

LETTER TO BOARD

TO: The Honorable Mayor and CRA Board of Commissioners

FROM: Gedel Merzius, Executive Director 

DATE: June 27, 2025

SUBJECT: Timeline of deliverables for the Marina Village Phase II project

This memorandum is intended to notify the Mayor and CRA Board of Commissioners that the period for the Request for Qualifications (RFQ) for the Marina Village Phase II project has closed. Additionally, in accordance with the City's procurement procedures, the CRA is now under a Cone of Silence as outlined in Section 2-166 of the City Code of Ordinances. As we transition to the Request for Proposals (RFP) stage please see timeline below that articulates tentative dates of execution on deliverable steps within the remainder of the solicitation process.

Remaining Task for Request for Qualifications	Tentative Date schedule
RFQ Submission Deadline	Date of 6/27/2025
Financial Responsiveness	Week of 6/30/25
Proposal Abstract	Date of 7/10/25
Discussion of RFP process	
Seven Day Public Notice	Week of 7/7/25
Evaluation Committee meeting	Week of 7/14/25
RFQ Scoring discussion	Week of 7/14/25
Shortlisted Respondents Selection	Week of 7/14/25

Remaining Task for Request for Proposals	Tentative Date schedule
RFP Issued to Shortlisted development teams	Week of 7/21/25
RFP Submission deadline	Date of 9/22/25
Seven Day Public notice	Week of 9/29/25
Evaluation Committee meeting	Week of 10/6/25
Special meeting	Week of 10/13/25

Notice Regarding Cone of Silence

Per Section 2-166 of the Riviera Beach Code of Ordinances, a Cone of Silence is now in effect. This means that there shall be no communication, except for written correspondence, regarding this solicitation between any proposer or their representative and any CRA Board member. The Cone of Silence remains in place until the CRA Board takes formal action to award, reject, or otherwise conclude the solicitation process. This includes, but is not limited to, any verbal, electronic, or informal discussions outside of publicly noticed meetings. Violation of the Cone of Silence may render a contract voidable and may disqualify a proposer from further consideration.

If you receive any communication from a proposer or their representative(s), please refer them to CRA staff immediately.