



Revised Schedule for the RFP for the 3.2 Acres

Action	Date/Deadline	Person(s) Responsible
1. Gather community input to develop RFP	Done	City Manager, Planning Director, SP Consultant
2. Identify consultant to oversee process	Done	Planning Director, Assistant City Manager, BVRAC Vice Chair, SP Consultant
3. RFP draft completed	August 27, 2021	FHC Consultant and Planning Director
4. BVRAC Review/Presentation of RFP	September 2 (at BVRAC meeting)	City Manager, Planning Director, Engineering, Planning, Legal
5. Circulate to City Department heads	September 2- 13	Engineering, Legal, Planning, Finance
6. Final community review of RFP (Workshop will include seminar on preparing for home ownership)	September 9th, 2021	City Manager, Planning Director, Florida Housing Coalition (FHC) Consultant (via Zoom)
7. Finalize RFP	September 9-15, 2021	FHC Consultant, Planning Director, City Manager, Legal
8. Release and advertise RFP	September 15, 2021	City Manager, Legal
9. Deadline for submissions	October 20, 2021	Received by City Clerk
10. Review of proposals by Ranking Committee (to include BVRAC, community and staff)	October 20 – October 27, 2021	Ranking Committee (as assigned), City staff, BVRAC, Community
11. Final selection by Ranking Committee	October 27, 2021	Ranking Committee
12. Selection item published to City Commission agenda	November 9, 2021	City Clerk, City Manager
13. Present to Commission for approval of Ranking Committee's selection	November 16, 2021	Commission, Planning Director, City Manager
14. Site Control Referendum	January 18, 2022	Legal, City Manager, Planning
15. Florida Housing Finance Corporation: Request for Applications for Monroe County Set-Aside Deadline for FY 21/22 Projects	Mid-March open, early April deadline to submit application	Developer

Last amended Tuesday, August 31, 2021