

330 East Bay Street
Notice of Disposition (January 22, 2026)
Detailed Proposal Submission Requirements

Introduction

The Downtown Investment Authority (DIA) seeks a qualified, experienced, and well-capitalized development partner to acquire and redevelop the western portion of the former courthouse site at 330 East Bay Street. The Site is more fully described as an approximately 0.8-acre westerly, upland portion of Duval County Tax Parcel (RE) 073358 0000 (See Exhibit 1 Attached Hereto). The DIA is specifically desirous of a vertically integrated mixed-use project that introduces a distinctive, destination-oriented concept that advances Downtown’s redevelopment goals and delivers meaningful public benefits, including on-site employment, workforce development, and strengthening Jacksonville’s position as a destination of choice. with a projected minimum capital investment of \$100 million. These Proposal Submission Requirements establish the minimum content and level of detail required for consideration. Proposals must be complete, clearly organized, and responsive to all requirements outlined herein. Incomplete or non-responsive submissions may be rejected at the sole discretion of the DIA.

Note: The Downtown Investment Authority as the Community Redevelopment Agency for the Northbank Downtown Community Redevelopment Area shall consider all such redevelopment or rehabilitation proposals submitted pursuant to this Notice of Disposition, considering the financial and legal ability of the persons or entities making such proposals to carry them out. The Downtown Investment Authority may negotiate with any persons for proposals for the purchase, lease, or other transfer of the property subject to this Notice of Disposition, and may accept such proposal as it deems to be in the public interest and in furtherance of § 163.380, *Florida Statutes*, the Community Redevelopment Area Plan for the Northbank Downtown Community Redevelopment Area, together with Evaluation and Scoring Criteria that include: Development Team Experience and Track Record; Financial Capacity and Capital Structure; Site Design and Massing Study (which may is included as part of the Supporting Documentation accompanying this Notice of Disposition) Compliance; Street Activation; Riverfront Activation and Public Access; Program Strength. More detailed explanation of the Evaluation and Scoring Criteria may be obtained at **<https://dia.jacksonville.gov/doing-business-with-us/procurement>**. Further, the DIA reserves the right to reject all Proposals at its sole discretion.

Note: After initial review and scoring of the Respondents’ proposals, the Downtown Investment Authority reserves the right to interview, in a forum consistent with Florida’s “Sunshine Laws”, all or some of the Respondents.

1. Cover Letter and Fee

Each proposal shall include a cover letter signed by a principal or authorized representative of the lead developer together with a summary of their development

team, which collectively is referred herein as the “Respondent(s)” or “Development Team”. The cover letter shall summarize the Respondent’s interest in the site, understanding of the opportunity, and commitment to the project. The letter should clearly identify the legal entity submitting the proposal and any key development partners.

Each proposal must include a non-refundable fee in the amount of \$2,500 in the form of a check payable to the Duval County Tax Collector.

2. Table of Contents

Proposals shall include a detailed table of contents listing all sections and appendices in sequential order. All pages must be consecutively numbered and correspond to the table of contents.

3. Executive Summary

Respondents shall provide an executive summary describing the Development Team, the proposed project, and key financial elements. At a minimum, this section must include:

- Legal name of the Respondents and organizational structure
- Firm background and development focus
- Office location(s) supporting the project
- Identification of key principals and project leads
- Summary of the proposed development concept and mix of uses
- Summary of total project cost, financing approach, and acquisition offer
- Overview of how the proposal aligns with DIA objectives
- Summary of capital stack including proposed financial participation by the City and other public entities, equity (including any use of tax credits) and debt.
- Identification of uses with specific reference a distinctive, destination-oriented concept that advances Downtown’s Redevelopment Goals as may be found in the Community Redevelopment Area Plan for the Northbank Downtown Community Redevelopment Area.

4. Past Performance and Relevant Experience

Respondents shall provide detailed evidence of past performance for the Development Team, including:

- Experience developing publicly owned or controlled land
- Experience working in partnership with cities or redevelopment agencies
- Mixed-use projects completed within the past ten years, preferably comprised of hospitality, retail and hotel, and, if applicable, projects within Northeast Florida

5. Organizational Structure and Development Team

Respondents must provide a detailed organizational chart and narrative describing the Development Team, including:

- Legal structure of the Respondent and any parent or affiliate entities
- Identification of the Development Team (developer, architect, engineers, general contractor, consultants)
- Identification of the Operations Team responsible for post-completion management
- Roles and responsibilities of each team member
- Resumes for all key personnel assigned to the project
- Overview of each firm's history, size, in-house capabilities, and relevant experience

6. Financial Strength and Capacity

Respondents shall provide an overview of financial capacity sufficient to complete the project, including:

- Description of typical capital structures used by the firm
- Identification of equity partners, lenders, and investors
- Financial statements for the lead development entity
- Description of how predevelopment and entitlement costs will be funded

Public Records Notice:

The DIA is a Community Redevelopment Agency as defined in Chapter 163, *Florida Statutes*. As a Community Redevelopment Agency, the DIA is considered a public agency and subject to the broad Sunshine and Public Record laws of the State of Florida. All materials submitted are subject to Florida Public Records Law and should be considered by the respondent as public records. Any information claimed as Trade Secret must be clearly identified and cite the applicable statutory exemption. The City of Jacksonville shall be the final arbiter of Trade Secret determinations.

7. Active Litigation Disclosure

Respondents shall disclose any litigation, administrative, or regulatory proceedings pending or concluded within the past five years involving the Respondent or key development team members.

8. References

Provide at least three references, preferably for mixed-use development projects consisting of retail, hospitality, or hotel, that the Development Team has successfully undertaken. References should preferably include government entities, lenders, or

equity partners. Include contact names, organizations, phone numbers, and email addresses.

9. Commitment to Small Businesses

Respondents shall include a statement affirming commitment to utilization of local small and emerging businesses, with specific commitment to work with the Jacksonville Small and Emerging Businesses (“JSEB”) office at the onset of the project and utilization of JSEB certified local businesses throughout the design, construction and lifetime of the project.

10. Project Concept and Vision

Respondents shall provide a narrative describing their understanding of the DIA’s goals and objectives for the site, the proposed development vision, and alignment with the Massing Study, Downtown Design Guidelines and the public and private form regulations within Chapter 656, Part 3, Subpart H of the *Jacksonville Code of Ordinances*. The narrative should explain how the proposal supports Bay Street activation, riverfront access and activation, and Downtown vitality with incorporation of a distinctive, destination-oriented concept which would deliver meaningful public benefits, including on-site employment and workforce development. Additionally, the narrative shall describe how it furthers the Redevelopment Goals and Strategic Objectives found in the Northbank Community Redevelopment Area Plan.

11. Physical Design and Development Details

Proposals shall include architectural renderings, conceptual design plans, and a site plan inclusive of incorporation of Courthouse Drive and a Riverwalk extension from Market Street to Liberty Street. Proposals shall demonstrate consistency with the Downtown Design Guidelines, and the public and private form regulations within Chapter 656, Part 3, Subpart H of the *Jacksonville Code of Ordinances*. Respondents must provide total square footage (GSF and RSF) broken down by use type (when applicable), including:

- Retail space
- Restaurant and entertainment space
- Office space
- Hotel rooms (number) and potential flags
- Institutional or other uses
- Residential units (number and SF)
- Publicly accessible open space

Note: Renderings, design plans, site plans, etc. are deemed conceptual in nature, illustrating the proposed development plan and consistency with the Downtown Design Guidelines, public and private form regulations within Chapter 656, Part 3, Subpart H of the *Jacksonville Code of Ordinances*. All projects are subject to the Downtown Development Review Board review and approval process.

12. Bay Street Activation

Bay Street is a mixed-use corridor comprised primarily of ground floor and second floor dining and entertainment venues. Currently, these restaurant and entertainment venues are located on the north side of Bay Street. DIA's Bay Street activation goal is to continue supporting new and expanded restaurant, retail, and entertainment opportunities along the Bay Street corridor, with particular focus on street level activation. Proposals shall demonstrate furtherance of this goal, identifying:

- Both linear and square feet of street level retail, restaurant, entertainment, etc. along Bay Street, noting the specific desire of DIA for retail and restaurant
- Consistency with transparency, activation, entrances and other requirements of the Downtown Design Guidelines and the public and private form regulations within Chapter 656, Part 3, Subpart H of the *Jacksonville Code of Ordinances*. Note:

bonus consideration will be given for enhanced activation and known tenants

13. Riverfront and Riverwalk Activation

In addition to demonstrating consistency with those requirements for riverfront developments found in the Downtown Design Guidelines, and the public and private form regulations within Chapter 656, Part 3, Subpart H of the *Jacksonville Code of Ordinances*. Proposals must address:

- Riverwalk continuity and public access
- Courthouse Drive treatment
- Riverfront Activity Node integration
- Minimum 10,000 square feet of riverfront restaurant/bar space, with at least 7,500 square feet on the ground floor

14. Sustainability, Resiliency, and Design Quality

Respondents shall describe:

- Sustainable building strategies
- Flood resilience and stormwater management

15. Parking

There is no minimum or maximum parking requirement. However, if off street parking is proposed either on-site or off-site, whether temporary or permanent, Respondents shall include this in their proposals.

16. Financial Proposal and Feasibility

Respondents shall submit a development schedule together with a detailed financial feasibility and cash flow analysis covering a 30-year period. Submissions must include:

- A development schedule that, at a minimum, identifies: commencement of design, completion of design, commencement of construction and completion of construction
- Excel pro forma with formulas and assumptions
- Capital stack details
- Acquisition price and proposed DIA participation
- Direct and indirect economic impact analysis, including ROI to the DIA and the City

17. Post-Selection Process

Selection may be a phased process comprised of an initial scoring and ranking of proposals, followed by an optional interview process. The option to interview all or a portion of respondents based on initial scoring and rankings is at the sole discretion of the DIA.

Following selection by the DIA Board, the DIA and the selected Respondent will negotiate a Letter of Intent within 30 days and a Development Agreement, Purchase and Sale Agreement, or functional equivalents within 120 days. The DIA reserves the right to request additional information, reject any proposal, or waive irregularities.

EXHIBIT A

