

Request for Proposals for Real Estate Brokerage Services (RFP)

Introduction

The Ocean Highway and Port Authority of Nassau County, FL (OHPA) is seeking proposals from Florida licensed commercial real estate brokers to provide real estate advisory and brokerage services related to the potential use and/or disposition of several port-owned, non-industrial, properties. OHPA is a state chartered governmental entity and the owner of the Port of Fernandina Marine Terminal situated in the City of Fernandina Beach Florida. The terminal handles a mix of commodities including containerized, breakbulk and bulk cargoes. The terminal lies at the northern edge of the City's Historic District and is surrounded by a mix of residential homes and commercial enterprises. The parcels in question, and described below, lie adjacent to the marine terminal and within the City's designated historic district.

Parcels

The parcels are identified by the following Nassau County Property Appraiser Parcel Identification numbers:

Parcel A: 00-00-31-1800-0017-0100

Parcel B: 00-00-31-1800-0018-0010

Parcel C: That portion of 00-00-31-1800-0005-0010 that lies adjacent to N. 3rd Street and is outside of the marine terminal boundary.

Parcel A lies at the southeast intersection of Dade Street and N 3rd Street. The property contains approximately .32 acres and has 6 underlying lots of record. The parcel is currently zoned R-2, medium density residential.

Parcel B lies at the northeast intersection of Dade Street and N 3rd Street. The property contains approximately .29 acres and has 5 underlying lots of record. The parcel is currently zoned R-2, medium density residential.

Parcel C lies at the westerly intersection of Escambia Street and N 3rd Street. The property contains approximately .23 acres and has 4 underlying lots of record. The parcel is currently zoned MU-1, mixed use.

Services Required

OHPA is seeking an experienced commercial real estate broker to provide advisory services related to highest and best use and market value determinations, development of an advertising and marketing approach to maximize market exposure and to represent OHPA as its broker of record, including coordinating all services required to close an approved transaction. The selected Broker is expected to consult with OHPA throughout the process in order to ensure that OHPA's objectives are met.

Qualifications for Selection

Respondents must be Florida Licensed Commercial Real Estate Brokers. The selection of the appropriate broker by OHPA will consider the qualifications of the firm and the individual (s) assigned to the project. Proposers should provide a brief company history and the qualifications and experience of the individuals who will be involved in this assignment. Submittals shall clearly identify a singular point person that will have responsibility for managing the assigned project and coordinating with OHPA and OHPA staff. Respondents must demonstrate their knowledge and experience in Nassau County, Florida, with a particular focus on Amelia Island and the City of Fernandina Beach. Respondents must demonstrate their familiarity with the City of Fernandina Beach Land Use and Zoning Codes as well as their understanding of the Land Development Regulations and Historic District Guidelines. Respondents should focus their relevant experience on sales of similar properties to those being considered in this RFP. Respondents must also provide information relative to their experience with highest and best use determinations, broker opinions of value, development of marketing campaigns and knowledge of all aspects of real estate transactions.

Compensation

OHPA expects the selected Respondent to prepare a Highest and Best Use Analysis and Broker Opinion of Value for OHPA's consideration. Based the results of this consultation, OHPA may choose to enter into an Exclusive Broker Arrangement and Listing Agreement for the disposition of one or more of the Parcels. OHPA intends to compensate the selected Broker through an earned commission at the end of a closed transaction or transactions. Respondents should provide their proposed commission structure which will also be a determining factor in the selection of the Broker.

Submission of Proposals

Responses to the RFP are due in writing no later than 3:00 PM EST, June 30, 2023. Late submittals will not be accepted or considered by OHPA. All proposals shall be delivered to OHPA via email: ohpanc@gmail.com. All questions regarding this RFP are due no later than June 16, 2023 and should also be delivered to the same email address. All submittals, questions and corresponding answers shall be considered public records pursuant to Florida law.

All timely and responsive bidders and their responses will be listed on OHPA's website. On July 12, 2023, OHPA will hold a public meeting to review and consider all timely and responsive submittals. At this meeting, OHPA may choose to interview responsive parties and/or otherwise consider timely submittals to the RFP and may choose to vote to award a Proposer the right to negotiate a contract with OHPA. Such contract shall encompass the terms and conditions of the RFP as well as additional terms and conditions, as determined by OHPA or as otherwise required. OHPA will provide adequate notice and instructions for any public meetings related to this RFP and OHPA's consideration of Proposer submittals.

Cone of Silence

Except as otherwise directed by this RFP, upon issuance of this RFP, Proposers may not contact individual Board Members, the Port Operator, or Port Staff (other than with questions as outlined above) regarding any and all aspects of this RFP until the entire submittal, evaluation and selection processes are concluded.

Public Records

OHPA is subject to Chapter 119, Florida Statutes. Any and all responsive submittals, communications, or related information, whether hard copy or electronic, are subject to Florida's public records law and will be maintained as such by OHPA.