all subsequently issued addendums.

Respondent certifies, represents, and warrants that all information contained in Respondent's submittal is accurate and truthful and that the City of Cocoa will rely on said information during its review of the submittal. Respondent understands and agrees that misleading, fraudulent, untruthful, and deceitful information, whether presented to the City in writing or verbally, shall be grounds for immediate disqualification.

THE UNDERSIGNED RESPONDENT HEREBY AGREES TO THE TERMS AND CONDITIONS SET FORTH ABOVE AND CONTAINED ELSEWHERE IN THIS SOLICITATION.

Signature _____

Date _____

Name: _____

Title: _____

Company Name: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ (date) by _____ (name of officer or agent, title of officer or agent) of _____ (name of corporation acknowledging), a _____ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

[Notary Seal] Notary Public

Name typed, printed, or stamped

My Commission Expires: _____

Title _____

Date _____



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Attachment "B"
Insurance Requirements

- A. Insurance. The successful Respondent/Contractor shall not commence any work in connection with an agreement until it has obtained all of the required types of insurance and has provided proof of same to the City, in the form of a certificate prior to the start of any work, nor shall the successful Respondent/Contractor allow any subcontractor to commence work on its subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.
- B. Limits. The successful Respondent/Contractor and/or subcontractor shall maintain the types of insurance, with at a minimum the respective limits as outlined herein:
1. AUTOMOBILE: \$1,000,000.00 Combined Single Limit for Bodily Injury and Property Damage per accident;
 2. GENERAL LIABILITY: \$1,000,000.00 each occurrence;
 3. GENERAL AGGREGATE: \$2,000,000.00;
 4. PROFESSIONAL LIABILITY COVERAGE: \$1,000,000.00; and
 5. Worker's Compensation: Employers' liability insurance which covers the statutory obligation for all persons engaged in the performance of the work required hereunder with limits not less than \$1,000,000.00 per occurrence. Evidence of qualified self-insurance status will suffice for this subsection. The Proposer understands and acknowledges that it shall be solely responsible for any and all medical and liability costs associated with an injury to itself and/or to its employees, sub-contractors, volunteers, and the like, including the costs to defend the City in the event of litigation against same.
- C. City as Additional Insured. The successful Respondent/Contractor and/or subcontractor shall name the "City of Cocoa" as an Additional Insured, to the extent of the services to be provided hereunder, on all required insurance policies, and provide the City with proof of same.
- D. Certificates of Insurance. The successful Respondent/Contractor and/or subcontractor shall provide the City's Human Resources/Risk Management Division with a Certificate of Insurance evidencing such coverage for the duration of this Agreement. Said Certificate of Insurance shall be dated and show:
1. The name of the insured Contractor,
 2. The specified job by name and job number,
 3. The name of the insurer,
 4. The number of the policy,
 5. The effective date,
 6. The termination date,
 7. A statement that the insurer will mail notice to the City at least thirty (30) days prior to any material changes in the provisions or cancellation of the policy, and;
 8. The Certificate Holders Box must read as follows:

City of Cocoa
c/o Human Resources/Risk Management Division
65 Stone Street
Cocoa, Florida 32922

Any other wording in the Certificate Holders Box shall not be acceptable. Non-conforming certificates will be returned for correction.



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***NOTE – FOR CONTRACTING PURPOSES THE CERTIFICATE OF INSURANCE MUST BE DELIVERED TO CITY OF COCOA, PROCUREMENT DIVISION, 65 STONE STREET, COCOA, FLORIDA 32922.**

- E. Waiver. Receipt of certificates or other documentation of insurance or policies or copies of policies by the City, or by any of its representatives, which indicates less coverage than is required, does not constitute a waiver of the successful Respondent's/Contractor's obligation to fulfill the insurance requirements specified herein.
- F. Subcontractors. The successful Respondent/Contractor shall ensure that any sub-contractor(s), hired to perform any of the duties contained in the Scope of Services of an Agreement, maintain the same insurance requirements set forth herein. In addition, the successful Respondent/Contractor shall maintain proof of same on file and make readily available upon request by the City.
- G. Loss Deductible Clause. The City shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the successful Respondent/Contractor and/or subcontractor providing such insurance.
- H. Additional Requirements. All insurance carriers shall have AM Best Rating of at least A-, and a size VII or larger. The General Liability and Workers Compensation policies shall have a waiver of subrogation in favor of the City of Cocoa. The liability policies shall be Primary/Non-Contributory.

AUTHORIZED SIGNATORY

Typed Name of AUTHORIZED SIGNATORY

Title

Date

Witness Signature

Typed Name of Witness

The City reserves the unilateral right to modify the insurance requirements set forth at any time during the process of solicitation or subsequent thereto.

PLEASE COMPLETE AND SUBMIT WITH YOUR RFP RESPONSE

👁️ Failure to submit this form may be grounds for disqualification of your submittal 👁️



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Attachment "C" Conflict of Interest Statement

This statement is submitted with RFP P-24-04-COC Professional Services for New Community Redevelopment Plan Update by

_____ whose business address is _____
[Name of entity submitting sworn statement]

_____ and its Federal Employer Identification Number (FEIN) is _____.

My name is _____ and my relationship to the above is _____.
[Please print name of individual signing]

- A. The Proposer has made diligent inquiry and provided the information in this statement based upon its full knowledge.
- B. The Proposer states that only one (1) submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
- C. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contract to follow thereafter by any government entity.
- D. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because of and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
- E. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any City Department/Division/Office.
- F. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within City of Cocoa government.
- G. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the City in writing.
- H. Section 112.313, Florida Statutes, as amended; places limitations on public officers (including advisory board members) and employees' ability to contract with the City either directly or indirectly. By my signature below, I hereby acknowledge the provisions as outlined in the hereto referenced statute and have provided any required and/or necessary information accordingly to date and shall commit to continue to do so in the future should I be a successful Respondent.

Please indicate if the following applies:

PART I.

- ☐ I am an employee, public officer, or advisory board member of the City.
_____ (List Position or Board)
- ☐ I am the spouse or child of an employee, public officer, or advisory board member of the City.
Name: _____
- ☐ An employee, public officer or advisory board member of the City, or their spouse or child, is an officer, partner, director, or proprietor of Respondent or has a material interest in Respondent. "Material interest" means direct or indirect ownership of more than five percent (5%) of the total assets or capital stock of any business entity. For the purposes of [§112.313], indirect ownership does not include ownership by a spouse or minor child.
Name: _____



City of Cocoa | Finance Department | Procurement Division
65 Stone Street, Cocoa, FL 32922
Phone: 321-433-8486, extension 8833 or 8844 | Fax: 321-433-8690

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Due Date:
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REQUEST FOR PROPOSALS (RFP)

TITLE: Professional Services for New Community Redevelopment Plan Update

☐ Respondent employs or contracts with an employee, public officer, or advisory board member of the City

Name: _____

☐ None of The Above

PART II:

Are you going to request an advisory board member waiver?

☐ I will request an advisory board member waiver under §112.313(12)

☐ I will NOT request an advisory board member waiver under §112.313(12)

☐ N/A

The City will review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any Respondents, respondents, vendors, suppliers, contractors whose conflicts are not waived or exempt.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in Attachment "C", Conflict of Interest Statement, is truthful and correct at the time of submission.

AUTHORIZED SIGNATORY

Typed Name of AUTHORIZED SIGNATORY

Title

Date

Witness Signature

Typed Name of Witness

PLEASE COMPLETE AND SUBMIT WITH YOUR RFP RESPONSE

☞ Failure to submit this form may be grounds for disqualification of your submittal ☞



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REQUEST FOR PROPOSALS (RFP)

TITLE: Professional Services for New Community Redevelopment Plan Update

Attachment "D"

Non-Collusion/Lobbying Certification

This statement is submitted with Proposal, ITN, or Contract Number RFP P-24-04-COC Professional Services for New Community Redevelopment Plan Update by

_____ whose business address is _____
[Name of entity submitting sworn statement]

_____ and its Federal Employer Identification Number (FEIN) is _____.

My name is _____ and my relationship to the above is _____.
[Please print name of individual signing]

A. NON-COLLUSION PROVISION CERTIFICATION.

The undersigned hereby certifies, to the best of his or her knowledge and belief, that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid. Failure to submit the executed statement as part of the bidding documents will make the bid nonresponsive and not eligible for award consideration.

B. LOBBYING CERTIFICATION.

The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

1. No City appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of the City, City Council Member of Congress in connection with the awarding of any City Contract.
2. If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Council or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in **Attachment "D", Non-Collusion/Lobbying Certification**, is truthful and correct at the time of submission.

AUTHORIZED SIGNATORY

Typed Name of AUTHORIZED SIGNATORY

Title

Date

Witness Signature

Typed Name of Witness

PLEASE COMPLETE AND SUBMIT WITH YOUR RFP RESPONSE

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REQUEST FOR PROPOSALS (RFP)

TITLE: Professional Services for New Community Redevelopment Plan Update

Attachment "E"

Drug-Free Workplace Certification

When applicable, the drug-free certification form below must be signed and returned with the RFP response.

IDENTICAL TIE PROPOSALS: Preference may be given to businesses with drug-free workplace programs. Whenever two or more proposals that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie proposals will be followed if none of the tied Respondents have a drug-free workplace program.

In order to have a drug-free workplace program, a business shall:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in the first paragraph.
- D. In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of the foregoing provisions.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in **Attachment "E", Drug-Free Workplace Certification**, is truthful and correct at the time of submission.

AUTHORIZED SIGNATORY

Typed Name of AUTHORIZED SIGNATORY

Title

Date

Witness Signature

Typed Name of Witness

PLEASE COMPLETE AND SUBMIT WITH YOUR RFP RESPONSE – (if applicable)



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February 8, 2024

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~~Attachment "F"~~ Not Used

☞ Failure to submit the price proposal in provided template may be grounds for disqualification of your submittal ☞



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REQUEST FOR PROPOSALS (RFP)

TITLE: Professional Services for New Community Redevelopment Plan Update

Attachment "G"

Addendum Receipt Acknowledgement Certification

The undersigned acknowledges receipt of the following addenda to the solicitation document(s) (Give number and date of each):

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in **Attachment "G", Addendum Receipt Acknowledgement Certification**, is truthful and correct at the time of submission.

Respondent/Contractor Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____ E-mail Address: _____

Authorized Signatory _____ Printed Name _____ FEIN: _____ DUNS: _____

Title _____ Date _____ CAGE Code: _____
As issued through www.sam.gov

PLEASE COMPLETE AND SUBMIT WITH YOUR RFP RESPONSE

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TITLE: Professional Services for New Community Redevelopment Plan Update

Attachment "H" Organizational Information

The Proposer must include a copy of their State Certificate of Good Standing/Articles of Incorporation, which lists the corporate officers. In addition to the aforementioned documents the Bidder/Proposer must include necessary information to verify the individual signing this proposal/bid and or any contract document has been authorized to bind the corporation. Examples include:

- A. A copy of the Articles of Incorporation listing the approved signatories of the corporation.
- B. A copy of a resolution listing the members of staff as authorized signatories for the company.
- C. A letter from a corporate officer listing the members of staff that are authorized signatories for the company.

TYPE OF ORGANIZATION					
(Please place a check mark (✓) next to applicable type)					
☐	Corporation	☐	Partnership	☐	Non-Profit
☐	Joint Venture	☐	Sole Proprietorship	☐	Other (Please specify)
State of Incorporation					
Principal Place of Business (Enter Address)					
Federal I.D. or Social Security Number					

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in **Attachment "H", Organizational Information**, is truthful and correct at the time of submission.

Respondent/Contractor Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____ E-mail Address: _____

Authorized Signatory _____ Printed Name _____ FEIN: _____ DUNS: _____

Title _____ Date _____ CAGE Code: _____
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REQUEST FOR PROPOSALS (RFP)

TITLE: Professional Services for New Community Redevelopment Plan Update

Attachment "I"

Proposed Schedule of Subcontractor Participation

☐ No Subcontracting (of any kind) will be utilized on this project.		Solicitation Number: P-24-04-COC	
Title: Professional Services for New Community Redevelopment Plan Update		Total Project Amount: \$	
Subcontractor Minority Code (if applicable)	Company Name Address Phone, Fax, Email	Trade, Services or Materials portion to be subcontracted	Percent (%) of Scope/Contract Dollar Value
Federal ID			
PERCENTAGE TOTALS FOR SUBCONTRACTOR PARTICIPATION			
PERCENTAGE TOTALS FOR MINORITY SUBCONTRACTOR PARTICIPATION			

Minority Code	Code Description	Minority Code	Code Description
AA	African American	NA	Native American
A	Asian/Pacific Islander	W	Woman
H	Hispanic	SDVBE	Service-Disabled Veteran

When applicable, the Respondent, will enter into a formal agreement with the subcontractors identified herein for work listed in this schedule conditioned upon execution of a contract with the City. By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in **Attachment "I", Proposed Schedule of Subcontractor Participation**, is truthful and correct at the time of submission.

Respondent/Contractor Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____ E-mail Address: _____

Authorized Signatory _____ Printed Name _____ FEIN: _____ DUNS: _____

Title _____ Date _____ CAGE Code: _____
As issued through www.sam.gov

PLEASE COMPLETE AND SUBMIT WITH YOUR RFP RESPONSE

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Attachment "J"

Contractor Certification Regarding Scrutinized Companies

Section 287.135, Florida Statutes, prohibits local governments from contracting with companies, for goods or services of One Million and 00/100 Dollars (\$1,000,000.00) or more that are on the Scrutinized Companies with Activities in Sudan List, on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria. Both lists are created pursuant to section 215.473, Florida Statutes. In addition, the CONTRACTOR shall not be listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

As the person authorized to sign on behalf of the CONTRACTOR, I hereby certify that the company identified below in the section entitled "Bidder/Contractor Name" is not listed on the Scrutinized Companies with Activities in Sudan List, is not listed on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or is engaged in business operations in Cuba or Syria. In addition, the CONTRACTOR is not listed on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. I understand that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject the CONTRACTOR to termination of the Agreement, civil penalties, attorney's fees, and/or costs.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in **Attachment "J", Contractor Certification Regarding Scrutinized Companies**, is truthful and correct at the time of submission.

Respondent/Contractor Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____ E-mail Address: _____

Authorized Signatory _____ Printed Name _____ FEIN: _____ DUNS: _____

Title _____ Date _____ CAGE Code: _____
As issued through www.sam.gov

PLEASE COMPLETE AND SUBMIT WITH YOUR RFP RESPONSE (when applicable)

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February 8, 2024

REQUEST FOR PROPOSALS (RFP)

TITLE: Professional Services for New Community Redevelopment Plan Update

Attachment "K" – Not Used

Attachment "L"

Federal Non-Collusion/Lobbying Certification

This statement is submitted with Proposal, ITN, or Contract Number RFP P-24-04-COC Professional Services for New Community Redevelopment Plan Update by _____ whose business address is _____

[Name of entity submitting sworn statement] _____ and its Federal Employer Identification Number (FEIN) is _____ My name is _____ and my relationship to the above is _____
[Please print name of individual signing]

A. NON-COLLUSION PROVISION CERTIFICATION.

The undersigned hereby certifies, to the best of his or her knowledge and belief, that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid. Failure to submit the executed statement as part of the bidding documents will make the bid nonresponsive and not eligible for award consideration.

B. LOBBYING CERTIFICATION.

The undersigned hereby certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any state or federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any persons who fail to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each failure."

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in **Attachment "L", Federal Non-Collusion/Lobbying Certification**, is truthful and correct at the time of submission.

AUTHORIZED SIGNATORY

Typed Name of AUTHORIZED SIGNATORY

Title

Date

Witness Signature
PUR-F-100

Typed Name of Witness

Rev 03/2021



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Attachment "M"

Certification Regarding Debarment, Suspension, and Other Responsibility Matters **Primary Covered Transactions**

This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000.

The Proposer certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

- A. Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;
- B. Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. Is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- D. Has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Proposer certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the City of Cocoa. The Proposer must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by the City of Cocoa. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the City of Cocoa, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The Proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in **Attachment "M", Certification Regarding Debarment, Suspension, and Other Responsibility Matters**, is truthful and correct at the time of submission.

Respondent/Contractor Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____ E-mail Address: _____

Authorized Signatory _____ Printed Name _____ FEIN: _____ DUNS: _____

Title _____ Date _____ CAGE Code: _____
As issued through www.sam.gov

PLEASE COMPLETE AND SUBMIT WITH YOUR RFP RESPONSE

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REQUEST FOR PROPOSALS (RFP)

TITLE: Professional Services for New Community Redevelopment Plan Update

~~ATTACHMENT "N"~~ – Not Used

Attachment "O"

Flow down of Terms and Conditions from the Federal Regulations and/or Grant Agreement

Subcontracts: If the Bidder subcontracts any portion of the work under this Agreement, a copy of the signed subcontract must be available to the City of Cocoa for review and approval. The bidder agrees to include in the subcontract that:

- A. The subcontractor is bound by the terms of this Agreement;
- B. The subcontractor is bound by all applicable state and federal laws and regulations; and
- C. The subcontractor shall hold the City of Cocoa, grant recipient and granting agency harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law.

Grant Conditions and Federal Provisions

On behalf of the Bidder, I acknowledge, and agree to perform all of the specifications and grant requirements identified in this solicitation document(s).

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in **Attachment "N", Grant Conditions and Federal Provisions Acknowledgement of Terms, Conditions and Grant Clauses**, acknowledge, and agree to perform all of the specifications and grant requirements identified in this solicitation document(s) and subsequent awarded Agreement as a result of this solicitation process should I be the successful Respondent.

Respondent/Contractor Name: _____

Mailing Address: _____

Telephone Number: _____ Fax Number: _____ E-mail Address: _____

Authorized Signatory _____ Printed Name _____ FEIN: _____ DUNS: _____

Title _____ Date _____ CAGE Code: _____
As issued through www.sam.gov

PLEASE COMPLETE AND SUBMIT WITH YOUR RFP RESPONSE

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Solicitation Number:
P-24-04-COC

REQUEST FOR PROPOSALS (RFP)

Due Date:
February 8, 2024

TITLE: Professional Services for New Community Redevelopment Plan Update

Attachment "P" E-Verify Contractor Affidavit

I hereby certify that _____ [insert contractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with, section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of _____ [insert contractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

Print Name: _____

Date: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ (date) by _____ (name of officer or agent, title of officer or agent) of _____ (name of corporation acknowledging), a _____ (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

[Notary Seal] Notary Public

Name typed, printed, or stamped

My Commission Expires: _____

**PLEASE COMPLETE AND SUBMIT WITH YOUR RFP RESPONSE
PROOF OF REGISTRATION FROM E-VERIFY SYSTEM MUST BE ATTACHED**

☞ Failure to submit this form may be grounds for disqualification of your submittal ☞



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February 8, 2024

REQUEST FOR PROPOSALS (RFP)

TITLE: Professional Services for New Community Redevelopment Plan Update

Attachment "Q"

Solicitation Response Identification Label

NOTICE TO ALL RESPONDENTS: For your convenience, the label below has been provided to properly identify your solicitation submittal. Place your submittal in a sealed envelope or package, type or print the company name and address in the area provided below and affix the label on the outer surface of the envelope or package.

The City requests that all visitors call the Procurement Division from the courtesy phone located on either the 1st or 2nd Floor reception area. If you are hand-delivering a solicitation, a time/date stamp will be available in the Procurement Division. The solicitation submittal envelope or package and label will be date stamped and the appropriate Procurement Administrator will be notified. A record of all deliveries and delivery times will be documented in the Solicitation Submittal Receipt Log and such record will be retained by the Procurement Division.

**PLEASE FILL OUT THE LABEL BELOW AND ATTACH SAME TO YOUR SOLICITATION
RESPONSE ENVELOPE OR PACKAGE.**

Cut out the label and tape it to the outer sealed solicitation envelope or package.



****DO NOT OPEN**SEALED SOLICITATION**DO NOT OPEN**SEALED SOLICITATION****

ATTENTION: Brian Dale – Purchasing Manager

SOLICITATION NUMBER:P-24-04-COC

TITLE: Professional Services for New Community Redevelopment Plan Update

SOLICITATION DUE DATE: February 8, 2024 TIME: 3:00 P.M. Local Time

FROM:

DELIVER TO: City of Cocoa
Procurement Division
65 Stone Street, 3rd Floor
Cocoa, Florida 32922

****DO NOT OPEN**SEALED SOLICITATION**DO NOT OPEN**SEALED SOLICITATION****



City of Cocoa | Finance Department | Procurement Division
65 Stone Street, Cocoa, FL 32922
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REQUEST FOR PROPOSALS (RFP)

Due Date:
February 8, 2024

TITLE: Professional Services for New Community Redevelopment Plan Update

EXHIBIT A

Cocoa Redevelopment Agency 2022 CRA Plan

Please note that the Cocoa CRA Plan Update in 2022 was only to add Community Policing Services to the plan with no other modifications. Also note that Cocoa CRA is a Pre-Charter CRA.

EXHIBIT B

Diamond Square Redevelopment Agency 2014 CRA Plan

Please note that the Diamond Square CRA Plan Update in 2014 was not fully accepted or implemented until the Interlocal Agreement with Brevard County was approved in 2019. Also note that Diamond Square CRA is a Brevard County Chartered CRA.

EXHIBIT C

Interlocal Agreement between Diamond Square Redevelopment Agency and Brevard County



Legislation Details (With Text)

File #: 24-201 **Version:** 1 **Name:**
Type: Informational Item **Status:** Agenda Ready
File created: 4/10/2024 **In control:** Diamond Square RDA
On agenda: 4/15/2024 **Final action:**
Title: (Informational Only): Final copy of CRA Annual Audit Report included in packet for informational review...End

Sponsors:

Indexes:

Code sections:

Attachments: [Placeholder - Audit - DSCRA 04.15.24.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: April 10, 2024
Agenda Date: April 15, 2024
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
(Informational Only): Final copy of CRA Annual Audit Report included in packet for informational review.

BACKGROUND:

Annually the CRA is required to submit an Annual Report that includes financial summaries for the Fiscal Year (we just completed FY23).

Along with this report, an independent audit of the financial statements is conducted.

This is the final report of that audit.

BUDGETARY IMPACT:

None.

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

(Informational Only): Final copy of CRA Annual Audit Report included in packet for informational

review.

Placeholder

Audit

DSCRA 04.15.24



Legislation Details (With Text)

File #: 24-203 **Version:** 1 **Name:**
Type: Informational Item **Status:** Agenda Ready
File created: 4/10/2024 **In control:** Diamond Square RDA
On agenda: 4/15/2024 **Final action:**
Title: (Informational Only): Final copy of CRA Annual Report included in packet for informational review...End
Sponsors:
Indexes:
Code sections:
Attachments: [CRA ANNUAL REPORT 2023 - FINAL - Updated 03.29.2024.pdf](#)

Date	Ver.	Action By	Action	Result
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DIAMOND SQUARE REDEVELOPMENT AGENCY AGENDA ITEM

Memo Date: April 10, 2024
Agenda Date: April 15, 2024
Prepared By: Ryan Browne, Redevelopment Coordinator
Through: Charlene Neuterman, Community Services Director
Requested Action:
(Informational Only): Final copy of CRA Annual Report included in packet for informational review.

BACKGROUND:

Annually the CRA is required to produce and publish an Annual Report for the previous fiscal year (we just completed FY23).

This report details highlighted accomplishments, as well as contains statistics and financial statements that summarize the fiscal year covered by the report.

An independent audit is conducted and included separately.

BUDGETARY IMPACT:

None.

PREVIOUS ACTION:

N/A.

RECOMMENDED MOTION:

(Informational Only): Final copy of CRA Annual Report included in packet for informational review.



2023

COMMUNITY REDEVELOPMENT AGENCIES

ANNUAL REPORT



(321) 433-8577



65 Stone St., Cocoa



www.cocoafl.gov

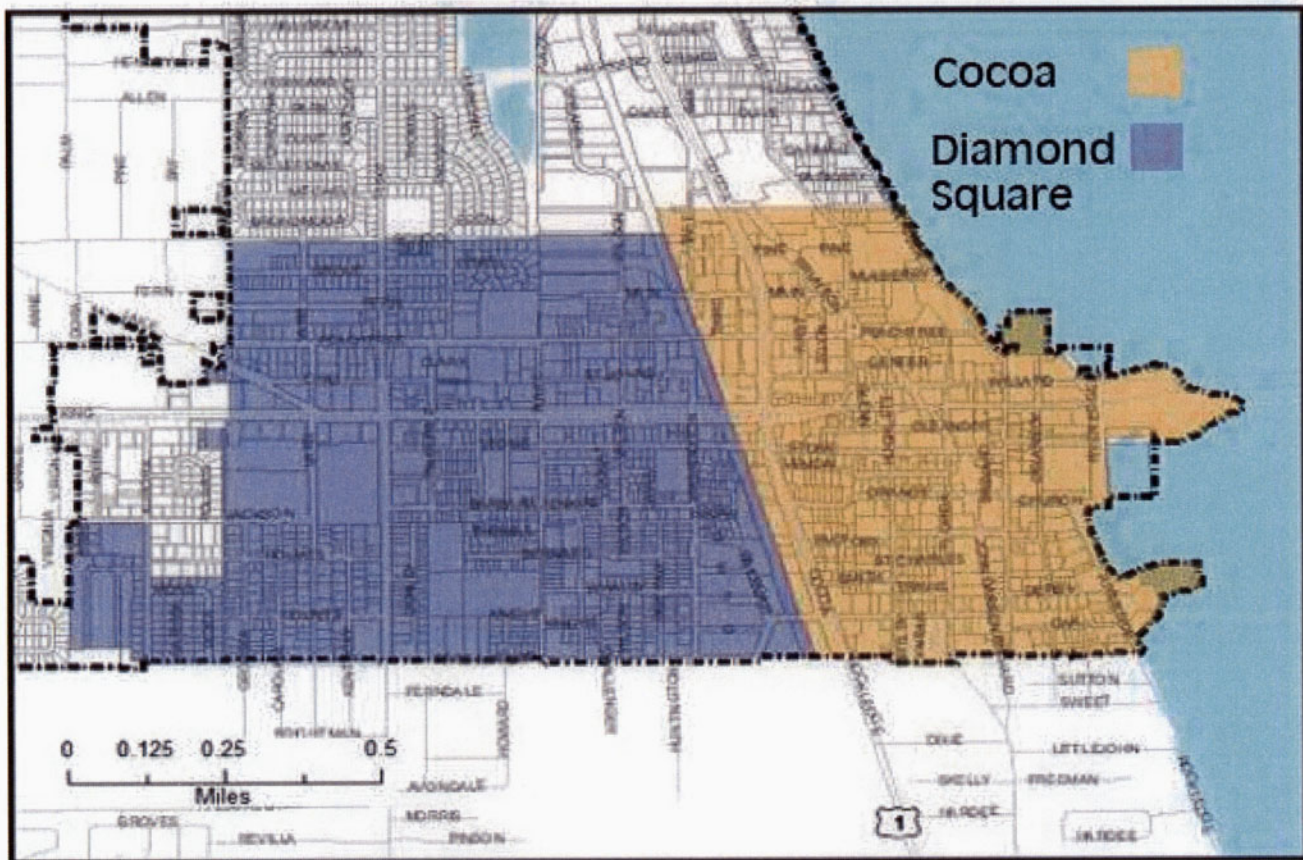


rbrowne@cocoafl.gov

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CRA BOUNDARIES



OVERVIEW

Under Florida's Community Redevelopment Act (F.S. 163, Part III), the City of Cocoa established two Community Redevelopment Agencies (CRAs):



Cocoa CRA

City of Cocoa Ordinance No. 10-81,
Apr 14, 1981



Diamond Square CRA

City of Cocoa Ordinance No. 13-98,
March 24, 1998 (delegated authority by Brevard County BOCC)

Section 163.345, F.S., encourages the rehabilitation or redevelopment of the community redevelopment area by private enterprise and s. 163.287(6), F.S., governs the expenditures of redevelopment trust funds.

Additionally, section 163.370 (2)(c), F.S., governs the community redevelopment and related activities that a CRA may undertake with the community redevelopment area. Consistent with Cocoa CRA's respective community redevelopment plans, agencies offer or have participated in the following general activities and programs:

- Infrastructure – engineering, design, and construction
- Stormwater improvements
- Streetscape design and construction
- Affordable and workforce housing development
- Land acquisition, development, and redevelopment through public/private partnerships.
- Community policing programs and partnerships
- Commercial façade grants

Each CRA is responsible for developing and implementing its own Community Redevelopment Plan that addresses the unique needs of the targeted area. The plans include specific examples of how the approved community redevelopment plan will benefit and has already benefitted, the purpose for which the special district was created, and the overall goals for the redevelopment area.

The overall goal of each CRA is to reduce and eliminate slum and blight conditions, promote private investment and economic development, and enhance property values within the CRA's area. The perception of "image" is a driving force that impacts the level of investment in a community. The projects within the CRA play a strong role in enhancing the image and build the sales tax business income tax and real estate tax base for Brevard County and the State of Florida.

Redevelopment activities in the Community Redevelopment Plan are funded primarily by tax increment financing (TIF), leveraged with public funds to promote private sector activity in the targeted area. CRA's may also issue debt or revenue bonds to fund projects as well.

Since the City of Cocoa is financially accountable for the activities of the Cocoa CRA and the Diamond Square CRA, we have prepared this report in accordance with F.S. 163.356(3)(C). All financial activities of the CRA's are in accordance with the provisions of the Community Redevelopment Act and governed by the City of Cocoa Financial Operations Manual as well as reported in the City of Cocoa Annual Budget, Audited Statements, and the City of Cocoa Comprehensive Annual Financial Report (CAFR).

Our Fiscal Year is October 1 through September 30 of each year. This report is for the period of October 1, 2022 through September 30, 2023 (Fiscal Year 2023).

COCOA CRA

The Cocoa CRA was established through City of Cocoa Ordinance No. 10-81 and is governed by a seven-member board. This CRA redevelopment area includes the waterfront located along the Indian River Lagoon with vibrant Historic Cocoa Village, the Heart of Cocoa, SR50, the Southern portion of the US1 Corridor and an uptown area north of the Cocoa Village and SR520.

The Cocoa CRA is generally bounded on the northern boundary by Mitchell Street, with the western boundary at the Florida East Coast Railroad, eastern boundary along the western shoreline of the Indian River Lagoon and the southern boundary at Rosa L. Jones Dr.

In 2008, the Cocoa CRA approved the Cocoa Waterfront Master Plan and implementation strategy for the Cocoa CRA with particular focus on improving the activity and connectivity of the waterfront. With the devastation to the Cocoa Waterfront brought on by Hurricane Irma, the Cocoa CRA Board felt compelled to cast a new vision for the waterfront. The result was a 2018 Waterfront Master Plan Update and Cocoa CRA Update which will guide the CRA and the City of Cocoa in the rebuilding of existing waterfront infrastructure, the development of new amenities and addressing waterfront resiliency and sustainability. The implemented plans will result in an important social and economic center and serve as a catalyst for redevelopment activity and business growth.

Meetings take place on the first Monday of each Month at 6:00 pm in City Council Chambers.

Cocoa CRA Board

- Five members of City Council and two members appointed by the City Council
- Two members appointed for 4-year terms and Council members change due to election.

Cocoa CRA Board Members

- Chairperson Michael C. Blake - Mayor
- Vice Chairperson Lavander Hearn - Deputy Mayor
- Agency Member Rip Dyal – Councilman
- Agency Member Alex Goins - Councilman
- Agency Member Lorraine Koss – Councilwoman
- Agency Member Janne Etz
- Agency Member Candace Rogers

COCOA CRA HIGHLIGHTS

During FY23,
Cocoa CRA
accomplished:

The Waterfront
Engineering Design
and Permitting
FIND Grant
application was
submitted to begin
the rebuilding
process after two
hurricanes
destroyed the
brand-new day
slips.



COCOA CRA

PROJECTS



LEE WENNER PARK NEW DOCKING SYSTEM AND BREAKWATER

In March 2023, the Cocoa CRA applied to continue their work on the restoration of the waterfront that was devastated by two back-to-back hurricanes, Ian and Nicole. The Florida Inland Navigation District (FIND) Grant of \$84,000, which along with a 50% match from the CRA of \$84,000, will provide a total of \$168,000 in funding to complete Phase I: Engineering Design and Permitting. This phase should be completed by September 2025.

The Strategic Plan identified for this purpose is Infrastructure and Redevelopment. By improving the waterfront infrastructure, the Cocoa Waterfront will see increased development, thus improving our economic base for the City.

COCOA CRA- Plan Amendment

In Late 2022, The Cocoa CRA approved the 2022 Cocoa CRA Redevelopment Plan Update that is related only to incorporating a community policing program. Generally, the Update includes the following language related to Community Policing Initiatives:

The intent and purpose of this Program is to proactively enhance the current level of police patrol and provide a more personal level of service through a direct liaison between the Agency Board/Downtown community and the Cocoa Police Department.

In FY 23 Police officers were assigned to a special shift detail to maximize the effectiveness of the Program. Police officers work to proactively form partnerships with residents and businesses to jointly promote crime prevention, prevent disorder and improve public safety by addressing specific issues indigenous to the Downtown Area.

YEARLY HIGHLIGHTS

	The Cocoa CRA welcomed 19 new businesses to the area, creating a total of 41 full-time jobs and 22 part-time jobs.
	\$23,141 was awarded in Commercial Façade Improvement Program Grants, Leveraging \$50,048 in private sector capital investment. A ROI of \$2.16 for every \$1.00 of TIF invested.

Address	Total Award	Total Project Cost
101 Brevard Ave. 10, 12, 14 Oleander St.	\$8,012.01	\$16,024.02
26 Oleander St.	\$5,128.50	\$12,112.00
	\$10,000.00	\$21,912.00
	\$23,140.51	\$50,048.02

YEARLYEVENTS

Cocoa Village hosts many special events, some recurring favorites, and other new and exciting programs.

In FY 2023 60 events were held.

Visitors from all over attend these events and while the Pandemic's effects still reverberate throughout the world, Cocoa Village has been able to resume many outdoor activities, including:

1. Annual MLK Peace March and Service
2. City of Cocoa 4th of July Celebration
3. Central Florida Car Show
4. Annual Survive First, First Responder 5K.
5. Annual Cocoa Rotary Party in the Park Concert
6. Cocoa Police Department Tour De-Force Ride
7. Historic Cocoa Village Mainstreet Annual Art and Craft Fairs (four annually)
 - Spring Show
 - Summer Show
 - Fall Show
 - Holiday Show
8. Cocoa Village Mardi Gras Parade and Celebration
9. Central Brevard Humane Society Annual Mardi Paws in the Park
10. City of Cocoa Annual Memorial Day Remembrance Ceremony
11. Historic Cocoa Village Mainstreet Sip and Stroll (four annually)
 - Sweetheart Sip and Stroll
 - Christmas in July Sip and Stroll
 - Harvest Moon Sip and Stroll
 - Shop Small Sip and Stroll
12. City of Cocoa Annual Fall Festival
13. City of Cocoa Annual Touch a Truck (Municipal Government Week)
14. Cocoa/Rockledge and Brevard County Holiday Parade and Tree Lighting
15. City of Cocoa Movies in the Park (four annually)
16. Keep Brevard Beautiful Trash Bash
17. Running Zone Foundation Annual Space Coast Marathon and Half Marathon
18. Annual Space Coast Free Wheelers Century Ride
19. Annual Space Coast Triathlon
20. Annual Riverfront Triathlon
21. Annual Alzheimer's Association Memory Walk
22. American Cancer Society Relay for Life

23. US Army Band Concert
24. HCVMS Halloween Golf Cart Parade
25. Preclampsia Promise Walk
26. Deuterman Productions-Taking Back Sunday Concert
27. HCVMS Friday Night Frolic
28. HCVMS Holiday Boat Parade
29. HCVMS Holiday Bicycle Parade
30. HCVMS Moonlight and Music on the Promenade
31. HCVMS Writers Guild Book Signing and Fair
32. Annual Survive First Brewers Bash
33. HCVMS Sail to the Sun Rally
34. City of Cocoa Juneteenth Celebration
35. Village Idiot Spring Street Party
36. Village Idiot Fall Street Party
37. Cocoa Police Athletic League Summer Program
38. Brevard County Dog Training Club Responsible Dog Ownership Day in the Park
39. Hope Community Fellowship Worship Night
40. Deuterman Productions- Travis Tritt
41. Ask For Entertainment Pre-Cruise Party in the Park
42. Deuterman Productions- Dirty Heads Concert
43. Deuterman Productions- Trevor Hall Concert
44. AEG Live- Rebelution
45. Apex Events-Tribute Fest Concert
46. Deuterman Productions- Matisyahu Concert
47. Brevard County Firefighters Annual Chili Cook-Off
48. Cocoa High School Football Championship Celebration
49. Movie Night by Navy Federal Credit Union
50. "Hello Again Books" Book Fair
51. Rockledge Youth Football and Cheerleading League Easter in the Park
52. Historic Cocoa Walking Tours (Three Annually)
53. Historic Cocoa Village Main Street Sidewalk Sale
54. Hello Again Books "Be the Rainbow" Event

COCOA CRA

COMMUNITY REDEVELOPMENT GOALS

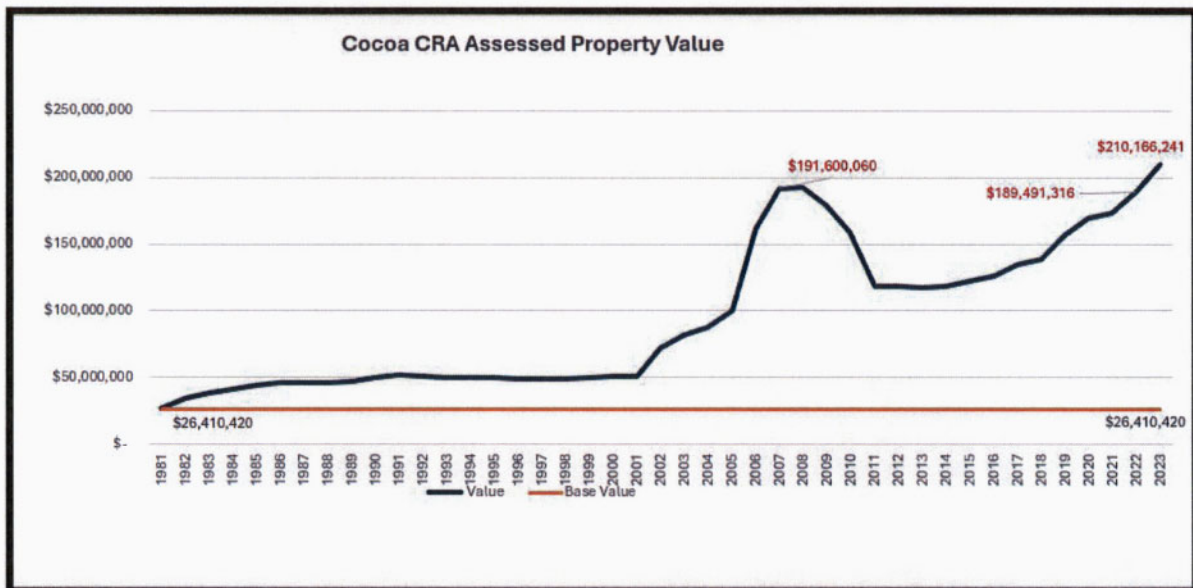
The Cocoa CRA focused on many of its goals as set forth in the 2018 Cocoa CRA Redevelopment Plan Update.

- Economic Development – Goal V (Page 72): Maintain the unique and positive character of the sub-districts while promoting economic vitality of each. In progress
- Economic Development – Goal VI (Page 73): Market the CRA as a major destination point in the Central Florida Region. In progress
- Future Land Use – Goal IX (Page 74): Provide aesthetic improvements and way-finding measures to increase the sense of community identity. In progress
- Transportation – Goal XI (Page 75): Create a safe efficient traffic circulation system which provides sufficient access by all modes of transportation between activity centers within the CRA and the balance of the community. In progress
- Transportation – Goal XII (Page 76): The CRA shall support the development of parking strategies to support the transportation goals. In progress
Public Facilities and Services – Goal XIV (Page 76): Provide necessary public facilities with acceptable levels of service to accommodate existing needs.
as well as new demands as, proposed development occurs with the CRA. In progress
- Coastal – Goal XV (Page 77): The natural resources of the City's CRA coastal planning area shall be preserved, protected, or enhanced to provide the highest possible water quality, habitat for fish and wildlife and use for public recreation. In progress
- Recreation and Open Space – Goal XVI (Page 78): Establish parks, recreation, open space, and beautification efforts to create an identifiable character for the redevelopment area which will reflect a pleasant appealing atmosphere for working, shopping, touring, and residing in the district. In progress

COCOA CRA

FINANCIALS & ASSESSED PROPERTY VALUE

FINANCIALS		
TYPE	SOURCE	AMOUNT
Current Year Taxable Value in CRA	DOR DR420 TIF Sect I (1)	\$ 210,166,241.00
Base Year Taxable Value in CRA	DOR DR420 TIF Sect I (2)	\$ 26,410,420.00
Current Year Tax Increment Value	DOR DR420 TIF Sect I (3)	\$ 183,755,821.00
Prior year Final taxable value in the tax increment area	DOR DR420 TIF Sect I (4)	\$ 189,491,316.00
Prior year tax increment value (Line 4 minus Line 2)	DOR DR420 TIF Sect I (5)	\$ 163,080,896.00
If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:		
Enter the portion on which the payment is based.	DOR DR420 TIF Sect II(6a)	0%
Dedicated increment value	DOR DR420 TIF Sect II(6b)	\$ -
Amount of payment to redevelopment trust fund in prior year	Read note on cell	\$ -
If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:		
Amount of payment to redevelopment trust fund in prior year	DOR DR420 TIF Sect II(7a)	\$ -
Prior year operating millage levy from Form DR-420, Line 10	DOR DR420 TIF Sect II(7b)	0%
Taxes levied on prior year tax increment value	DOR DR420 TIF Sect II(7c)	\$ -
Prior year payment as proportion of taxes levied on increment value	DOR DR420 TIF Sect II(7d)	- %
Dedicated increment value	DOR DR420 TIF Sect II(7e)	\$ -
Actual expended increment revenue	Audit (FUND BALANCES)	\$ -
Total Low and Moderate Housing Expended		\$ -



An 11% Increase in tax increment value over prior fiscal year: \$20,674,925

COCOA COMMUNITY REDEVELOPMENT AGENCY

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

Year Ended September 30, 2023

	General Fund	Adjustments (Note 2)	Statement of Activities
	<u> </u>	<u> </u>	<u> </u>
REVENUES			
Intergovernmental	\$ 1,594,600	\$ -	\$ 1,594,600
Investment Income	40,646	-	40,646
Miscellaneous Revenues	42,359	-	42,359
TOTAL REVENUES	<u>1,544,157</u>	<u>-</u>	<u>1,677,605</u>
EXPENDITURES/EXPENSES			
Economic Environment	353,018	-	353,018
Capital Outlay	21,513	(21,513)	-
Depreciation	-	253,144	253,144
Debt Service:			
Principal	120,069	(120,069)	-
Interest	2,699	-	2,699
TOTAL EXPENDITURES/EXPENSES	<u>497,299</u>	<u>111,562</u>	<u>608,861</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES/EXPENSES	<u>1,180,306</u>	<u>(111,562)</u>	<u>1,068,744</u>
OTHER FINANCING SOURCES (USES)			
Lease Proceeds	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
CHANGE IN FUND BALANCE/NET POSITION	1,180,306	(111,562)	1,068,744
FUND BALANCES/NET POSITION			
Beginning of the year	<u>1,699,168</u>	<u>3,974,982</u>	<u>5,674,150</u>
End of the year	<u>\$ 3,869,474</u>	<u>\$ 3,863,420</u>	<u>\$ 6,742,894</u>

The accompanying notes are an integral part of the financial statements.

COCOA COMMUNITY REDEVELOPMENT AGENCY

STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET

September 30, 2023

	General Fund	Adjustments (Note 2)	Statement of Net Position
ASSETS			
Cash and Cash Equivalents	\$ 2,946,931	\$ -	\$ 2,946,931
Prepaid items	8,741	-	8,741
Deposits	4,350	-	4,350
Lease Receivable	88,421	-	88,421
Other Receivables	271,907	-	271,907
Capital Assets			
Nondepreciable	-	87,164	87,164
Depreciable, net	-	3,916,906	3,916,906
TOTAL ASSETS	<u>\$3,320,350</u>	<u>\$4,004,070</u>	<u>\$ 7,324,420</u>
LIABILITIES			
Accounts payable	\$ 16,033	-	16,033
Accrued payroll and related liabilities	3,006	-	3,006
Lease Liability	-	536,493	536,493
TOTAL LIABILITIES	<u>19,039</u>	<u>536,493</u>	<u>555,532</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflow - Whitley Bay			
Settlement	271,891	(271,891)	-
Lease Receivable	88,248	-	88,248
TOTAL DEFERRED INFLOWS OF RESOURCES	<u>360,139</u>	<u>(271,891)</u>	<u>88,248</u>
FUND BALANCES/NET POSITION			
Fund balances:			
Nonspendable	8,741	(8,741))	-
Restricted	2,932,431	(2,932,431)	-
TOTAL FUND BALANCES	<u>2,941,172</u>	<u>(2,941,172)</u>	<u>-</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$3,320,350</u>		
Net position:			
Net investment in capital assets		4,004,070	4,004,070
Restricted		2,676,570	2,676,570
TOTAL NET POSITION		<u>\$ 6,680,640</u>	<u>\$ 6,680,640</u>

The accompanying notes are an integral part of the financial statements.

DIAMOND SQUARE CRA

The Diamond Square CRA was established in April 1998 through a Resolution by the City of Cocoa and Brevard County and a City of Cocoa Ordinance No. 13-98 and is governed by a seven-member board. A Redevelopment Plan was updated and approved in 2014. The Redevelopment Plan is based on Five Strategic Frameworks for Change: Community Living; Community Places; Community Connections; Community Identity; and Community Opportunity.

The Diamond Square CRA is generally bounded by the southern border of the City and encompasses the area bounded by Pineda Street on the west, School Street on the north, the Florida East Coast Railroad on the east, and Rosa L. Jones Drive on the south.

Currently, the Diamond Square Community Redevelopment Agency is scheduled to sunset in 2032. Meetings take place on the third Monday of each month at 6:00 pm in City Council Chambers.

The Diamond Square CRA currently has no outstanding indebtedness.



Diamond Square CRA Board

The terms of the office of each Agency member will be for four years, except that three of the City appointed members shall be designated to serve terms of 1, 2, and 3 years from their date of appointment. No Agency member may serve more than two consecutive terms.

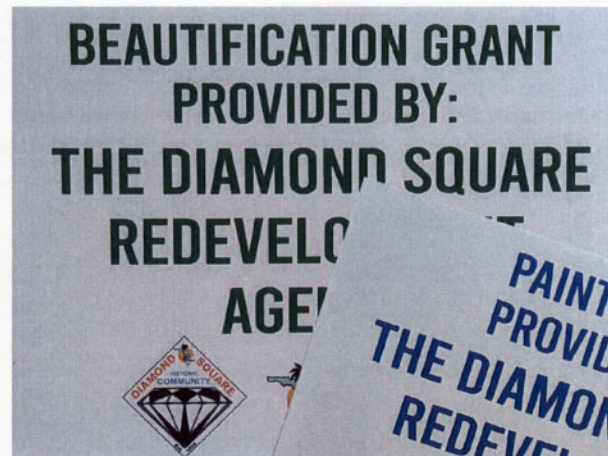
Diamond Square CRA Board Members

- Tracy Moore – Chairperson
- Crystal McQueen - Vice Chairperson
- Larry Brown – Agency Member
 - Appointed by Brevard County
- Amy Robinson – Agency Member
- Ed Jones - Agency Member
- Jackie Isom - Agency Member
- Marilyn Smith - Agency Member



DIAMOND SQUARE CRA HIGHLIGHTS

In FY23,
Continuation of
the Diamond
Square CRA Paint
Grant Program and
Beautification
Grant Program



Signs are placed in grantees yard after completion

DIAMOND SQUARE CRA

DIAMOND SQUARE CRA PAINT AND BEAUTIFICATION GRANT PROGRAMS



Two programs that began in June of 2021; the Diamond Square CRA Paint Grant Program and the Beautification Grant Program continued in 2023. Due to the community's interest and program success, the budget for each was increased. These are designed to improve the exterior of the residence and improve aesthetics of the community. Approved applications for the Paint program will have their home pressure washed, receive paint and painting supplies up to the amount of \$1,000 for the exterior of their home and the Beautification Grant Program will provide Florida-friendly landscaping up to the amount of \$500 for the front of their home. In both cases, grant recipients provide their own labor.

These programs have benefited the community by improving the looks of the homes, created a renewed sense of homeowner pride and has a domino effect as more and more applications are submitted. During FY 2023, the CRA had approved 4 Beautification grants totaling \$2,000 and 11 Paint Grants totaling \$11,000, for a total impact of \$13,000.

COMMERCIAL FACADE GRANT

The Diamond Square CRA sponsors a Commercial Facade Improvement Program to benefit property owners in the redevelopment area. Matching grants of up to \$10,000 are available to qualified business owners to fund exterior improvements such as awnings, landscaping, exterior lighting, fencing, and signage.

DIAMOND SQUARE CRA

SUMMER CAMP SCHOLARSHIPS

The Diamond Square CRA approved \$4,011 in scholarship funds for 10 youth to attend the 2023 summer camp provided by Brevard County Parks and Recreation and held at the Dr. Joe Lee Smith Center in Diamond Square.



DIAMOND SQUARE CRA UPSTART SMALL BUSINESS PROGRAM

At the February 8, 2021, Agency Members approved the formulation of Upstart Diamond Square. This program was created as an incentive to promote the growth of minority-owned businesses throughout the Diamond Square Community.

The program and forgivable loans are available to minority and/or women owned small businesses with the goal to empower entrepreneurs to succeed in the Diamond Square community, attract small minority businesses to the area, contribute to the economic vitality by promoting small business, and to cultivate a vibrant neighborhood through the encouragement of diverse businesses.

Awards made to businesses encourage a business to locate or relocate in Diamond Square and support minority entrepreneurs with business skill sets and start-up and marketing expenses. The DS Upstart Cocoa Loan program is designed as a three-year forgivable loan program with a community enrichment component to “pay back” 25% of the grant to the community within three years. After three years of maintaining the business in Diamond Square and successful completion of the “pay back” the loan will be forgiven at 100%.

DIAMOND SQUARE CRA

PROJECTS & FUNDING INITIATIVES

COPS & KIDS



Summer began with 36 youth and a partnership between LLC (Lifetime Counseling Centers) and Cocoa Police Department opportunities were provided for the children to take swimming and water safety lessons. Field trips included Orlando Science Center, Fishing at Sebastian Inlet, Wekiva Springs and a tour of the Cocoa Police Department. Children participate in a variety of activities to include team building, arts and more. With an emphasis on Mental Health, LCC provided counselors for the 6-week camp and Second Harvest Food Bank provided breakfast each day.

DIAMOND SQUARE PARTNERSHIP WITH ALLIANCE FOR NEIGHBORHOOD RESTORATION

The Diamond Square CRA continued its partnership with the Alliance for Neighborhood Restoration (ANR), currently in its 10th year of youth programs at the Harry T. Moore Center primarily serving about 80% of Cocoa youth and the Diamond Square Community. With 22.4% of children in Cocoa living below poverty level, the programs provided have become vital to the community it serves.

Additionally, the Diamond Square CRA sponsored the community policing initiative, the Cocoa Police Athletic League (Cocoa PAL), for \$4,500. ANR and Cocoa PAL quickly decided that service to society, specifically the Diamond Square Community, could be provided in different forms.

COCOA POLICE ATHLETIC LEAGUE (PAL)

The Police Athletic League is the oldest and largest law enforcement-based youth crime prevention program in the United States. The program is designed to equip each youth with the skills needed to become future leaders of PAL and the country. Character building, dedicated, honest hard work are the building blocks of PAL. At the core program for delivering youth the Cocoa PAL is a juvenile delinquency prevention program that provides athletic and academic activities to youth through the community.

The Youth Leadership Council is designed to equip each youth with the skills needed to become future leaders of PAL and the country. Character building, dedication, and honest hard work are the building blocks of PAL. Participants held regular meetings to discuss and plan activities, attend local and regional training and volunteers with various agencies.

12 members were selected to attend a two-day State Leadership Training at Disney's Fort Wilderness. Cocoa PAL sponsored 3 Diamond Square youth to attend the State of Florida PAL Leadership Conference at Disney Coronado Springs Resort.



DIAMOND SQUARE CRA



Police Athletic League After School Program

The 2022-23 school year began with 22 youth registered for After-School, focusing on Career Readiness and Character Education. An average of 14 children received daily homework assistance, career readiness, leadership development, social-emotional development, arts and crafts, physical fitness, and nutrition. More than 70% of participants were DS Residents. Second Harvest Food Bank continued to support After-School and Summer Programs with fresh, prepared meals.

State of Florida PAL Regional Training

Cocoa PAL hosted the State of Florida PAL Regional Training at the Joe Lee Smith Center with about 100 youth from around the State of Florida.

PAL Leadership Training

The curriculum includes leader's traits and skills, team building, planning, and executing community projects, community needs assessments and civic responsibility.

Training also included team building exercises and discussions about Social Justice.

Tours and engagement included the Fire Department, Police Department and City Hall. The Youth planned and hosted a Political Forum for the City of Cocoa Candidates, Districts 1 and 2 and the Brevard County Commission, District 2 and was held at the Moore Justice Center.

Cocoa PAL Basketball

Cocoa PAL Basketball Season 22-23 held practices two days per week at the Joe Lee Smith Community Center. Games were scheduled for Saturdays during League competitions with Brevard County Parks and Recreation. Cocoa PAL charged a modest fee of \$25 and registered more than 56 youth throughout the year. However, a 25% drop in participation occurred versus when the fee was waived during the Pandemic.

Youth Employment Training/Phase 1 and Phase 3

12 youth registered for the Youth Employment Training program, of which all 12 completed the four- week course.

Speakers from various occupations shared information about their careers, including Judge Samuel Bookhardt and Sgt Marlon Buggs during a special tour of the Moore Justice Center.

Course instruction included applications for employment, resumes, interviewing skills, dressing for success, financial literacy, and customer Service.

Two Phase 3 Youth Employment Trainees completed job assignments with the City of Cocoa Leisure Services and Brevard County Parks and Recreation.

DIAMOND SQUARE CRA

YEARLY HIGHLIGHTS



The Diamond Square CRA welcomed 15 new businesses to the area, creating a total of 67 full-time jobs and 10 part-time jobs.

YEARLY EVENTS

2023 Program Highlights

- Annual Winter Festival in Diamond Square
- Annual Fall Festival with the City of Cocoa
- Community Cleanup Project for After-School in Diamond Square
- Keep Brevard Beautiful Trash Bash with the City of Cocoa

COMMUNITY REDEVELOPMENT GOALS

The Diamond Square CRA achieved many of its goals as set forth in the 2014 Diamond Square CRA Redevelopment Plan Update.

Goal 1 – Enhance streetscapes and pedestrian connectivity (Pages 13-15)

- SR520 landscape enhancements - complete
- Peachtree Street Complete Street - complete
- Transportation terminus (SCAT) in DSCRA - complete
- South Fiske Blvd landscaping and mid-block crossing - expect completion 2023

Goal 2 - Increase partnerships with housing developments (Pages 15-17)

- Housing Authority of the City of Cocoa curb appeal - complete
- Finance and home ownership programs - in progress

Goal 3 - Create Neighborhood Gateways (Pages 18-20)

- Neighborhood entry signage and historical/cultural significance - in progress
- Street tree planting - in progress
- Sidewalk system infill and improvements – in progress
- Stormwater and infrastructure – in progress

Goal 4 – Explore the feasibility of creating new community-based centers (Page 21-22)

- Joe Lee Smith Center upgrades and/or reconstruction - complete

Goal 5 – Enhance support for community-based organizations and educational institutions (Pages 23-24)

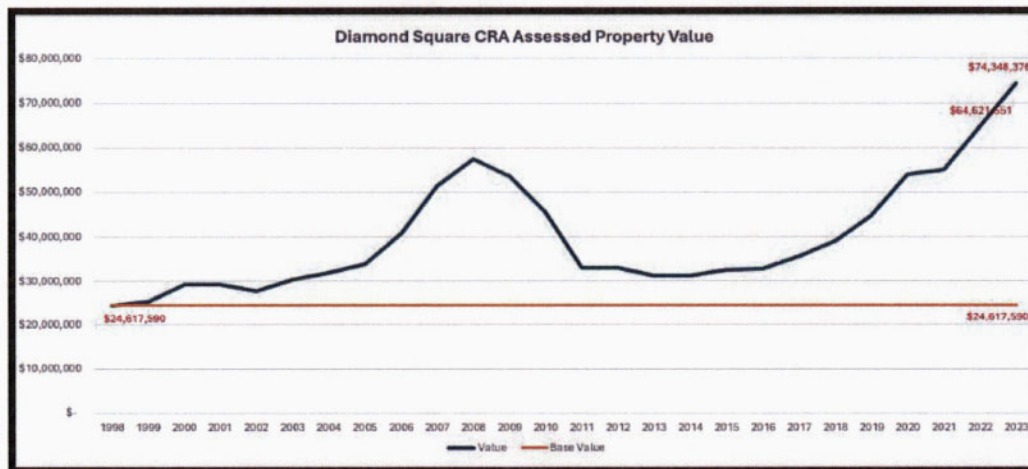
- Safe routes to school / pedestrian network – in progress
- Role model and mentoring programs – in progress

DIAMOND SQUARE CRA

FINANCIALS

TYPE	SOURCE	AMOUNT
Current Year Taxable Value in CRA	DOR DR420 TIF Sect I (1)	\$ 74,348,376.00
Base Year Taxable Value in CRA	DOR DR420 TIF Sect I (2)	\$ 24,617,590.00
Current Year Tax Increment Value	DOR DR420 TIF Sect I (3)	\$ 49,730,786.00
Prior year Final taxable value in the tax increment area	DOR DR420 TIF Sect I (4)	\$ 64,621,551.00
Prior year tax increment value (Line 4 minus Line 2)	DOR DR420 TIF Sect I (5)	\$
If the amount to be paid to the redevelopment trust fund IS BASED on a specific proportion of the tax increment value:		
Enter the portion on which the payment is based.	DOR DR420 TIF Sect II(6a)	0%
Dedicated increment value	DOR DR420 TIF Sect II(6b)	\$ -
Amount of payment to redevelopment trust fund in prior year	Read note on cell	-
If the amount to be paid to the redevelopment trust fund IS NOT BASED on a specific proportion of the tax increment value:		
Amount of payment to redevelopment trust fund in prior year	DOR DR420 TIF Sect II(7a)	\$ -
Prior year operating millage levy from Form DR-420, Line 10	DOR DR420 TIF Sect II(7b)	0%
Taxes levied on prior year tax increment value	DOR DR420 TIF Sect II(7c)	-
Prior year payment as proportion of taxes levied on increment value	DOR DR420 TIF Sect II(7d)	- %
Dedicated increment value	DOR DR420 TIF Sect II(7e)	\$ -
Actual expended increment revenue	Audit (FUND BALANCES)	\$ -
Total Low and Moderate Housing Expended		\$ -

FINANCIALS & ASSESSED PROPERTY VALUE



A 15% Increase in taxable value over prior fiscal year: \$9,726,825

DIAMOND SQUARE COMMUNITY REDEVELOPMENT AGENCY

STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUND REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES Year Ended September 30, 2023

	General Fund	Adjustments (Note 2)	Statement of Activities
	<u> </u>	<u> </u>	<u> </u>
REVENUES			
Intergovernmental	\$ 391,157	\$ -	\$ 391,157
Investment Income	15,458	-	15,458
Miscellaneous	2,500	-	2,500
	<u> </u>	<u> </u>	<u> </u>
TOTAL REVENUES	409,115	-	409,115
	<u> </u>	<u> </u>	<u> </u>
EXPENDITURES/EXPENSES			
Economic Environment	113,232	-	113,232
Depreciation	-	15,879	15,879
	<u> </u>	<u> </u>	<u> </u>
TOTAL EXPENDITURES/EXPENSES	113,232	15,879	129,111
	<u> </u>	<u> </u>	<u> </u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	295,883	(15,879)	280,004
	<u> </u>	<u> </u>	<u> </u>
CHANGE IN FUND BALANCE/NET POSITION			
	295,883	(15,879)	280,004
	<u> </u>	<u> </u>	<u> </u>
FUND BALANCES/NET POSITION			
Beginning of the year	790,552	492,813	1,315,765
	<u> </u>	<u> </u>	<u> </u>
End of the year	\$1,086,435	\$ 476,934	\$1,595,769
	<u> </u>	<u> </u>	<u> </u>

DIAMOND SQUARE COMMUNITY REDEVELOPMENT AGENCY

STATEMENT OF NET POSITION AND GOVERNMENTAL FUND BALANCE SHEET September 30, 2023

	General Fund	Adjustments (Note 2)	Statement of Net Position
ASSETS			
Cash and cash equivalents	\$ 1,085,643	\$ -	\$ 1,085,643
Prepaid items	9,155		9,155
Other receivables	2,500	-	2,500
Capital assets			
Nondepreciable	-	181,192	181,192
Depreciable, net	-	328,142	328,142
TOTAL ASSETS	\$ 1,097,298	\$ 509,334	\$ 1,606,632
LIABILITIES			
Accounts payable	\$ 9,723	-	\$ 9,723
Accrued payroll and related liabilities	1,140	-	1,140
TOTAL LIABILITIES	10,863	-	10,863
FUND BALANCES/NET POSITION			
Fund balances:			
Nonspendable	9,155	(9,155)	-
Restricted	1,077,280	(1,077,280)	-
TOTAL FUND BALANCES	1,086,435	(1,086,435)	-
TOTAL LIABILITIES AND FUND BALANCES	\$ 1,097,298		
Net position:			
Net investment in capital assets		509,334	509,334
Unrestricted		1,086,435	1,086,435
TOTAL NET POSITION		\$ 1,595,769	\$ 1,595,769

KEY CONTACTS

	Community Services Department 65 Stone Street, Cocoa, FL 32922
	Stockton Whitten City Manager (321) 433-8737 swhitten@cocoafl.gov
	Charlene Neuterman Community Services Director (321) 433-8509 cneuterman@cocoafl.gov
	Ryan Browne Redevelopment Coordinator (321) 433-8577 rbrowne@cocoafl.gov

COCOA POLICE FOUNDATION PRESENTS

Chief's Breakfast

2024



HONORING THE PIONEERS

FEATURING L.B. SCOTT, FLORIDA STATE PAL DIRECTOR
AND SPECIAL RECOGNITION FOR DELORES MCLAUGHLIN, COCOA PAL

TUESDAY, APRIL 30TH

COCOA CIVIC CENTER 7:30 AM - 9 AM



\$50

A FUNDRAISER SUPPORTING COCOA PAL AND
THE COCOA POLICE FOUNDATION



WWW.COCOAPOLICEFOUNDATION.COM

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