



**CITY OF PANAMA CITY BEACH
REQUEST FOR PROPOSALS**

PCB21-37 RFP Real Estate Broker Services

Issued By:

City of Panama City Beach
17007 Panama City Beach Parkway
Panama City Beach, Florida 32413
(850) 233-5100
Website: <http://www.pcbfl.gov>

Date of Issue: September 8, 2021

Responses Due: September 29, 2021

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SECTION 1 - NOTICE TO PROPOSERS

CITY OF PANAMA CITY BEACH, FLORIDA RFP: PCB21-37 RFP Real Estate Broker Service

The City of Panama City Beach will accept sealed proposals at City Hall until September 29, 2021, at 2:00 PM, CDT, at which time all bids received will be opened and read aloud at City of Panama City Beach City Hall, 17007 Panama City Beach Parkway, Panama City Beach, FL 32413 for the following:

The Request for Proposal documents may be found at the City of Panama City Beach website at <https://www.pcbfl.gov/about-us/rfp-posts-list> and on DemandStar at www.demandstar.com.

- Electronic Proposals will only be accepted when submitted through the DemandStar's Bid portal. Emailed submissions will not be accepted.
- Alternatively, one (1) unbound original, five (5) complete copies along with an electronic copy (CD or USB flash drive) may be delivered to the City Hall Office at the address below. Any sealed Proposal submitted on paper must identify and **clearly mark** the Proposal # **PCB21-37 RFP REAL ESTATE BROKER SERVICES** on the package. Receipt of a Proposal by any Panama City Beach Office, receptionist or personnel other than the City Hall's front desk does not constitute "receipt" as required by this solicitation. The time received at City Hall shall be conclusive as to the timeliness of receipt.

Note: Any bidder failing to mark the outside of the envelope, as set forth herein may not be entitled to have their proposal considered.

Address responses and deliver to:

PCB21-37 RFP Professional Real Estate Broker Services
City of Panama City Beach City Hall
17007 Panama City Beach Parkway Panama City Beach, FL 32413

Additional technical information or questions relative to this RFP may be obtained from Tina Kunst, Purchasing Manager, at (850) 233-5100, ext. 2332 or emailed at purchasing@pcbfl.gov during normal business hours.

The City of Panama City Beach reserves the right to waive informalities in any RFP; to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in proposals received, that in its judgment will be in the best interest of the City of Panama City Beach.

The City of Panama City Beach adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to this meeting by a physically handicapped person upon notice 48 hours prior to the meeting. Please call the City Clerk, Lynne Fasone, at 850-233-5100 or e-mail at CityClerk@pcbfl.gov to make a request.

SECTION 2 - REQUEST FOR PROPOSALS FOR REAL ESTATE BROKER SERVICES

A. INTRODUCTION: The City of Panama City Beach is seeking Real Estate Broker services to provide real estate services for the purchase and sale of City owned property and facilities.

1. It is the intent of this RFP to have one or more successful broker/firms enter into a Professional Services Contract with the City to supply real estate services as outlined herein.
2. The City of Panama City Beach may enter into a contract with more than one firm, if it is found to be in the best interest of the City, or if one firm cannot provide all required services. The City is willing to consider alternate proposals, specifically in the instance that your firm/broker cannot provide all of the services requested herein.

BACKGROUND: The City of Panama City Beach owns real property assets which are used for diverse public purposes, including vacant land. Some of the vacant land properties present opportunities for sale, lease or redevelopment to the private sector, for public uses for which the property was originally obtained or have become obsolete. As the City continues to grow, the City may need to acquire property to accommodate new capital facilities for the City's municipal services. The following exhibits are the current city properties (detailed list and map) and a list of projected capital projects in which land acquisition may be necessary.

- **Exhibit A** - full list of City Owned Properties.
- **Exhibit B** - map of the City properties.
- **Exhibit C** - list of projected capital projects for which land acquisition will be necessary.

B. SCOPE OF SERVICES - The successful firm shall agree to contract with the City to provide the following:

1. Property sales transactions.
2. Market analysis & evaluation services
3. Develop strategies for the purchase, sale and/or lease of properties
4. Negotiate with sellers, buyers or lessees on behalf of the City
5. Handle all other customary activities and services associated with real estate transactions
6. Services may include consultation with City staff and City Council members relating to the sale and/or lease of real estate. Presentations at public meetings may be occasionally required.

C. QUALIFICATIONS REQUIRED: Respondents to this RFP shall have the following qualifications:

1. Must be currently licensed and in good standing with the State of Florida.

2. Must provide excellent references reflecting experience representing government entities in commercial real estate transactions.
3. Must be knowledgeable in the local real estate market and have experience with small and large commercial and residential properties, particularly on "the Island" (the City and unincorporated area of Bay County lying between Lake Powell, the Intracoastal Waterway and Hathaway Bridge).
4. Must be knowledgeable in the use of all public real estate records, including zoning maps and land development codes.
5. The applicant shall be a real estate broker and must have held a broker's license for a minimum of eight years.
6. Must maintain an office within the City limits that complies with state statutes and the rules of the Florida Real Estate Commission.
7. Must be a member of the local Multiple Listing Services (MLS) and state a willingness to offer City properties available to other brokers through the local, state & National MLS.

D. FEE SCHEDULE* - The proposed fee schedule shall include the following items:

1. State your commission rate for listing & buying/selling of properties
2. State your fee for evaluation of properties
3. State any other costs the City may anticipate relating to the real estate services to be provided

*Please note that payments to the successful contractor will be based on actual services received.

E. TERM OF CONTRACT: The contract period for the successful broker/firm will be for a 3-year period from date of award. The contract may be renewed for two (2) additional one-year terms upon satisfactory performance by the broker/firm and at a negotiated rate agreed to in writing by both the broker/firm and the City of Panama City Beach.

This Section left intentionally blank.

SECTION 3 - PROPOSAL REQUIREMENTS

Only those firms or individuals submitting request for proposals which meet the requirements herein specified will be considered regardless of past contracts with the City of Panama City Beach.

A. **FORMAT:** Request for Proposal should include the following:

1. Cover letter which shall include name of firm, address and telephone numbers as well as a primary contact with phone number and e-mail address.
2. Years in business, including prior firm's names if any.
3. Firm size, location of office within City limits, number and nature of professional staff to be assigned to the City.
4. Staff experience, training and brief professional resume for each key person who will be performing the services for the City; Include commercial real estate designations (i.e., CCIM/SIOR). Include resume of commercial real estate transactions that show both leasing & sales experience.
5. Firm experience (minimum 8 years) with proven pertinent prior transactions in the last 24 months. Provide examples of how the firm has worked with city and/or county staff regarding permitting, zoning and other aspects of property development related to a purchase/sale transaction. Indicate specifically whether the firm has been involved with transactions associated with a Development of Regional Impact, or Comprehensive Plan or Zoning Map changes.
6. Firm and/or staff experience working with or on behalf of municipalities; government entities of similar size to the City of Panama City Beach.
7. References (at least three), including when & where your firm provided similar services. Please provide names, telephone numbers of contact person for each reference.
8. Additional services offered through Proposer's firm
9. List any current litigation, outstanding judgments, liens against Proposer's firm or firm's Principals & key staff.
10. Fee schedule (including items indicated in Section 1.5):
 - Commission rate for listing, buying and selling properties; Please define the proposed fee amount(s) as a percentage of the sales/lease price. Also state a willingness to offer half of that amount to cooperating brokers.
 - Proposed method of compensation for representing the City in negotiations for purchasing properties;
 - Any other costs; fees that the City may anticipate relating to the real estate services provided.
11. Provide a short resume of community involvement

B. **MINIMUM QUALIFICATIONS:** The City will only consider proposals by applicants who meet the minimum qualifications listed in Section 1.4.1; 1.4.5 & 1.4.6. Applicants may be asked to provide documentation to verify qualifications.

The City may also elect to enter into a consulting agreement for other real estate related services at mutually agreed upon hourly rates. The term of such an agreement would be one (1) year with the ability to be extended.

Successful proposer must state a willingness to make the City properties available to other brokers through the local, state & National Multiple Listing Services.

SECTION 4 - REFERENCES - The City reserves the right to conduct reference checks for firms submitting proposals. In the event that information obtained from the reference checks reveals concerns about the firm’s past performance or their ability to successfully perform the contract to be executed based on this RFP and subsequent RFP, the City may, at its sole discretion, determine that the firm is not the most qualified firm and may select the next highest-ranked firm whose reference checks validate the ability of the firm to successfully perform the work. The City also reserves the right to check references from others not identified by the contractor.

SECTION 5 - EVALUATION PROCESS - The Request for Proposal (RFP) submitted by the proposing firm must include information documenting how the firm meets the evaluation criteria above and will be evaluated based on the weighting identified below. Submittals will not be returned to the firms submitting their Request for Proposals.

A. CRITERIA

Evaluation Form					
Evaluator:					
Respondent:					
Date:					
Categories / Criteria		Rating *	x	Weight	Score:
1	Ability of proposer to meet or exceed the requirements defined in this RFP (20%)			0.20	
2	Experience, Qualifications and References (20%)			0.20	
3	Knowledge of local real estate market (15%)			0.25	
4	Fee Schedule (30%)			0.30	
5	Completeness of Response to RFP (5%)			0.05	
				TOTAL SCORE	

*** Rating: 1-Poor, 2-Fair, 3-Good, 4-Excellent, 5-Superior**

- B. EVALUATION COMMITTEE - An Evaluation Committee consisting of at least three members assembled by the City Manager will review and evaluate each Proposal submitted in response to this RFP based on the evaluation criteria and weighting identified herein. Submissions will be evaluated to determine those that best meet the needs of the City. Acceptance and approval of each proposal will be based on an evaluation of the information submitted by the applicants. The Evaluation Committee will tentatively meet on **October 1 , 2021 at 10:00 AM** in the City Hall Conference Room (tentative date/time) to evaluate and rank all firms.
1. After evaluation and ranking of submittals, the City may at its sole discretion, elect to forego further consideration of firms and recommend the highest ranked firm to the City Council for award.
 2. The City reserves the right to reject all proposals. In the event the City does so, it shall provide in writing to all proposers the reasons for its rejection.
- C. PRESENTATIONS: At the sole determination of the Evaluation Committee, a minimum of the three (3) top ranked firms based upon submittal evaluations, may be required to make a presentation of their proposal.
1. If the Evaluation Committee desires presentations, this will provide an opportunity to clarify or elaborate on the proposal, but will not, in any way provide an opportunity to change any items in the original proposal.
 2. If presentations are elected, the Purchasing Manager shall schedule the time and location of these presentations and notify the selected firms. Presentation shall be limited to 30 minutes, including the question-and-answer period. The presentations shall assist the Evaluation Committee in selecting the most qualified firm(s) for this proposal. Additional information and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted.
 3. A new scoring sheet shall be prepared, based on the identical criteria and weighing below, for each presenter. The scores from the submittal and from the presentation shall be averaged to determine the final ranking. Based on the final scoring of the Evaluation Committee after the last presentation, a recommendation shall be made by the Evaluation Committee to the City Council to begin negotiations with the highest ranked firm.
- D. POINT OF CONTACT DURING EVALUATION PROCESS- The Purchasing Manager, or a designee, will initiate any necessary communication with a proposer to obtain information or clarification to allow the Evaluation Committee to rate the submissions properly and accurately.
1. Discussion of Proposals - The Purchasing Manager, or a designee, may discuss a proposal directly with the responsible proposer to get clarification and assure a full understanding of, and responsiveness to, the solicitation requirements. All

proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submission prior to the "short-list" for the purpose of obtaining best and final offers. When conducting such discussions, there shall be no disclosure of any information derived from proposals submitted by competing proposers except as may be required by the Florida Public Records Law, Chapter 119, Florida Statutes.

2. A proposer shall address any questions regarding interpretation of the RFP or the process to the Purchasing Manager, in writing and in sufficient time before the specific period set prior to the opening of the Request for Proposals.

SECTION 6 - SUBMISSION OF REQUEST FOR PROPOSAL (RFP)

- A. **RESPONSIBILITY FOR KNOWLEDGE OF ADDENDA:** It is the sole responsibility for all Proposers submitting a Request for Proposal to determine if any addenda(s) have been issued, to obtain all such addenda(s), and to return, if necessary, any executed addenda(s) with the RFP. The deadline to submit any questions regarding this RFP is end of business day, September 23, 2021.
- B. **RFP SUBMISSIONS:** One unbound original, five (5) complete copies of the Request for Proposal, and one electronic copy (CD or flash drive) of the RFP containing the above-listed information must be received at the City of Panama City Beach City Hall no later than 2:00 p CDT, September 29, 2021 or submitted electronically through DemandStar. Submissions will not be accepted after this time.
 1. Contact Restrictions for Proposers: All questions or requests for additional information regarding this proposal **MUST** be directed to the designated Purchasing Manager indicated below. **Prospective Proposers shall not contact any member of the City Manager's Office, other City employees or Evaluation Committee members regarding this proposal prior to award recommendation by City Council.** If a proposer initiates communication of any form regarding this solicitation, that act may be grounds for disqualifying the proposer from consideration for the RFP.

C. POINT OF CONTACT FOR SUBMISSIONS

All proposers shall direct communications and inquiries to:

Tina Kunst, Purchasing Manager
City of Panama City Beach
17007 Panama City Beach Parkway
Panama City Beach, FL 32413
Phone: (850) 233-5100
Email: tina.kunst@pcbfl.gov

D. SUBMISSION ENVELOPE LABEL

Cut out and use the label printed here, and affix to your OUTER sealed bid envelope to identify it as a "Sealed Bid".

<p>Deliver to: Purchasing Manager PCB21-37 -RFP Real Estate Broker Services Panama City Beach City Hall 17007 Panama City Beach Parkway Panama City Beach, FL 32413</p> <p>SEALED BID DO NOT OPEN</p> <p>SEALED RFP#: P C B 21-37</p>
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RFP TITLE: PCB21-37 – RFP Real Estate Broker Services

SECTION 7 - PROHIBITION OF COMMUNICATION: To ensure fair consideration for all prospective firms during the submission process, the City prohibits communication to or with any department, division, or employee except the Purchasing Manager, except as provided below.

- A. Questions - Proposer shall address any questions regarding the proposal process to the Purchasing Manager, in writing and in sufficient time before the period set for the receipt and opening of proposals. **Inquiries received within seven (7) days of the date set for receipt of proposals may not be answered or given any consideration.** The Purchasing Manager shall issue any interpretation for a proposer in the form of an addendum to the specifications. If an addendum is issued, the Purchasing Manager will post that addendum on <https://www.pcbfl.gov/about-us/rfp-posts-list> and on DemandStar at www.demandstar.com no later than five (5) days prior to the date set for receipt of proposals. Oral answers are not authoritative.
- B. Restrictions - **Additionally, the City prohibits communications initiated by a proposer to any City official, employee or committee member evaluating or considering the proposals prior to the time an award decision has been made.** If a proposer initiates communication, that act may be grounds for disqualifying the proposer from consideration for award of the proposal.

SECTION 8 - GENERAL CONDITIONS OF PROPOSALS

- A. LATE PROPOSALS. Proposals received by the City after the time specified for receipt will not be considered. Proposers shall assume full responsibility for timely delivery of the proposals to the location designated for receipt of proposals.
- B. COMPLETENESS. All information required by the Request for Proposals must be

supplied to constitute a legitimate proposal.

- C. PUBLIC OPENING. All proposals will be publicly opened, and the list of proposers read aloud in the City of Panama City Beach City Hall, Council Room, 17007 Panama City Beach Parkway, Panama City Beach, FL at the time specified and will be made available for public inspection within thirty (30) days after the proposal opening or when an award decision is made, whichever is earlier.

SECTION 9 - TERMS AND CONDITIONS OF CONTRACT

- A. CONTRACT REQUIRED. The City and the successful proposer(s) shall enter into a Contract for Services that will include, but not be limited to and may be superseded by such Contract, the following terms and conditions.
- B. INDEPENDENT CONTRACTOR STATUS; INDEMNITY. At all times the contractor will be an independent contractor and shall, therefore, agree to indemnify and save harmless the City, its officers, agents, and employees, from and against any and all liability, claims, demands, damages, fines, fees, expenses, penalties, suits, proceedings, actions and costs of action, including attorney's fees for trial and on appeal, of any kind and nature arising or growing out of or in any way connected with the performance of the Contract whether by act or omission of the proposer, its agents, servants, employees or others, or because of or due to the mere existence of the Contract between the parties.
- C. COPYRIGHTED, CONFIDENTIAL INFORMATION. If applicable, the proposer shall pay all royalties and assume all costs arising from the use of any invention, design, process materials, equipment, product or device which is the subject of patent rights or copyrights. Proposer shall, at its own expense, hold harmless and defend the City against any claim, suit or proceeding brought against the City, which is based upon a claim, whether rightful or otherwise, that the goods or services, or any part thereof, furnished under the contract, constitute an infringement or any patent or copyright of the United States. The Proposer shall pay all damages and costs awarded against the City.
- D. TIME IS OF THE ESSENCE. A condition that time is of the essence for the proper provision of services of the Contract and that the successful proposer(s) will conduct all required work diligently and as specified by the City.
- E. ASSIGNMENT. The successful proposer(s) may not assign, transfer, or otherwise dispose any rights or obligations of the Contract without prior written consent of the City.
- F. TERMINATION FOR DEFAULT. Contractors will be in default under the Contract if they commit a material breach of the Contract and as otherwise specified in the Contract. The City may terminate all or any part of an award resulting from this proposal, by giving notice of default to the Proposer, if the Proposer: (1) refuses or fails to deliver the goods or services within the time specified, (2) fails to comply with any of the provisions of this Proposal or so fails to make progress as to endanger performance hereunder, or (3) becomes insolvent or subject to proceedings under any law relating

to bankruptcy, insolvency, or relief of debtors. In the event of termination for default, the City's liability will be limited to the payment for goods and/or services delivered and accepted as of the date of termination.

G. PUBLIC RECORDS

IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**CITY CLERK – CITY OF PANAMA CITY BEACH
17007 PANAMA CITY BEACH PARKWAY
PANAMA CITY BEACH, FLORIDA 32413
850-233-5100
Cityclerk@pcbfl.gov**

1. Consultant shall keep and maintain public records required by the City to perform the services contained in this Agreement. Upon request from the City's custodian of public records, Consultant shall 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 costs provided for in Chapter 119, Florida Statutes or as otherwise provided by law.
2. Consultant shall 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 contract term and following completion of the contract if the Consultant does not transfer the records to the City.
3. Upon completion of the contract, Consultant shall transfer, at no cost, to the City all public records in possession of the Consultant or keep and maintain public records required by the City to perform the service. If Consultant transfers all public records to the City upon completion of the contract, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant keeps and maintains public records upon completion of the contract, Consultant shall meet all applicable requirements for retaining public records.
4. All public records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.
5. Failure of Consultant to comply with the City's request for records or any other provisions contained in this paragraph, shall be deemed a material breach of this contract and the parties agree that the City may seek immediate relief through a court of law as outlined in Section 119.11, Florida Statutes.

6. If Consultant fails to provide the public records to the City within a reasonable time Consultant may be subject to penalties under Section 119.10, Florida Statutes. If it is found that Consultant has unlawfully refused to comply with a public records request within a reasonable time, and if the Notice requirements of Section 119.0701(4), Florida Statutes have been met, the City will be entitled to recover all reasonable costs and attorneys' fees for such violation in accordance with Section 119.0701(4), Florida Statutes.

- H. EXECUTION OF AGREEMENT. Within fifteen (15) calendar days after issuance of the Notice of Award, the successful proposer will execute the Contract for Services and simultaneously provide any required bonds, indemnities and insurance certificates, not previously submitted. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

SECTION 10 - RIGHT TO AUDIT RECORDS

The City shall be entitled to audit the books and records of a contractor or any sub-contractor to the extent that such books and records relate to the performance of such contract or sub-contract. Such books and records shall be maintained by the contractor for a period of three (3) years from the date of final payment under the prime contract and by the sub-contractor for a period of three (3) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.

SECTION 11 - FISCAL YEAR FUNDING APPROPRIATION

- A. SPECIFIED PERIOD. Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation of funds by the City Council for any additional years.
- B. CANCELLATION DUE TO UNAVAILABILITY OF FUNDS IN SUCCEEDING FISCAL PERIODS. When funds are not appropriated or otherwise made available to support continuation of the Contract for Services in any subsequent fiscal period, the Contract may be terminated or modified. If the Contract is terminated, the contractor shall be entitled to reimbursement for any work delivered or conducted pursuant to the Contract.

SECTION 12 - PROPOSER'S CERTIFICATION FORM

Each proposer shall complete the "Proposer's Certification" form included with this request for proposal and submit the form with the proposal. The form must be acknowledged before a notary public and have the notary seal affixed. Proposals will be rejected if the proposer's certification is not submitted with the proposal.

SECTION 13 - PUBLIC ENTITY CRIMES FORM

A person or affiliate, as defined in § 287.133 of the Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit

a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in §287.01 of the Florida Statutes for category two, for a period of 36 months from the date of being placed on the convicted vendor list.

SECTION 14 - FLORIDA PROMPT PAYMENT ACT

- A. **PROPER INVOICE.** For purposes of billing submission and payment procedures, a "proper invoice" by a contractor, vendor or other invoicing party shall include at least the following information:
1. A description, including quantity, of the goods or services provided to the City reasonably sufficient to identify the goods or services;
 2. The amount due, applicable discounts, and the terms of payment;
 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 or contract number as supplied by the City;
 5. Identification by office, division, or department of to whom the goods or services were delivered or provided;
- B. **DELIVERY OF INVOICE.** All invoices, to be considered a proper invoice, shall be delivered to Accounts Payable, City of Panama City Beach, 17007 Panama City Beach Parkway, Panama City Beach, Florida, 32413.
- C. **DELIVERY ACCEPTANCE REQUIRED.** An invoice will not be considered proper unless there has been delivery, installation, or provision of the goods or services to the correct City office, division, or department; there was acceptance by the City of the goods or services; and the contractor has otherwise complied with all of the contract's terms and conditions and is not in default of any of them.
- D. **INVOICE DISPUTE PROCEDURE.** If there is a dispute between the City and contractor regarding an invoice, the City or contractor may initiate this invoice dispute procedure. Either party can initiate the dispute procedure, within 45 days after the receipt or denial of an invoice, by providing the other party in writing of a dispute and stating the specifics of the dispute. The parties shall exchange all materials and information to support their claims and provide a copy of all materials and information to the Financial Services Director. The Financial Services Director shall review all materials and information and conduct a meeting with the contractor and the responsible City office, division, or department. The Financial Services Director shall then issue a written final decision no later than 60 days after the date of notice of the dispute. The final decision shall be immediately mailed or hand-delivered to the contractor.

SECTION 15 - PROPOSER'S WARRANTY

The proposer acknowledges and warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified in this request for proposal.

SECTION 16 - INSURANCE/PERFORMANCE BONDS

Insurance and/or performance bond coverage may be required by the Contract. Such insurance or bond shall be continued in effect for the term of the contract. Should a Contractor fail to provide acceptable evidence of current insurance and/or a performance bond within seven (7) days before the expiration date of an insurance policy or bond, the City shall have the right to terminate the Contract.

SECTION 17 - DRUG-FREE WORKPLACE CERTIFICATION

By submitting the Drug Free Workplace Form as part of this request for proposal, you are certifying that your company is a drug-free workplace in accordance with § 287.087 of the Florida Statutes.

SECTION 18 - AMERICANS WITH DISABILITIES ACT

Persons with disabilities needing a special accommodation to participate in this proceeding should contact the City Clerk, 17007 Panama City Beach Parkway, Panama City Beach, FL 32413, (850) 233-5100, at least seven (7) days before the date on which the accommodation is requested.

SECTION 19 - PURCHASE CONTRACTS WITH OTHER GOVERNMENT AGENCIES

The submission of any proposal in response to this request for proposal constitutes a proposal made under the same terms and conditions, for the same contract prices and/or fee schedules to other governmental agencies within the State of Florida, unless otherwise stipulated by the proposer within the proposal documents.

SECTION 20 - INSURANCE

A successful proposer must provide evidence of insurance coverage, to be specified in the Contract and delivered at the time of execution of the Contract, which is equal or exceeds the City's minimum standards for this type of service. As outlined below, such insurance shall be written by a company licensed to do business in the State of Florida and have an A.M. best rating of at least A-.

A. WORKERS COMPENSATION

Workers Compensation and employers' liability insurance coverage for all persons (including leased or temporary employees) subject to the Workers Compensation Act and in accordance with the laws of the State of Florida.

Limits of coverage shall not be less than:

\$1,000,000	Limit Each Accident
\$1,000,000	Limit Disease Aggregate

\$1,000,000	Limit Disease Each Employee
-------------	-----------------------------

The proposer shall also purchase any other coverage required by law for the benefit of employees.

B. COMMERCIAL GENERAL LIABILITY

1. Each occurrence for:

Bodily Injury/Property Damage	\$1,000,000
Products/Completed Operations	\$1,000,000
Personal and Advertising Injury	\$1,000,000

2. Annual Aggregate for:

Bodily Injury/Property Damage	\$2,000,000
Products/Completed Operations	\$2,000,000
Personal and Advertising Injury	\$2,000,000

3. All coverage above shall include the following provisions: The City of Panama City Beach shall be an additional insured; the policy shall not be cancelled unless the City is given at least thirty (30) days advanced notice; contractual liability; and any coverage's which are eliminated, restricted or reduced to less than what is commonly provided by standard I.S.O. forms must be indicated.

C. COMMERCIAL AUTOMOBILE LIABILITY

Combined single limit for bodily injury and/or property damage: \$1,000,000.

This coverage shall include the following provisions: the City of Panama City Beach shall be an additional insured; the policy shall not be cancelled unless the City is given at least thirty (30) days advanced notice; contractual liability; any coverage's which are eliminated, restricted or reduced to less than what is commonly provided by standard I.S.O. forms must be indicated; and symbol "2" (Any Auto) or the equivalent shall be used to designate which autos are insured.

D. PROFESSIONAL LIABILITY

The Contractor shall carry professional liability insurance in an amount of not less than \$500,000.00.

SECTION 21 - STANDARD FORMS

The forms listed below (Attachments A thru G) are to be completed and submitted with your proposal and are attached herein. Ensure that all of these documents are completed and submitted with your Proposal. Failure to do so may result in your submittal not being considered for the RFP "short-list".

- Attachment A – Proposer’s Certification
- Attachment B – Addendum Page

- Attachment C – Drug Free Workplace
- Attachment D – Public Entity Crime Statement
- Attachment E – E-Verify
- Attachment F – Non-Collusion Affidavit
- Attachment G – Conflict of Interest

SECTION 21 - ADDITIONAL INFORMATION - DOCUMENTS POSTED SEPARATELY

The documents listed below are for informational purposes only and subject to change:

- EXHIBIT A: Full List of City Owned Properties
- EXHIBIT B: Map of City properties
- EXHIBIT C: Capital Projects for which the purchase of land (fee simple) is anticipated

**ATTACHMENT A
PROPOSER'S CERTIFICATION (RFP PCB21-37)**

I have carefully examined the Request for Proposal, and any other documents accompanying or made a part of this RFP.

I certify that all information contained in this submittal is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this Request for Proposal.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting an RFP for this proposal; no officer, employee or agent of the City of Panama City Beach or of any other proposer interested in said submittal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS: _____

BY: _____
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

EMAIL: _____

State of: _____

County of: _____

Acknowledged and subscribed before me on the _____ day of _____,
2021, by _____, as the _____ of
[business] _____.

Signature of Notary Notary Public, State of _____

Personally Known ____ -OR- Produced Identification of: _____)

End of Attachment A

**ATTACHMENT B
ADDENDUM PAGE
(PCB21-37- RFP REAL ESTATE BROKER SERVICES)**

The undersigned acknowledges receipt of the following addenda to the Request for Proposals (Give number and date of each):

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE SUBMITTAL IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE PROPOSAL.

NAME OF BUSINESS: _____

BY: _____

SIGNATURE

NAME & TITLE, TYPED OR PRINTED: _____

+

End of Attachment B

ATTACHMENT C

DRUG-FREE WORKPLACE FORM

The undersigned vendor, on _____, 2021, in accordance with section 287.087, Florida Statutes, certifies that [business] _____ does:

- 1. 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.
- 2. 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, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
- 4. In the statement specified in Paragraph 1, 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 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.
- 5. Impose a sanction on or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

7. Check one:

_____As the person authorized to sign this statement; I certify that this firm complies fully with above requirements.

_____As the person authorized to sign this statement; this firm does not comply fully with the above requirements.

NAME OF BUSINESS: _____

BY: _____

SIGNATURE

NAME & TITLE, TYPED OR PRINTED: _____

End of Attachment C

**ATTACHMENT D
PUBLIC ENTITY CRIME FORM**

**REQUEST FOR PROPOSALS - RFP # 17-010
CONTINUING PROFESSIONAL REAL ESTATE SERVICES**

SWORN STATEMENT UNDER SECTION 287.133 (3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid, Proposal or Contract _____

2. This sworn statement is submitted _____
whose business address is: _____

and (if applicable) Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual
signing this sworn statement: _____)

3. My name is _____ and my relationship to the
entity named above is _____
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

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

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

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

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

(Signature)

(Company)

Date: _____

RFP# PCB21-37
STATE OF FLORIDA
COUNTY OF _____

PERSONALLY, APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this _____ day of _____, 2021, and is personally known to me, or has provided _____ (driver's license/military id) as identification.

Notary Public

My Commission expires: _____

End of Attachment D

Attachment E

E-VERIFY FORM

PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
2. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
3. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
4. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
5. All employees hired by Contractor on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.
6. The City may terminate this Contract on the good faith belief that the Contractor or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.

STATE OF _____

COUNTY OF _____

Authorized Signature

Printed Name

Title

Name of Entity/Corporation

Notary Public

Printed Name

My Commission Expires: _____

NOTARY SEAL ABOVE

EXHIBIT F

NON-COLLUSION AFFIDAVIT

STATE OF FLORIDA

COUNTY OF _____

_____ being, first duly sworn, deposes and says that he is of _____, the party making the foregoing Proposal or Bid; that such Bid is genuine and not collusive or sham: that said bidder is not financially interested in or otherwise affiliated in a business way with any other bidder on the same contract; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidders or person, to put in a sham bid or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the City of Panama City Beach, Florida, or any person or persons interested in the proposed contract; and that all statements contained in said proposal or bid are true; and further, that such bidder has not directly or indirectly submitted this bid, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

Affiant

Sworn to and subscribed before me this _____ day of _____, 2021.

Notary Public

Printed Name

EXHIBIT G

CONFLICT OF INTEREST STATEMENT

Check one:

- To the best of our knowledge, the undersigned Respondent has no potential conflict of interest due to any other clients, contracts, or property interest for this project.

Or

- The undersigned Respondent, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

Check One:

- The undersigned Respondent has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
- The undersigned Respondent, **by attachment to this form**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

EXHIBIT A
CITY OWNED PROPERTIES
(This list is subject to change)

Parcel Id	Address
27338-001-000	WILDWOOD RD
27338-001-003	BIG DADDY DR
27338-002-000	HARBOUR BLVD
27338-010-001	HARBOUR BLVD
27338-010-061	WILDWOOD RD
27344-013-000	6901 BIG DADDY DR
27344-085-000	6822 SUNRISE DR
27848-000-010	ANNABELLA'S DR
27854-000-002	FRONT BEACH RD
27863-020-000	7120 MC ELVEY RD
27883-750-000	HOLLEY LN
30161-000-082	1749 BAREFOOT PALMS WAY
30166-687-850	315 BRYNN CT
30191-010-000	3003 JOAN AVE
30191-015-000	3017 JOAN AVE
30196-779-010	OCEAN VIEW DR
30790-035-000	6919 SOUTH LAGOON DR
30808-316-000	VEGA ST
30937-010-000	THOMAS DR
30939-140-000	3701 TIKI DR
31142-000-000	9 4S 15W (1.01)
31144-010-025	NORTH LAGOON DR
31182-030-000	HOPETOWN LN
31234-168-000	4829 STELLATA LN
31240-012-000	3304 JAN COOLEY DR
31306-010-010	3410 JAN COOLEY DR
31306-012-040	3304 JAN COOLEY DR
31365-597-005	PRESERVE BLVD
31365-868-010	MAGNOLIA ISLAN BLVD
31368-213-000	SANCTUARY DR
31402-983-000	3503 DRAGON'S RIDGE RD

Parcel Id	Address
31490-000-000	LONG JOHN DR
32259-369-010	MAGNOLIA BEACH RD
32677-010-000	15001 SCHOOL DR
32720-020-001	ARNOLD RD N
32724-010-000	8 3S 16W -1.1-
32724-060-000	8 3S 16W -1.6-
32724-070-000	8 3S 16W -1.8-
32736-155-010	SHADOW BAY DR
32737-020-000	16 3S 16W -1.2-
32738-639-000	PARK PL
32738-980-314	BRUNSWICK BLVD
32739-001-000	PIER PARK DR N
32739-001-001	PIER PARK DR N
32739-005-000	16200 PC BCH PKWY
32739-005-001	PIER PARK DR N
32739-005-010	PC BCH PKWY
32739-020-010	PIER PARK DR S
32739-040-000	17 3S 16W -1.5B-
32739-060-000	PIER PARK DR N
32745-010-000	18 3S 16W
32779-000-000	17140 FRONT BEACH RD
32780-000-000	17138 FRONT BEACH RD
32820-000-000	16301 LULLWATER DR E
32944-000-000	192 ESCANABA AVE
32952-040-000	156 ESCANABA AVE
33156-000-000	185 MANISTEE DR
33157-000-000	187 MANISTEE DR
33321-000-000	16726 FRONT BEACH RD
33322-000-000	16720 FRONT BEACH RD
33385-000-000	17121 PANAMA CITY BEACH PKWY
33386-000-000	17115 PANAMA CITY BEACH PKWY
33387-000-000	17109 PC BCH PKWY
33388-000-000	110 HWY 79
33389-000-000	110 ARNOLD RD S
33390-000-000	17007 PC BCH PKWY

Parcel Id	Address
33729-000-000	300 LAKEVIEW CIR
33750-005-000	15895 T.L.C. HILTON JR DR
33750-015-000	POWELL ADAMS RD
33750-090-000	500 PARK DR W
33751-060-000	502 PIER PARK DR S
33751-070-000	16049 FRONT BEACH RD
33753-000-000	16101 FRONT BEACH RD A-H
33803-005-045	NAUTILUS ST
33803-010-001	NAUTILUS RD
33803-020-000	GULF BLVD
33804-000-000	200 GULF BLVD N
33805-000-000	NAUTILUS ST
33961-000-000	SHORT ST
33984-060-000	99 GULF BLVD
33984-063-010	160 NAUTILUS ST N
34003-010-000	198 LANTANA ST
34003-044-010	FAIRWAY BLVD
34027-140-010	PELICAN PL
34030-001-020	PANAMA CITY BEACH PKWY
34030-001-022	PANAMA CITY BEACH PKWY
34030-100-480	BREAKFAST POINT BLVD
34030-250-890	233 BASIN BAYOU DR
34031-010-000	11500 HUTCHISON BLVD
34031-020-010	HUTCHISON BLVD
34034-005-005	ALF COLEMAN BLVD
34034-010-001	323 ALF COLEMAN RD
34036-010-000	12200 PC BCH PKWY
34039-288-010	130 EMERALD COAST CLUB BLVD
34039-850-870	MOONRAKER CIR
34053-010-000	27 3S 16W
34075-000-000	423 LYNDELL LN
34109-700-550	CHARLESTON CT
34170-111-010	EMERALD LAKE DR
34296-010-000	LANTANA ST

Parcel Id	Address
34331-010-000	FRONT BEACH RD
34493-000-000	490 NAUTILUS ST
34781-030-000	HUTCHISON BLVD
34796-050-000	FRONT BEACH RD
34804-005-000	OLD FRONT BEACH RD CIR
34809-001-000	11209 FRONT BEACH RD
34809-010-000	11791 T FRONT BEACH RD
34864-020-020	CLARENCE ST
34865-006-000	10270 FRONT BEACH RD
34865-006-010	10270 FRONT BEACH RD
34870-000-000	9941 THOMAS DR
34870-015-000	FRONT BEACH RD
34881-060-000	10015 HUTCHISON BLVD
34881-098-000	CHURCHWELL DR
34881-101-002	CHURCHWELL DR
34881-108-000	HENLEY CIR
34881-200-000	10591 PARKHILL
34892-000-000	FRONT BEACH RD
34895-010-000	FRONT BEACH RD
34902-050-000	FRONT BEACH RD
34907-000-000	FRONT BEACH RD
34910-000-000	FRONT BEACH RD
34978-000-000	701 CHURCHWELL DR
34988-001-000	THOMAS DR
35034-000-000	BEACH BLVD
35041-010-000	BEACH BLVD
35153-010-000	100 CONSERVATION DR
35159-130-000	29 2S 17W
35256-090-000	CAIN RD
35288-010-000	1 3S 17W -1-
35288-011-000	GRIFFIN RD
35350-152-000	BLUE SAGE RD
36068-170-000	4 3S 17W
36075-020-000	LAKE POWELL DR
36076-019-001	22089 PC BCH PKWY

Parcel Id	Address
36076-019-010	22819 PC BCH PKWY
36081-511-000	22598 FRONT BEACH RD
37237-010-000	19944 PANAMA CITY BEACH PKWY
37238-010-000	578 LAKESHORE DR N
37238-382-000	443 PARADISE BLVD
37242-020-000	118 DELUNA PL
37365-030-000	216 LAKESHORE DR
38320-005-095	ASHLEY DR
38320-031-000	PC BCH PKWY
38324-020-000	ISLAND COVE CT
38324-611-000	100 ESTES PL
38324-745-000	GRIFFIN BLVD
38325-025-000	17292 FRONT BEACH RD
38328-020-000	17540 PC BCH PKWY
38332-005-000	17487 FRONT BEACH RD
38333-010-000	17497 FRONT BEACH RD
38412-009-000	252 DEERMONT ST
38453-020-000	FRONT BEACH RD
38461-020-000	IBIS LN
40000-050-087	MAGNOLIA BEACH RD
37238-382-000	443 PARADISE BLVD

EXHIBIT B

Map of City Properties

(These maps are subject to change)

CITY OF PANAMA CITY BEACH CITY OWNED PROPERTY EXHIBIT

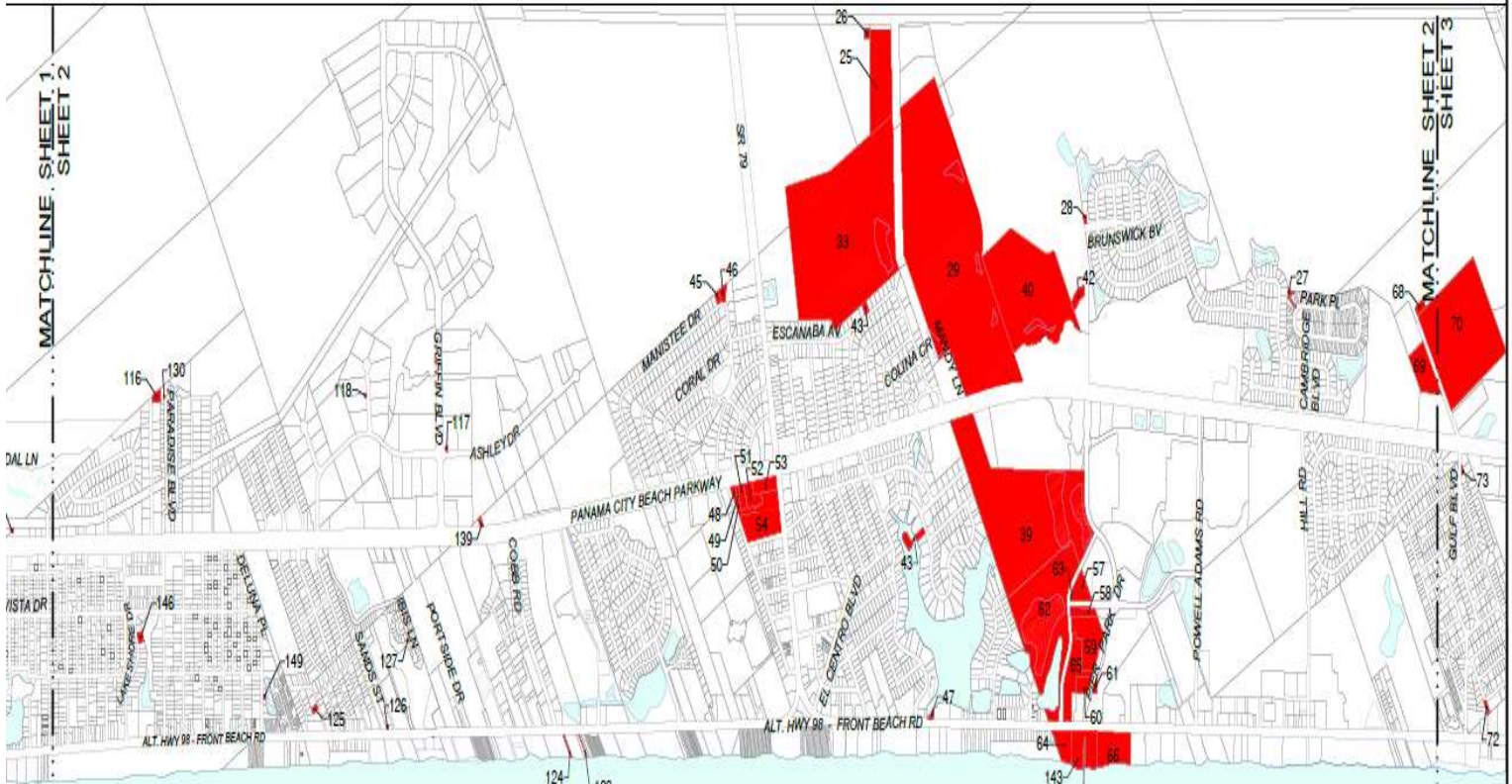
112	35256-090-000	32 25 17W -38.9- (CAIN RD. L.S. 24)
113	35350-152-000	3 35 17W (WHISPER DUNES L.S. 127)
114	36075-020-000	LAKE POWELL DR (L.S. 91)
129	36076-019-010, 36076-019-001	HWY 98 - PCB PARKWAY (L.S. 74)
138	37237-010-000	HWY 98 - PCB PARKWAY (L.S. 87)
139	38328-020-000	HWY 98 - PCB PARKWAY (L.S. 73)
140	34864-020-020	CLARENCE ST (L.S. 109)
141	34870-000-000	THOMAS DR (PARKING)
142	36068-170-000	TURTLE COVE CIR (L.S. 97)



25	32724-010-000	8 35 16W -1.1- (FRANK BROWN PARK)	47	33322-000-000	16720 FRONT BEACH RD (DRAINAGE)	116	37238-010-000	578 LAKESHORE DR N (VACANT WELL 12 SITE)
26	32724-060-000	8 35 16W -1.6- (VACANT WW PUMP SITE)	48	33385-000-000	17121 PANAMA CITY BEACH PKWY (CITY ADMIN CAMPUS)	117	38320-005-095	17798 PC BCH PKWY (L.S. 112)
27	32738-639-000	PARK PL (L.S. 82)	49	33386-000-000	17115 PANAMA CITY BEACH PKWY (CITY ADMIN CAMPUS)	118	38324-611-000	100 ESTES PL (LIFT STATION)
28	32738-980-314	BRUNSWICK BLVD (L.S. 93)	50	33386-000-000	17115 PANAMA CITY BEACH PKWY (CITY ADMIN CAMPUS)	123	38332-005-000	17487 FRONT BEACH RD (VACANT)
29	32739-005-000	16200 PC BCH PKWY (FRANK BROWN PARK)	51	33387-000-000	17109 PC BCH PKWY (CITY ADMIN CAMPUS)	124	38333-010-000	17497 FRONT BEACH RD (BEACH ACCESS 68)
33	32739-005-010	PC BCH PKWY (FRANK BROWN PARK)	52	33388-000-000	110 HWY 79 (CITY ADMIN CAMPUS)	125	38412-009-000	252 DEERMONT ST (VACANT)
39	32739-020-010	17 35 16W -1.5A- (AARON BESSANT PARK)	53	33389-000-000	110 ARNOLD RD S (CITY ADMIN CAMPUS)	126	38453-020-000	FRONT BEACH RD (L.S. 110)
40	32739-040-000	17 35 16W -1.5B- (FRANK BROWN PARK)	54	33390-000-000	17110 FIRENZE AVE (CITY ADMIN CAMPUS)	127	38461-020-000	IBIS LN (L.S. 121)
42	32739-060-000	PIER PARK DR N (FRANK BROWN PARK)	57	33750-090-000	PIER PARK DRV W (PIER PARK PARKING)	130	37238-382-000	PARADISE BLVD (L.S. 98)
43	32820-000-000	16301 LULLWATER DR (VACANT)	58	33750-090-000	PIER PARK DRV W (PIER PARK PARKING)	140	34864-020-020	CLARENCE ST (L.S. 109)
44	32944-000-000	192 ESCANABA AVE (L.S. 95)	59	33750-090-000	PIER PARK DRV W (PIER PARK PARKING)	143	33753-000-000	PCB PIER
45	33156-000-000	185 MANISTEE DR (L.S. 94)	60	33750-090-000	PIER PARK DRV W (PIER PARK PARKING)	144	30790-035-000	6919 SOUTH LAGOON DR
46	33157-000-000	187 MANISTEE DR (WELL 3)	61	33750-090-000	PIER PARK DRV W (PIER PARK PARKING)	145	30808-316-000	LOT 7, BLK 13, HOLIDAY BEACH UNIT #15 (VEGA ST)
			62	33751-060-000	502 PIER PARK DR W (AARON BESSANT PARK)	146	37365-030-000	216 LAKESHORE DR, LOT 40 BLK 5, LAGUNA BEACH
			63	33751-060-000	502 PIER PARK DR W (L.S. 85)	147	31400-000-000	LOT 29, BLK 2, TREASURE ISLAND (LONG JOHN DR)
			64	33751-060-000	502 PIER PARK DR W (CITY PIER)	148	30753-213-000	LOT 39, BLK 5, HOLIDAY BCH #8 (HILLTOP AVE)
			65	33751-060-000	502 PIER PARK DR W (PIER PARK PARKING)	149	37242-020-000	118 DELUNA PL.
			66	33751-070-000	16049 FRONT BEACH RD (CITY PIER)			
			67	33803-005-045	NAUTILUS ST (L.S. 89)			
			68	33803-020-000	21 35 16W -1.21- (CITY WWTP)			
			69	33804-000-000	200 GULF BLVD N (RECLAIM PUMP STATION)			
			70	33804-000-000	200 GULF BLVD N (CITY WWTP)			



N.T.S.

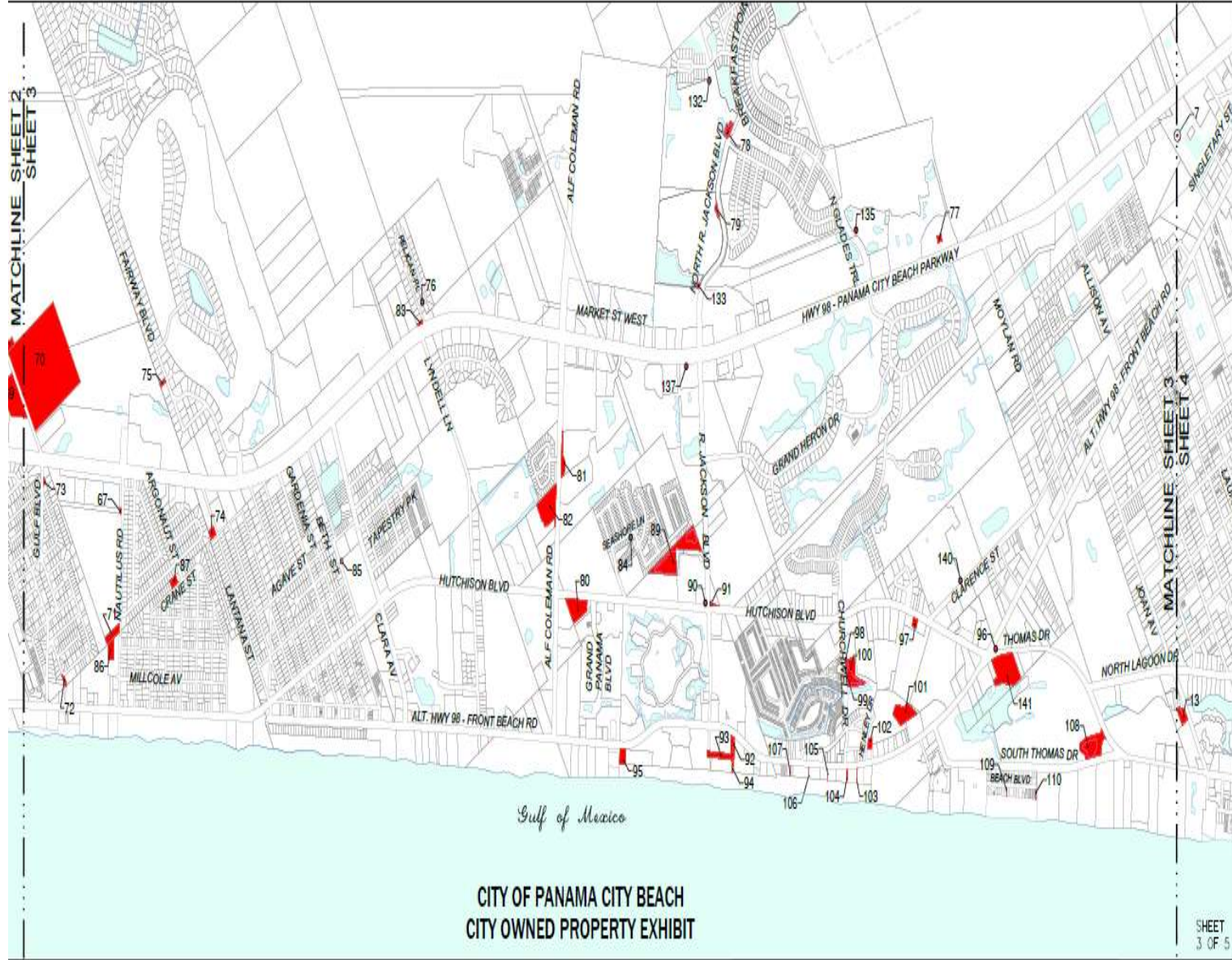


**CITY OF PANAMA CITY BEACH
CITY OWNED PROPERTY EXHIBIT**

70	33804-000-000	200 GULF BLVD N (CITY WWTP)	90	34781-030-000	HUTCHISON BLVD (NW CNR R. JACKSON AND HUTCHISON)	110	35041-010-000	BEACH BLVD (BEACH BLVD ACCESS NO #)	129	36076-019-010	36076-019-001	HWY 98 - PCB PARKWAY (L.S. 74)
71	33805-000-000	NAUTILUS ST (LIFT STATION)	91	34781-030-000	HUTCHISON BLVD (NE CNR R. JACKSON AND HUTCHISON)	111	35153-010-000	100 CONSERVATION DR (CONSERVATION PARK)	130	37238-382-000	PARADISE BLVD (L.S. 98)	
72	33961-000-000	SHORT ST (VACANT PVMT)	92	34796-050-000	FRONT BEACH RD (PARKING @ HOLIDAY INN)	112	35256-090-000	32 25 17W-38.9 (CAIN RD. L.S. 24)	131	31182-030-000	HOPETOWN LN (L.S. 84)	
73	33984-060-000	99 GULF BLVD (WELL 6)	93	34796-080-000	FRONT BEACH RD (PARKING @ OCEAN TOWERS)	113	35350-152-000	3 35 17W (WHISPER DUNES L.S. 127)	132	34030-020-011	CEDAR HAMMOCK LN (L.S. 124)	
74	34003-010-000	198 LANTANA ST (VACANT)	94	34804-005-000	FRONT BEACH RD (BEACH ACCESS 40)	114	36075-020-000	LAKE POWELL DR (L.S. 91)	133	34030-001-010	NORTH R. JACKSON BLVD (L.S. 90)	
75	34003-046-000	225 FAIRWAY BLVD (L.S. 8)	95	34809-010-000	35 35 16W (BEACH ACCESS 42)	115	37058-000-000	224 16TH ST (VACANT)	135	34030-001-010	BLACK DIAMOND DR (L.S. 118)	
76	34027-140-010	PELICAN PL (L.S. 38)	96	34870-015-000	FRONT BEACH RD (ROW @ RIPLEY'S)	116	37238-010-000	578 LAKESHORE DR N (VACANT WELL 12 SITE)	136	30159-400-122	1136 THOMAS DR - COASTAL PALMS (L.S. 107)	
77	34030-001-020	PANAMA CITY BEACH PKWY (L.S. 96)	97	34881-060-000	10015 HUTCHISON BLVD (FIRE STA #2)	117	38320-005-095	17798 PC BCH PKWY (L.S. 112)	137	34034-005-030	ONE INDEPENDENT DR, ST JOE BLDG (L.S. 83)	
78	34030-100-480	BREAKFAST POINT BLVD (DRAINAGE)	98	34881-098-000	CHURCHWELL RD (L.S. 72)	118	38324-611-000	100 ESTES PL (LIFT STATION)	138	37237-010-000	HWY 98 - PCB PARKWAY (L.S. 87)	
79	34030-100-480	BREAKFAST POINT BLVD (DRAINAGE)	99	34881-101-002	CHURCHWELL RD (ROW @ L.S.)	119	38324-745-000	12 35 17W (PCB COMMERCE PARK ROADS)	139	38328-020-000	HWY 98 - PCB PARKWAY (L.S. 73)	
80	34031-020-010	HUTCHISON BLVD (VACANT)	100	34881-101-002	CHURCHWELL RD (DRAINAGE POND)	120	38324-745-000	12 35 17W (PCB COMMERCE PARK ROADS)	140	34864-020-020	CLARENCE ST (L.S. 109)	
81	34034-005-005	ALF COLEMAN BLVD (VACANT)	101	34881-108-000	HENLEY CIR (VACANT)	121	38324-745-000	12 35 17W (PCB COMMERCE PARK ROADS)	141	34870-000-000	THOMAS DR (PARKING)	
82	34034-010-001	323 ALF COLEMAN RD (VACANT)	102	34881-200-000	10591 PARKHILL (BLDG.)	122	38324-745-000	12 35 17W (PCB COMMERCE PARK ROADS)				
83	34036-010-000	12200 PC BCH PKWY (VACANT)	103	34892-000-000	36 35 16W (BEACH ACCESS 35)	123	38332-005-000	17487 FRONT BEACH RD (VACANT)				
84	34039-288-010	130 EMERALD COAST CLUB BLVD (VACANT)	104	34895-010-000	FRONT BEACH RD (BEACH ACCESS 35A)	124	38339-010-000	17497 FRONT BEACH RD (BEACH ACCESS 68)				
85	34053-010-000	27 35 16W (BETH ST. L.S. 120)	105	34902-050-000	FRONT BEACH RD (BEACH ACCESS 37)	125	38412-009-000	252 DEERMONT ST (VACANT)				
86	34493-000-000	490 NAUTILUS ST (L.S. 7)	106	34907-000-000	FRONT BEACH RD (BEACH ACCESS 38)	126	38453-020-000	FRONT BEACH RD (L.S. 110)				
87	34601-000-000	100 ARGONAUT ST (VACANT)	107	34910-000-000	FRONT BEACH RD (BEACH ACCESS 39)	127	38461-020-000	IBIS LN (L.S. 121)				
88	34781-030-000	HUTCHISON BLVD (PONDS BEHIND PALM COVE)	108	34988-001-000	THOMAS DR (POND)	128	40000-050-087	MAGNOLIA BEACH RD (L.S. 129)				
			109	35034-000-000	BEACH BLVD (BEACH BLVD ACCESS NO #)							

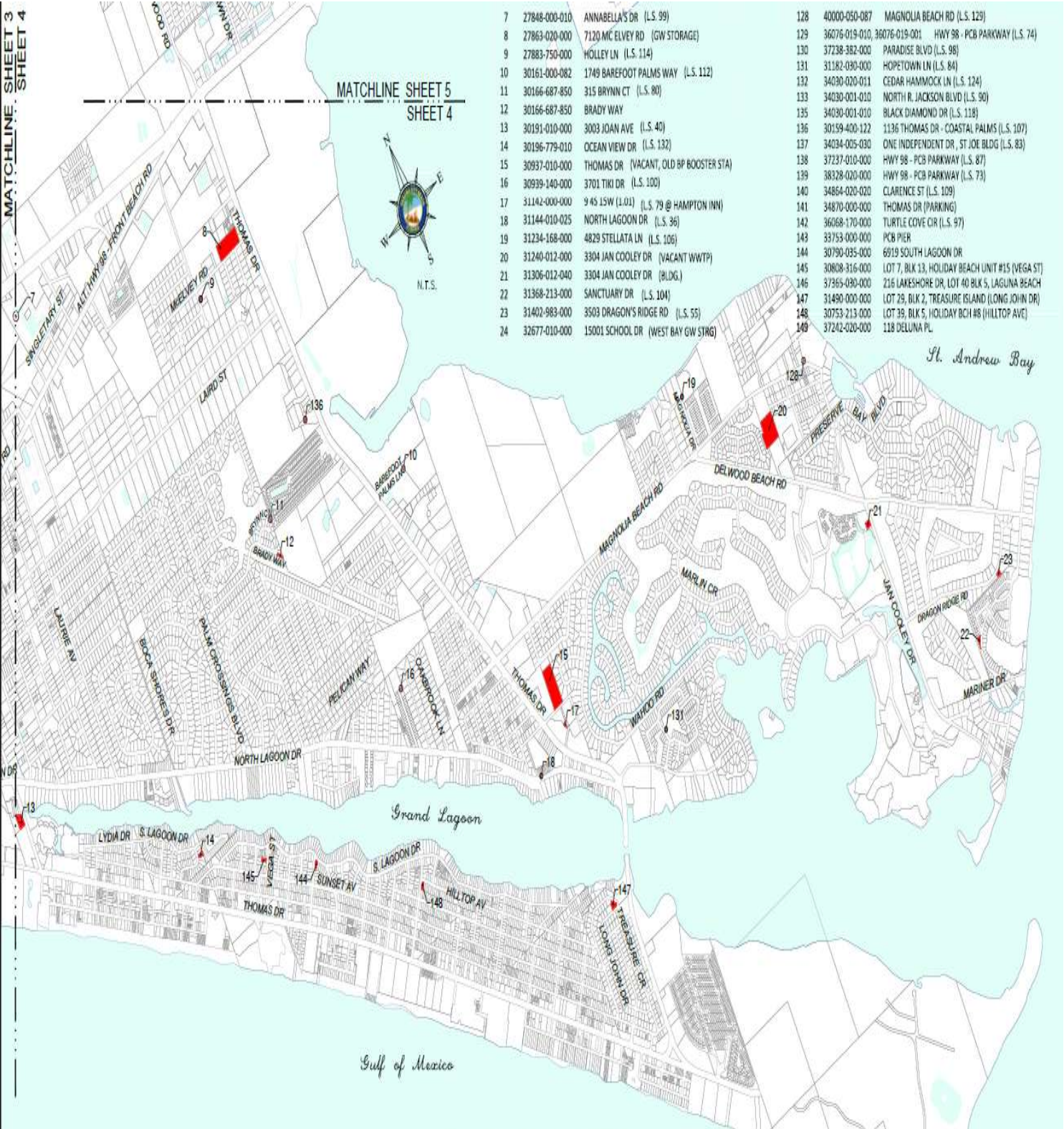


N.T.S.



CITY OF PANAMA CITY BEACH
CITY OWNED PROPERTY EXHIBIT

MATCHLINE SHEET 5
SHEET 4



7	27848-000-010	ANNABELLA'S DR (L.S. 99)	128	40000-050-087	MAGNOLIA BEACH RD (L.S. 129)
8	27863-020-000	7120 MC ELVEY RD (GW STORAGE)	129	36076-019-010, 36076-019-001	HWY 98 - PCB PARKWAY (L.S. 74)
9	27883-750-000	HOLLEY LN (L.S. 114)	130	37238-382-000	PARADISE BLVD (L.S. 98)
10	30161-000-082	1749 BAREFOOT PALMS WAY (L.S. 112)	131	31182-030-000	HOPETOWN LN (L.S. 84)
11	30166-687-850	315 BRYNN CT (L.S. 80)	132	34030-020-011	CEDAR HAMMOCK LN (L.S. 124)
12	30166-687-850	BRADY WAY	133	34030-001-010	NORTH R. JACKSON BLVD (L.S. 90)
13	30191-010-000	3003 JOAN AVE (L.S. 40)	135	34030-001-010	BLACK DIAMOND DR (L.S. 118)
14	30196-779-010	OCEAN VIEW DR (L.S. 132)	136	30159-400-122	1136 THOMAS DR - COASTAL PALMS (L.S. 107)
15	30937-010-000	THOMAS DR (VACANT, OLD BP BOOSTER STA)	137	34034-005-030	ONE INDEPENDENT DR, ST JOE BLDG (L.S. 83)
16	30939-140-000	3701 TIKI DR (L.S. 100)	138	37237-010-000	HWY 98 - PCB PARKWAY (L.S. 87)
17	31142-000-000	9 45 15W (1.01) (L.S. 79 @ HAMPTON INN)	139	38328-020-000	HWY 98 - PCB PARKWAY (L.S. 73)
18	31144-010-025	NORTH LAGOON DR (L.S. 36)	140	34854-020-020	CLARENCE ST (L.S. 109)
19	31234-168-000	4829 STELLATA LN (L.S. 106)	141	34870-000-000	THOMAS DR (PARKING)
20	31240-012-000	3304 JAN COOLEY DR (VACANT WWTP)	142	36068-170-000	TURTLE COVE CIR (L.S. 97)
21	31306-012-040	3304 JAN COOLEY DR (BLDG.)	143	33753-000-000	PCB PIER
22	31368-213-000	SANCTUARY DR (L.S. 104)	144	30790-035-000	6919 SOUTH LAGOON DR
23	31402-983-000	3503 DRAGON'S RIDGE RD (L.S. 55)	145	30808-316-000	LOT 7, BLK 13, HOLIDAY BEACH UNIT #15 (VEGA ST)
24	32677-010-000	15001 SCHOOL DR (WEST BAY GW STRG)	146	37365-030-000	216 LAKESHORE DR, LOT 40 BLK 5, LAGUNA BEACH
			147	31490-000-000	LOT 29, BLK 2, TREASURE ISLAND (LONG JOHN DR)
			148	30753-213-000	LOT 39, BLK 5, HOLIDAY BCH #8 (HILLTOP AVE)
			149	37242-020-000	118 DELUNA PL

CITY OF PANAMA CITY BEACH
CITY OWNED PROPERTY EXHIBIT

CITY OF PANAMA CITY BEACH
CITY OWNED PROPERTY EXHIBIT

1	27338-001-000	WILDWOOD RD (L.S. 19)
2	27338-002-000	BRIDGEWATER WAY (L.S. 25)
3	27338-010-001	BRIDGEWATER WAY (VACANT)
5	27344-013-000	6901 BIG DADDY DR (VACANT)
6	27344-085-000	6822 SUNRISE DR (VACANT)

24 32677-010-000 SCHOOL ST

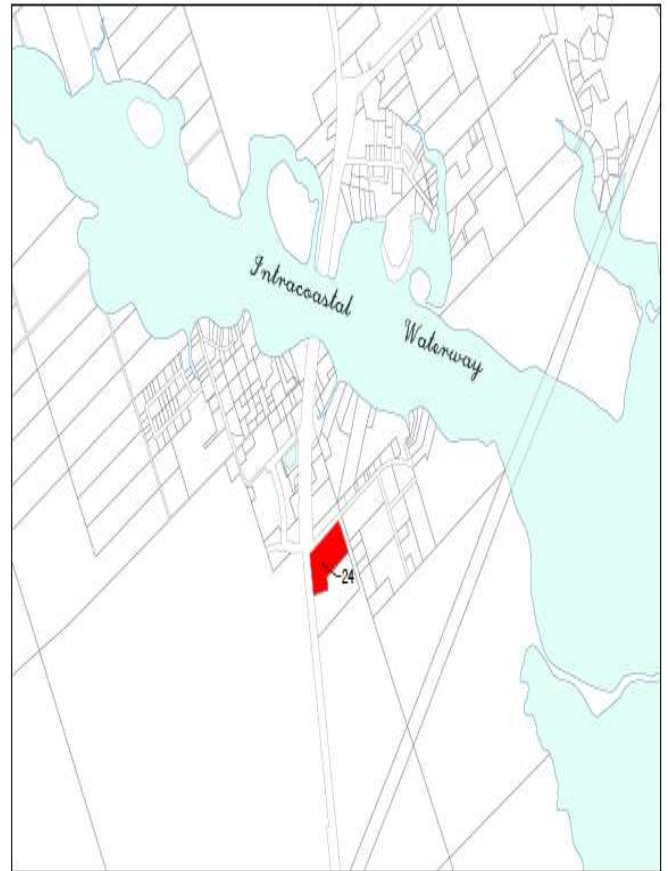
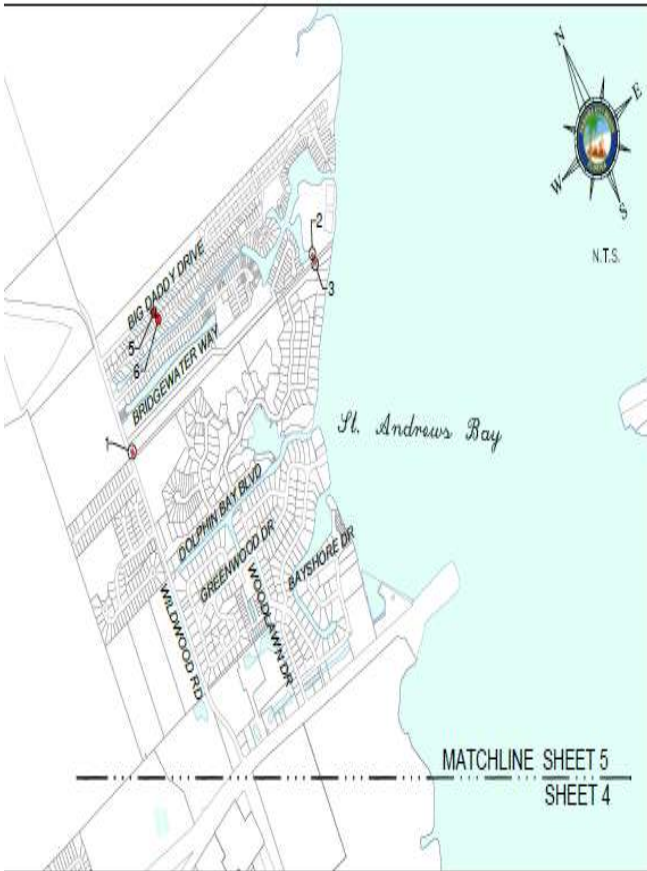


EXHIBIT C

Projected Capital Projects for which the purchase of land (fee simple) is anticipated.

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fire Station	375,000	-	-	-	-
Utility Dept. (Land next to Fire Station)	375,000	-	-	-	-
Utility Department (6 lift station sites) TBD					
CRA - Seg. 3	500,000	-	-	-	-
CRA - Seg. 4.1	2,000,000	-	-	-	-
CRA - Seg. 4.2	3,000,000	-	-	-	-
CRA - Seg. 4.3	-	-	5,000,000	-	-
Offshore Outfall (Calypso & Lullwater)	200,000	-	-	-	-
Alf Coleman Drainage Basin Channel Improvements	-	-	100,000	-	-
Channel Upgrades and Future Maintenance	-	-	-	50,000	-
	6,450,000	-	5,100,000	50,000	-