

CITY OF NEW PORT RICHEY



RFQP 15-003 HACIENDA HOTEL CONDITION ASSESSMENT -REQUEST FOR SEALED QUOTATIONS- ARCHITECT/ENGINEERING PROFESSIONAL SERVICES

Submissions are due on or before:
November 7, 2014 at 3:00pm

Submit to:
Attn: Ms. Doreen Summers, City Clerk
Second Floor
City of New Port Richey
5919 Main Street
New Port Richey, FL 34652

REQUEST FOR SEALED QUOTATIONS & PROPOSALS

For Architect and Engineering Professional Services to Complete a HISTORIC CONDITION ASSESSMENT for the Hacienda Hotel National Register Property: 96001185

SECTION ONE – Introduction and Background

The City of New Port Richey (NPR) is soliciting sealed quotations and proposals from licensed qualified architect/engineer individuals and firms interested in providing professional services required for the Hacienda Hotel Condition Assessment. New Port Richey has been awarded a Historic Preservation Small-Matching Grant (S1529) by the Florida Division of Historic Resources. This grant shall be used exclusively for the “Hacienda Hotel Condition Assessment,” to be completed as per the scope of the Small Matching Grant S1529.

The City of New Port Richey, Florida (City) invites interested qualified parties to submit a sealed quotation for the Hacienda Hotel Condition Assessment project. The property generally known as the "Hacienda Hotel of New Port Richey" is located at 5621 Main Street (presently vacant) consisting of 0.79 acres. The subject site is a rectangular shaped parcel located at the North West corner of the intersection of Main Street and Bank Street. This places the subject property in the Downtown District of New Port Richey, Pasco County, Florida. Adjacent to the subject property on the west and north is Sims Park with a playground in a river setting following the Pithlachascotee River.

The site is improved with a two story Spanish design structure with partial basement and a tower. (A brief history of timeline is provided as Exhibit B.) The building was built in 1922 and has improvements of 24,261 square feet; 21,763 square feet of heated and cooled area according to the property records of Pasco County. The first level consists of 13,066 SF and the second level with 11,195 SF. The tower measures 14' X 14'.

The subject property is on the national record as a historic structure (added 1996 Building #96001185; aka 8PA339.) As noted in the City's Land Use Plan, a stated goal is the preservation and rehabilitation of existing historical structures. The City visions the permitted use of this structure as a Destination Use: Boutique Hotel, Banquet Facility, Lyceum, Fine Dining Restaurant, Meeting and Events Center, or a Bed and Breakfast/Hospitality Venue.

Responses to this RFQP must be submitted in accordance with the terms and conditions detailed in this document. Requests for additional information must be submitted in writing to:

Mario Iezzoni, Economic Development Director
City of New Port Richey
5919 Main Street
New Port Richey, FL 34652
Phone (727) 853-1019 email: iezzonim@cityofnewportrichey.org

SECTION TWO – Questions

Interested parties will be given the opportunity to ask questions of City representatives concerning the Hacienda of New Port Richey, the City's goals with respect to the project, submission requirements and the selection procedure, etc. **All questions must be submitted in writing not later than October 29, 2014, 3:00pm** and can be submitted via mail or email to iezzonim@cityofnewportrichey.org . Mailed questions must arrive on or before October 29th.

Written responses to requests for additional information shall be disseminated in writing to a master distribution list for the RFQP 15-003 Hacienda Hotel Condition Assessment. Any party desiring to be placed on the distribution list is to make such request to the Economic Development Department of the City of New Port Richey in writing with their contact information. (Those parties providing contact information with their written questions will be placed on the list also.)

SECTION THREE –Submissions and Deadline

A signed original and seven (7) copies in an 8 1/2" x 11" format must be sealed, properly identified and delivered prior to the deadline to:

Ms. Doreen Summers, City Clerk
Second Floor
City of New Port Richey
5919 Main Street
New Port Richey, FL 34652

Each submittal shall be marked on the outside in bold letters as follows: CITY OF NEW PORT RICHEY, REQUEST FOR PROPOSALS RFQP 15-003 “HACIENDA HOTEL CONDITION ASSESSEMENT.” No facsimile/fax copies will be accepted. **Submissions will be accepted by the City of New Port Richey until 3:00 pm on November 7, 2014.** All of the submissions received will be forwarded for review and evaluation by the City Staff.

The City reserves the right to accept any proposals deemed to be in the best interest of the City, to waive any irregularities in any proposals, or to reject any and/or all proposals and to re-advertise for new proposals. In evaluating each proposal, City Staff will consider, but not be limited to, the proposer's experience, capabilities, financial strength and the pricing/costs proposed.

SECTION FOUR - Schedule

Depending on the quantity of submissions, City Staff will review the qualifications and proposals and make a recommendation to City Council on November 18, 2014. Any consultation meetings will be held promptly, as will any negotiations over fees and scope of work, final negotiations, and execution of an Agreement. Prior to finalization, contract agreements must be approved by the Grantor, Bureau of Historic Resources as per the City of New Port Richey’s contract requirements as Grantee.

- 1. Friday, October 17, 2014Release of RFQP
- 2. Wednesday, October 29, 2014 @ 3:00 pm. Last date to submit questions
- 3. Friday, November 7, 2014@ 3:00pm RFQP submission deadline.
- 4. Tuesday, November 18, 2014 Recommendation to Council (Meeting at 7:00pm) - Selection

SECTION FIVE – Site Tours

This document contains all information required to understand the project and submit qualifications and proposals. However, interested parties may inspect the site and have access to existing documentation relevant to the project. Site inspections are per appointment.

SECTION SIX – Scope of Professional Services

The Hacienda Hotel Condition Assessment is a project requiring a specific standard historic preservation comprehensive planning document and Florida Master Site File update, based on thorough investigation of the exterior and interior of the Hacienda Hotel. The Hacienda Hotel Condition Assessment must be prepared by an architect or a structural engineer working under the direct guidance of an architect. Each respondent must determine its scope of professional services and team based on prior experience as well as knowledge gained during the RFQP process. The scope of work may include, but is not limited to, the following activities:

- Conduct an assessment of the existing conditions of the structure and develop preliminary plans for restoration.
- Describe the significance of the site and its relation to the surrounding area.
- Assess the existing condition of the both the exterior and interior, documenting areas to be addressed with not only written descriptions but as-built plans and photographs.
- Work with the City's code officials to determine what actions need to be taken to meet the current code requirements.
- Develop a list of priority actions, preliminary restoration plans and an opinion of cost.
- Developing detailed recommendations with respect to immediate preservation and rehabilitation needs, including: (a) identification of immediate needs and critical areas to be addressed; (b) specific recommendations as to the sequence of critical work to be done; (c) evaluation of alternatives and recommended treatments for each preservation/ rehabilitation element identified as an immediate need; (d) technical drawings or photographs, specifications, and itemized budget estimates for each preservation/rehabilitation element identified as an immediate need, in sufficient detail.
- Prepare and submit an updated Florida Master File to the Division of Historic Resources, with the structure's existing conditions identified.
- Reviewing and incorporating any detailed architectural drawings of the Hacienda Hotel.
- Conducting materials testing and analysis to determine appropriate preservation and rehabilitation techniques.
- Developing detailed recommendations with respect to the overall sequence of preservation and rehabilitation work to be done, evaluation of alternative treatments, recommended treatments, and budget estimates for preservation and/or rehabilitation of all major exterior components of the site, including foundation, roof and roof access alternatives, masonry, wood components, windows, doors, improved disability-access
- Developing recommendations and detailed plans for future use, management, and maintenance of the building.
- A detailed Scope of Work is provided in "Exhibit A"

SECTION SEVEN – Site and Project Constraints

- All recommended work must conform to the Secretary of Interior's Standards for the Treatment of Historic Properties.
- Analysis and evaluation must be conducted with minimal visible impact, minimal time periods of disruption, no damage to interior collections, and no structural damage to the historic fabric of the building.
- If necessary, any test excavation and/or trenching work in the ground and any subsurface or destructive testing of architectural surfaces, or removal of building materials for research, must be coordinated with and approved by the City of New Port Richey.
- The work anticipated by this RFQP may proceed concurrently with work being done by other contractors. The selected individual/firm will be expected to coordinate its work at the property with that of other contractors, and City staff working on-site at the same time.
- All project reports, reporting requirements, paperwork, photographs, exhibits, progress reports, accounting and documentation are to be conducted, compiled, submitted and retained in accordance with the requirements of the City of New Port Richey and Division of Historic Resources, Historic Preservation Bureau requirements and standards.

- The proposed services for the Hacienda Hotel Condition Assessment must be completed, submitted and invoiced to the City on or before May 31, 2015. Interim deadlines and progress reports will apply; as per the desired deliverables by the Grantor.

SECTION EIGHT – Instructions for Submission of Qualifications and Proposals

All submissions must be in writing and include 7 hardcopies.

The statement of qualifications must contain the following information:

- General description of the individual or lead firm understanding of the project
- Identification of the primary contact person, including address, telephone and fax number, and email address
- Detail participating professionals, including description of the professional qualifications, licenses, certifications, anticipated roles and responsibilities.
- A description of prior work experience of the individuals, firms and/or team members on other relevant projects, especially successful experience with other nationally significant historic preservation projects; and
- The name, address and telephone numbers of references who may be contacted concerning work done on at least two (2) comparable projects within the past five years.

The proposal must include:

- A full and complete description of the scope of services;
- Detailed costs, fees, and services proposal, along with a schedule of hourly rates for all participants
- The proposed project time-line, showing deliverables and review periods;
- A description of the legal status of the entity submitting the qualifications (sole proprietorship, partnership etc. and state of residency or incorporation);
- The name, address, and title of persons within the firm who are authorized to execute contracts on its behalf; and
- A statement detailing the respondent's current insurance coverages and limits, including worker's compensation, auto, general liability, professional liability, errors and omissions and umbrella
- Attach at least one Historic Condition/Structure Assessment as a work sample as part of your proposal
- Attach any other supporting information such as portfolios, resumes, or project lists.

SECTION NINE – Criteria for Selection

The City of New Port Richey will consider (but not be limited to) the following factors in evaluating proposals:

- a) Professional qualifications
- b) The quality of work samples submitted
- c) The experience of the individuals and/or teams in handling similar projects at comparable historic sites
- d) The ability to commence work and complete the conditions assessment and work products specified in the Scope of Work as per grant requirements and deadlines.
- e) Successful prior experience with nationally significant historic preservation projects and demonstrated ability to meet the Secretary of Interior's Standards for the Treatment of Historic Properties.

- f) The detailed fee proposal
- g) Demonstrated ability to manage projects, control costs, meet schedules, and achieve goals in a cooperative, timely, and cost-effective manner
- h) Responses received from references
- i) Geographic proximity to City of New Port Richey and familiarity with local history and construction methods, city development, local environmental and historic-preservation regulations, and local review and permit processes.

The City of New Port Richey reserves the right, in the exercise of its discretion:

- a) To reject all submissions received
- b) To reject a submission due to defects, irregularities or provisions inconsistent with this RFQP
- c) To waive any defect or irregularity in a submission and to accept it when it is otherwise proper and reasonable to do so.
- d) To negotiate directly with respondents for other terms, prices and conditions deemed proper and reasonable for the completion of the project.

The City of New Port Richey is an equal opportunity employer. The firm selected for the contract anticipated by this RFQP will be expected to maintain similar policies, and to comply with all applicable employment practices and notice and reporting requirements stipulated by federal law, regulations, or the laws of the state of Florida.

New Port Richey is committed to a policy of encouraging greater economic opportunities for minority and women-owned business enterprises. Firms owned by minority interests and by women are invited and encouraged to respond to this Request for Qualifications and Proposals.

SECTION TEN – Contract Conditions

Participation on the Hacienda Hotel Condition Assessment will not preclude any team member from submitting future proposals and bids for subsequent preservation/rehabilitation contracts to be awarded by the City as the project moves forward to implementation and recommendations for preservation and maintenance.

SECTION ELEVEN—Contact Information

Questions concerning this project should be directed to:

Mario Iezzoni or LindaLee Roach
Economic Development
City of New Port Richey
5919 Main St.
New Port Richey, FL 34652
727-853-1019 or 727-853-1248
Iezzonim@cityofnewportrichey.org
roachl@cityofnewportrichey.org

Exhibit B

SCOPE OF WORK

THIS SCOPE OF WORK was developed to assist the City of New Port Richey, prospective stewards, and consultants in collecting and organizing the information needed to develop a comprehensive assessment and plan for the preservation, rehabilitation, and eventual complete restoration of the Historic Hacienda Hotel. This is intended to be used as a tool and a reference and provides specific details regarding the expectations and requirements for completing the Historic Structure Assessment funded by the Florida Department of State Division of Historical Resources and City of New Port Richey.

THE PURPOSE OF THE HISTORIC STRUCTURE ASSESSMENT (HSA) is to fully document the physical condition the Hacienda Hotel. The completed assessment must contain photographs, illustrations, and information in narrative form that reflects a comprehensive understanding of the Hacienda's condition and needs of the property. This information should include details specific to the historic character and significance; specific materials, features, elements, and spaces; and the intended use.

The Hacienda will be assessed during different seasonal conditions to ensure a complete evaluation. Minor destructive investigation is acceptable as a means of obtaining information, such as condition of structural steel beams set in place in 1924, but not visible.

The HSA will serve as an important planning tool for future rehabilitation, eventual complete restoration, and/or maintenance of the Hacienda Hotel.

The Historic Structure Assessment must be prepared by an architect or a structural engineer working under the direct guidance of an architect.

- Architect and structural engineer must be licensed in the state of Florida.
- Architect must be the primary consultant on the project
- Architect, and structural engineer must be able to interpret and apply *The Secretary of the Interior's Standards for the Treatment of Historic Properties*
- Other professionals including engineers, archaeologists, historic preservation consultants, contractors, historians and cost estimators may also be members of the assessment team.

Goals

- Identify immediate emergency repairs to protect and prevent further decay
- Identify historic importance of site
- Identify relationships and relative levels of importance of buildings and open spaces
- Identify physical and historic integrity of buildings
- Develop rating system indicating relative levels of importance of preservation and restoration

SCOPE OF WORK cont.

1. RESEARCH BACKGROUND / PROJECT PARTICIPANTS

Discuss the purpose of the project and describe the process taken to complete the report, including:

1. List consultants involved in preparing the report, and what their roles were.
2. Note weather condition(s) experienced during all field (site) visits.
3. List funding partners
4. Include sources of information used to complete this report, including available historical documentation and interviews with *building users / managers as relevant*

1.2 BUILDING LOCATION Please provide the following:

1. Vicinity map
2. Site plan (Site plans should show the property lines, as well as the designated area, and display all of the improvements, features, and landscape elements within the property boundaries. Indicate a north arrow and scale or NTS.)
3. Legal description

2.0 HISTORY AND USE

The research and analysis of the structure's history and use determines the basis for the preservation treatment recommendations prescribed in the assessment section. This portion of the HSA includes a history of the Hacienda Hotel, the architectural significance and construction history, and a detailed discussion of the proposed use.

2.1 ARCHITECTURAL SIGNIFICANCE & CONSTRUCTION HISTORY:

Describe the structure's architectural style, including character-defining exterior and interior materials, features, and spaces. Include a brief chronology of additions and alterations to the original structure, and discuss past and current use(s) in relation to these modifications. This information will provide the basis for recommendations for appropriate treatments and design of suitable modifications for use.

1. Note whether or not the building is listed on the National, State or Local Register.
2. Include historical photographs of the structure's exterior and interior, if available.
3. Excerpt portions of referenced documents that are relevant to the building/resource.

2.2 FLOOR PLAN:

The structure(s) should be graphically represented in accurate proportions. The plan(s) should be drawn with measurements, but it is not required to be drawn to scale. In this section, you must:

1. Label individual rooms for reference within the narrative of Section 3.0.
2. Note/identify within the plan or illustrations significant spaces and/or spatial relationships.
3. Illustrate the existing configuration vs. the historical configuration (if known).
4. Include copies of original drawings if they are available.
5. Indicate a north arrow and scale or NTS.

2.3 PROPOSED USE(S):

Discuss any proposed use(s), including the functional needs and potential impact to the existing structure, and evaluate whether or not the intended use is appropriate for the structure in accordance with The Secretary of the Interior's Standards.

3.0 STRUCTURE CONDITION ASSESSMENT

Each section below should be addressed in a comprehensive narrative. In order to provide a more user-friendly and organized document, please include a separate sub-heading under each section for the three main components of the narrative: (1) Description, (2) Condition Evaluation, and (3) Recommendations. (For example, when discussing the Roof Framing System in section 3.3, you will include a Description of the system, a Condition Evaluation of the system, and a Recommendation of what to do with the system based on The Secretary of the Interior Standards and future plans/use.) The sections describing materials, features, elements, and spaces should follow the specific order listed in the Historic Structure Assessment outline provided below (e.g., 3.1 Site; 3.2 Foundation; 3.3 Structural System; etc.). If the

resource does not have a component, simply indicate this in the narrative (e.g., “Perimeter foundation drainage: There is no perimeter foundation drainage.”).

DESCRIPTION: Please *describe* each element, feature or space.

The intent of this subsection is to identify the elements, features, and spaces that make up the Hacienda Hotel. The narrative should first indicate whether the element, feature, or space is original, historic or non-historic, and should then provide a detailed description of what it is, what it looks like, the materials from which it is made, and the methods used in its construction.

The Description sub-heading should not include information about the condition: Perhaps one of the most common mistakes is to include a discussion of the *condition* of each material, element, feature, or space as part of the *description* narrative—it is important to avoid this. The intent is to describe the element, feature, or space as it exists at this point in time (e.g. “Interior walls are plaster over wood lathe, with a smooth texture and painted finish [see photos #2, 3, 12 and 15].”). This serves the purpose of documenting the material, element, feature, or space as it exists now so that in the future, users of the assessment will have a clear understanding of how this looked prior to any treatment.

Significance: Please identify each element’s, feature’s, or space’s relationship to the age of the structure and identify its significance as it relates to the integrity of the resource overall. It is important to remember that all materials, elements, features, and spaces of a structure impact the resource’s historic integrity (contributing to or detracting from); therefore, each component should be described regardless of its historic significance. A significant element, feature, or space should be described in greater detail and include photographic documentation to illustrate that description.

Windows, doors, and other repetitive elements or features: Often an element or feature is a series of similar, repetitive items, such as windows or doors. In this case, the feature should be described as one feature and then specific discrepancies should be noted or highlighted—for example, “all nine windows on the 3rd floor are historic, the six 1st floor windows are not.” Although describing as *one*, please include the total quantity of the element or feature in the description. A schedule to augment the narrative may be included. Remember to include even small repetitive elements such as hardware, lighting, and security.

CONDITION EVALUATION: Please *evaluate the condition* of each feature, element, or space.

Please provide a detailed discussion of the existing condition and integrity of each element, feature or space based on the comprehensive physical evaluation. As noted above, destructive investigation is acceptable as a means of obtaining information, but it is not required. The Condition Evaluation must include photographic documentation to illustrate the condition (or range of conditions for repetitive elements or features). Please use the following terms in your evaluation and discussion of the condition of each element, feature, or space: Good Condition, Fair Condition, and Poor Condition.

Criteria/guidelines for each are as follows:

GOOD CONDITION: An element, feature, or space is evaluated in *good* condition when it meets the following criteria:

1. It is intact, structurally sound, and performing its intended purpose.
2. There are few or no cosmetic imperfections.
3. It needs no repair and only minor or routine maintenance.

Please note: Elements, features, or spaces that are in *good* condition do not need lengthy narratives; state that they were examined and found to be in *good* condition, and why you have made that determination.

FAIR CONDITION: An element, feature, or space is evaluated in *fair* condition when one or more the following are evident:

1. There are early signs of wear, failure, or deterioration, although the feature or element is generally structurally sound and performing its intended purpose.
2. There is failure of a sub-component of the feature or element.
3. Replacement of up to 25% of the feature or element is required.
4. Replacement of a defective sub-component of the feature or element is required.

Please note: When an element, feature, or space is in *fair* condition, it is important to provide a comprehensive discussion of this evaluation; do not simply state that the condition is “fair” without explaining that evaluation. Also, please avoid using generic descriptors such as “weathered” or “damaged” without a more specific explanation (e.g. how/why is it weathered/damaged).

POOR CONDITION: An element, feature, or space is evaluated in *poor* condition when the following is evident:

1. It is no longer performing its intended purpose.
2. It is missing.
3. It shows signs of imminent failure or breakdown.
4. Deterioration/damage affects more than 25% of the feature/element and cannot be adjusted or repaired.
5. It requires major repair or replacement.

Please note: When an element, feature, or space is in *poor* condition, it is important to provide a comprehensive discussion of this evaluation; do not state that the condition is “poor” without explaining that evaluation. Also, please avoid using generic descriptors without a more specific explanation.

RECOMMENDATIONS: Please provide a recommendation for each element, feature or space, based on (1) the evaluation of existing conditions and (2) the significance or importance of the building and its associated features and elements. Recommended treatments should comply with, and specifically address, *The Secretary of the Interior’s Standards for the Treatment of Historic Properties* and the recommendations in the *Guidelines* (e.g., “recommendation is based on *Preservation Brief 9: The Repair of Historic Wooden Windows...*”).

If an element, feature, or space has been evaluated in *good condition*, and there is no recommendation, state, “No recommendation at this time.” For all others, consider the following when making a recommendation:

1. The needs of the resource should be considered the first priority (sometimes a proposed use or treatment is contrary to the best interest of the resource).
2. Recommendations should discuss a specific course of action (not “Repair according to the Standards”).
3. Clearly explain and substantiate recommended treatments within the context of the selected treatment approach.
4. If more than one treatment is viable, discuss the pros and cons of each approach/option.
5. Provide sufficient information and analysis to aid in the preparation of future construction documents.
6. Research and provide alternative solutions when the recommendation conflicts with the guidelines for The Standards. Consult the NPS Preservation Briefs and Tech Notes for potential solutions/alternatives.
7. Consider the future welfare of the resource, and the practicality of maintenance, when recommending treatments.
8. Do not present the quickest, easiest, or most economical solution as the only recommendation.

3.1 **SITE:**

Associated Landscape Features
Parking
Archaeology

3.2 **FOUNDATION:**

Foundation Systems
Perimeter Foundation Drainage

3.3 **STRUCTURAL SYSTEM:**

General Structural System Description
Floor & Ceiling Systems
Roof Framing System

3.4 **ENVELOPE – EXTERIOR WALLS: Exterior**

Wall Construction Exterior Finishes
Exterior Masonry
Exterior Appendages—Porch, Stoop, Portico, etc.

3.5 ENVELOPE – ROOFING & WATERPROOFING:

Roofing Systems
Sheet Metal Flashing
Drainage System, Gutters & Downspouts
Skylights / Cupolas

3.6 WINDOWS & DOORS:

Doors (including Hardware, Casing/Trim, and Finishes) Windows
(including Hardware, Casing/Trim, and Finishes)

3.7 INTERIOR FINISHES: Wall Finish

Materials Ceiling Finish Materials Floor
Finish Materials
Trim and Built-Ins

3.8 MECHANICAL SYSTEMS: Heating & Air-

Conditioning Ventilation
Water Service, Plumbing, & Sewer Utilities
Fire Suppression—Sprinklers

3.9 ELECTRICAL SYSTEMS: Electrical Service &

Panels Electrical Distribution System Lighting
Fire Detection System
Security Alarm System

4.0 ANALYSIS AND COMPLIANCE

In-depth code review and materials analyses may be completed for the structure. However, at a minimum, general observations on each of the following are required, and should be based on the information in Section 2.0, History and Use, and Section 3.0, Structure Condition Assessment.

4.1 HAZARDOUS MATERIALS:

Provide observations of likely sources (e.g., lead paint, asbestos); materials testing may be recommended.

4.2 MATERIALS ANALYSIS:

Suggest further testing as warranted for creation of specifications (i.e., paint, mortar, masonry, finishes).

4.3 ZONING CODE COMPLIANCE:

Identify potential conflicts between zoning requirements and the proposed use(s).

4.4 BUILDING CODE COMPLIANCE:

List the code(s) referenced. Consider alternate codes (UCBC, IEBC) and possible variances. Identify potential conflicts between applicable building codes and retention of historic elements, features, materials and spaces.

4.5 ACCESSIBILITY COMPLIANCE:

Identify potential conflicts between meeting ADA Accessibility Guidelines and retaining the building's historic integrity.

Recommendations for alterations needed to meet accessibility requirements should reflect an effort to minimize material loss and visual change to a historic building.

5.0 PRESERVATION PLAN

The Preservation Plan should take the recommended treatments prescribed in section 3.0 Structure Condition

Assessment and prioritize the work into a logical order. This order should rank the most urgent work, such as deterioration, structural weakness, and/or life safety issues, over less urgent repairs. In the discussion provided for sections 5.1-5.3, please remember the following:

1. All recommended treatments should be included in the Preservation Plan.
2. The first priority of the Preservation Plan should be to address the needs of the historic building/resource.
3. Programmatic needs of building owners and/or clients need to be represented as secondary priorities.

5.1 PRIORITIZED WORK:

Recommended Treatments for elements, features, or spaces should be prioritized and identified utilizing the following terms: Critical Deficiency, Serious Deficiency, and Minor Deficiency. Criteria/guidelines for each are as follows:

CRITICAL DEFICIENCY: One or more of the following indicate a critical deficiency:

1. Advanced deterioration has resulted in failure of the building element, feature, or space, or will result in its failure if not corrected within two years.
2. Accelerated deterioration of adjacent or related building materials has occurred as a result of the feature or element's deficiency.
3. The feature or element poses a threat to the health and/or safety of the user.
4. The feature or element fails to meet a code/compliance requirement.

SERIOUS DEFICIENCY: One or more of the following indicate a serious deficiency:

1. Deterioration, if not corrected within two to five years, will result in failure of the feature or element.
2. Deterioration of a feature or element, if not corrected within two to five years, may pose a threat to the health and/or safety of the user.
3. Deterioration of adjacent or related building materials and/or systems will occur as a result of the deficiency of the feature or element.

MINOR DEFICIENCY: One or more of the following indicate a minor deficiency:

1. Standard preventive maintenance practices and building conservation methods have not been followed.
2. A reduced life expectancy of affected or related building materials and/or systems will result.
3. A condition exists with long-term impact beyond five years.

5.2 PHASING PLAN:

If work is to be completed in more than one phase, propose a logical and sequential phasing plan.

Phased plans need to consider mobilization, seasons, sequencing, protection of building, and current uses.

5.3 ESTIMATE OF PROBABLE COST OF CONSTRUCTION:

Dated cost estimates should reflect the current market and include a percentage cost increase to account for inflation if the project is phased or delayed. (If applicable, please include cost estimates for archaeological monitoring, hazardous materials testing, and/or abatement.)

6.0 PHOTOGRAPHS AND ILLUSTRATIONS

Historic and current photographs and illustrations shall be included with the assessment to illustrate and support the information provided in the narrative. Where the photographs and illustrations are located in the report is optional (in each section, after each section, at the end of the report, etc.). Follow the guidelines below for photographs and illustrations:

1. Provide comprehensive and "readable" (i.e., high quality and clear) photographic documentation.
2. Photographs and illustrations should be clearly numbered and captioned.
3. Provide at least one view of each elevation.
4. Provide clear pictures of specific conditions and deficiencies that are discussed.
5. In the narrative, include in-text references to the numbered photographs (for example, "Due to poor drainage, the lower portion of the column is significantly deteriorated [see photos 3, 5, and 6]").
6. Black and white photographs may be acceptable for the Draft HSA; please contact the Historic Preservation Specialist for specific direction. Color images must be used in the final HSA.

7.0 BIBLIOGRAPHY

List all consulted sources. All the sources you have utilized should be listed alphabetically following a recognized bibliographic style (e.g., Chicago Manual of Style/Turabian, Modern Language Association (MLA), American Psychological Association (APA)).

Indicate if the consulted sources did, or did not, contain pertinent information.

8.0 APPENDICES

Drawings and other information should be included in the appendices

Historical/original plans (if available) may be included.

Schematic design, design development, construction drawings, or measured drawings (previously prepared, or prepared outside the scope of this HSA) may be also included in addition to the sketch plans provided under Section 2.2, but are not required.

FORMATTING & CONTENT: Five final copies must be submitted to the City of New Port Richey accompanied with a PDF version. Copies must be 3-hole punched and submitted in white 3-ring binders with clear overlay for title sheet.

PHOTOGRAPHIC DOCUMENTATION: Please include photographic documentation to illustrate the features and conditions described in the narrative. Always include in-text references to specific photos when addressing the element, feature, or space in the narrative. For specific guidelines, see Section 6.0.

i. COVER PAGE

The Cover Page of the report must include:

1. The State Historical Fund Project number
2. The name and address of the property
3. The date of report completion
4. The required acknowledgement of SHF as a funding source (“This project was paid for by a State Historical Fund grant from History Colorado, the Colorado Historical Society”)
5. Site Number, if applicable

ii. TABLE OF CONTENTS

Please number pages in the report, and include the pages in the Table of Contents.

1.0 INTRODUCTION

CHOOSING THE APPROPRIATE TREATMENT

THE SECRETARY OF THE INTERIOR’S STANDARDS are neither technical nor prescriptive, but are intended to promote responsible preservation practices that help protect our nation’s irreplaceable cultural resources. For example, they cannot, in and of themselves, be used to make essential decisions about which features of the resource should be saved and which can be changed. But once a treatment is selected, the Standards provide consistency to the work.

FOUR TREATMENT APPROACHES

1. **PRESERVATION** places a high premium on the retention of all historic fabric through conservation, maintenance, and repair. It reflects a building’s continuum over time, through successive occupancies, and the respectful changes and alterations that are made.
2. **REHABILITATION** allows for a compatible new use for the resource but still emphasizes the retention and repair of historic materials. More latitude is provided for replacement because the treatment assumes the property has suffered more deterioration prior to work. (Both Preservation and Rehabilitation Standards focus attention on the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character.)

3. **RESTORATION** focuses on the retention of materials from the most significant time in a property's history, while permitting the removal of materials from other periods.
4. **RECONSTRUCTION** establishes limited opportunities to re-create a non-surviving site, landscape, building, structure, or object in all new materials.

OTHER CONSIDERATIONS: Choosing the most appropriate treatment for a building requires careful decision-making about a building's historical significance, as well taking into account the following:

Relative importance in history. Is the building a nationally significant resource—a rare survivor or the work of a master architect or craftsman? Did an important event take place in it? National Historic Landmarks may warrant a different treatment approach than buildings that contribute to the significance of a historic district but are not individually listed on the National Register.

Physical condition. What is the existing condition—or degree of material integrity—of the building prior to work? Has the original form survived largely intact or has it been altered over time? Are the alterations an important part of the building's history? Are distinctive materials, features, and spaces essentially intact and convey the building's historical significance? Are alterations or additions necessary for a new use? These key questions play a major role in determining which treatment is selected.

Proposed use. Will the building be used as it was historically or will it be given a new use? Many historic buildings can be adapted for new uses without seriously damaging their historic character; special-use properties such as grain silos, forts, ice houses, or windmills may be extremely difficult to adapt to new uses without major intervention and a resulting loss of historic character and even integrity.

Mandated code requirements. Code requirements will need to be taken into consideration. But if hastily or poorly designed, a series of code-required actions may jeopardize a building's materials as well as its historic character. Abatement of lead paint and asbestos within historic buildings requires particular care if important historic finishes are not to be adversely affected. Recommendations for alterations and new construction needed to meet accessibility requirements under the Americans with Disabilities Act of 1990 should reflect an effort to minimize material loss and visual change to a historic building.

TERMS AND DEFINITIONS

AS-BUILT DRAWINGS: produced after completion of the structure showing how it was actually built by incorporating changes that were made as construction progressed. Alterations made to the structure in subsequent years should be clearly identified as later changes.

CHARACTER-DEFINING FEATURE: a prominent or distinctive aspect, quality, or characteristic of a historic property that contributes significantly to its physical character. Structures, elements, objects, vegetation, spatial relationships, views, furnishings, and decorative details and materials may be such features.

CONSTRUCTION DOCUMENTS: Drawings, Plans, Technical Specifications, Addenda, Supplemental Instructions and Change Orders created by an architect that set forth in detail the requirements for the construction of the project.

DESIGN DEVELOPMENT DRAWINGS: produced to work out details, aesthetics, dimensions, and estimated probable costs for construction or manufacture. They often include detail drawings of design features.

ELEMENT: may be an architectural feature, structural component, engineering system, or a functional requirement.

EXISTING CONDITION DRAWINGS: produced to record the configuration, physical fabric, and conditions of a structure at a given point in time. They are often produced as the first step in a project.

IN-KIND: in the same manner, with the same material, or with something equal in substance creating a similar or identical visual appearance or effect.

MATERIAL: the physical elements that were combined or deposited to form a property. Historic material or historic fabric is that from a historically significant period, as opposed to material used to maintain or restore a property following its historic period(s).

PERIOD OF SIGNIFICANCE: the length of time when a property was associated with important events, activities, or persons, or attained the characteristics which qualify it for historic designation.

PRESERVATION: the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a building, site, structure, or object.

RECONSTRUCTION: the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location. Treatment should be based on documentary or photographic evidence.

REHABILITATION: the act or process of making possible a compatible new use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values.

RESEARCH DESIGN: a statement of proposed activities (identification, documentation, evaluation, investigation, or other research) that identifies the project's goals, methods and techniques, expected results, and the relationship of the expected results to other proposed activities or treatments. The research design is specific to each project.

RESTORATION: the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

SCHEMATIC DESIGN DRAWINGS: also known as conceptual drawings, they are diagrammatic drawings of the essential elements of a design; they are not used to estimate costs.

SKETCH PLAN: site plan or building plan drawn with measurements but often not to scale, although the structure and site features should be represented in accurate proportions.

TREATMENT RECOMMENDATION: based on The Secretary of the Interior's Standards. The degree of intervention recommended depends on the existing condition of the element and its significance or importance to the property.

Exhibit B

The Hacienda Hotel



Exterior view of the Hacienda, from an early post card; the fountain, photographed in 2003

This page was last revised on June 24, 2006.

In 1926 it seemed possible that New Port Richey, Florida, might become another Hollywood. Thomas Meighan, one of the top stars of the silent screen, had purchased property and was about to build a mansion on the Pithlachascotee River. He hoped to convince other figures from Hollywood to move to New Port Richey. A new theater under construction was to be named for Meighan.

The Hollywood connection to New Port Richey had begun a number of years earlier, when Earl Benham, an actor, costumer, and songwriter, purchased some large tracts of land on high ground overlooking the Cotee River. Benham's wife was sister to the wife of Raymond Hitchcock, a comic star. The Hitchcocks visited New Port Richey in the 1920s. Benham also sold tracts of land to Thomas Meighan and his brother James E. Meighan. In early 1926, the local weekly newspaper, the *New Port Richey Press*, reported that songwriter Irving Berlin, bandleader Paul Whiteman, and Raymond Hitchcock had purchased property in the town; these reports, however, may have been untrue.



On the night of May 25-26, 1926, the Enchantment Inn, New Port Richey's major hotel, was destroyed by fire. (The hotel had also been known as the Inn and the Sass Hotel.) By June 1926 the officers and directors of the Community Hotel, Inc., had approved plans for a new hotel (not yet named the Hacienda) which, it was hoped, might help to attract Hollywood celebrities. The architect selected was Thomas Reed Martin of Sarasota. The officers of the corporation were Warren E. Burns, president; James E. Meighan, vice-president; James H. Becker, vice president and treasurer; and Charles F. Hoffman, secretary. Directors were Warren E. Burns, James H. Becker, Edward C. Blum (?), C. W. Barnett,

Edward P. Campbell, Charles F. De Woody, Frank I. Grey, Charles F. Hoffman, Dr. William W. Hunt, Moses A.

Fullington, James E. Meighan, Richard Morgan, Leland C. Poole, Fred A. Shaw, George R. Sims, Charles E. Snell, Edgar A. Wright. The executive committee consisted of Warren E. Burns, James H. Becker, James E. Meighan, Charles F. Hoffman, and George R. Sims.

On June 4, 1926, the *New Port Richey Press* reported, "The plans call for a modern, fifty-room hotel of extreme Spanish design, equipped with a steam-heating plant and comfortably furnished throughout. Several unique features of design are planned for the hotel. It will have an open-air dining room, for one thing, and the patio-effect of the dining place will be bordered by palms. The dining room and lobby will be beamed in Spanish grille fashion. Paintings of the lobby and main dining room interiors are on display at the Chamber of Commerce rooms."

A September 1926 newspaper article referred to the new Community Hotel, and quoted Oliver LeMay, supervisor of construction, as saying that he hoped construction would be completed by New Year's Day.

On Nov. 12, 1926, the name Hacienda Hotel was chosen for the new hotel, according to a 1974 article by Wilfred Neill, which also reported that about \$30,000 worth of furnishings were bought from the Tampa Hardware Co. on Dec. 10, 1926.

A 1927 *Tampa Tribune* article reported that the hotel cost \$100,000 and furnishings cost an additional \$30,000. The *Tribune* article also stated, "The building was erected, furnished and received its first guests in 184 days from the day of the breaking of the ground, a record in itself in rapid high grade construction."

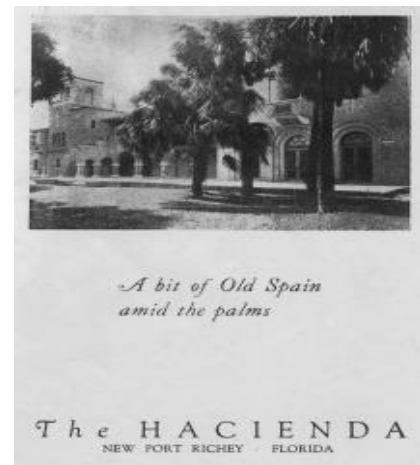
The property for the hotel was donated by Mr. and Mrs. James E. Meighan. Wilfred Neill wrote in a 1974 newspaper column, "The corporation issued 2,500 shares of preferred stock at \$100 each, par. It also issued 2,500 shares of common stock, with a nominal value of \$20 each. On March 15 a drive was begun, and by March 19, two-thirds of the necessary money had been raised."

The informal opening of the Hacienda Hotel took place on Feb. 5, 1927, when the first guests were welcomed, dinner was served, and the hotel was thrown open for inspection. Eight hundred persons attended, according to the *New Port Richey Press*, which reported, "The outpouring of citizens was the largest since New Port Richey was settled."

Arthur A. Boardman was named manager of the Hacienda. Bennett Mallard was assistant manager, and A. R. Poole and James Tiffany were also on the staff.

According to the *New Port Richey Press*, the formal opening of the Hacienda took place on Feb. 17, 1927. The newspaper reported that more than 120 persons attended the event sponsored by the City Club of New Port Richey. Charles F. Hoffman, President of the City Club, was the toastmaster, and the speakers were New Port Richey Mayor Edgar A. Wright, Charles E. DeWoody, Dr. W. W. Hunt (or Hurt?), and C. W. Lyons of Tampa. (Several accounts say that actor Ed Wynn was the master of ceremonies at the opening of the Hacienda. This seems unlikely, as he is not mentioned in the contemporary newspaper articles.)

The *New Port Richey Press* carried a photo of the Hacienda in 1930 with the caption: "Here were assembled at various times some of the most famous living celebrities of stage and screen, including Thomas Meighan, Leon Errol, Madeline Cameron, Frances Ring, Flora Zabelle, and numerous others as well as such noted writers as Bob Davis, George Ade, Ring Lardner, Hal W. Lanigan and others. Gay parties from St. Petersburg, Tampa, Clearwater and other cities motored here to enjoy the delightful atmosphere of this 'Bit of Old Spain Amid the Palms.'" Others who stayed at the Hacienda in the 1920s, 1930s, and 1940s were Mrs. Oscar Hammerstein (formerly known as the actress Dorothy Dalton); songwriter Walter Donaldson; writer George Ade; attorney Clarence Darrow; W. J. Wells, general manager of Macy's and



President of the Retail Managers Association of the U. S.; and Frank Case, owner-operator of the Algonquin Hotel in New York and a writer. (It is said that Gloria Swanson visited the Hacienda, although this cannot be confirmed.)

According to the 1974 Wilfred Neill article, "The Hacienda weathered the Great Depression. In the years that followed, the hotel's ownership changed several times as stock shares were bought and sold. At one time, the hotel was owned by Maxine Stein, who also had a theatrical makeup company in Los Angeles. Later owners developed a Spanish theme. An addition to the hotel was named the La Fonda steak room. The cocktail room was renamed the Matador Lounge. Bullfight posters adorned its walls. Waitresses and barmaids wore toreador pants and bolero jackets."

In 1935 the Community Hotel Corporation sold the Hacienda to Robert Holmes Sr., whose sons Gray and Robert Jr., managed it.

On Nov. 1, 1935, the *New Port Richey Press* reported that Gray Holmes and his brother Robert Holmes Jr. had recently taken over the operation of the Hacienda and expected to open for the season on November 15. It also reported that Gray Holmes had been operating a first class hotel in Douglas, Ga., for the past several years, and that Robert Holmes Jr. had had charge of the DeSota hotel in Tampa recently. The article also reported, "The hotel has been under the management of Major H. Stanford for the past several years. Major Stanford left last Spring to operate the Ferry Tavern, at Old Isle (?), Conn."

On January 25, 1938, the *New Port Richey Press* reported: "Thirty-three guests were registered Tuesday at the Hacienda, New Port Richey fine hotel, indicating greater travel through this section. Many of those registered will remain for some time in this section."

On Nov. 14, 1944, the *New Port Richey Press* reported that the Hacienda Hotel had been sold the previous week to Rev. Dr. William T. Watson of St. Petersburg. The article reported that Watson was "a leader in religious work in St. Petersburg." It also reported, "Owing to war conditions the hotel has not been operated to full capacity in the past three years." Watson was the founder of the Florida Bible Institute at Temple Terrace.

In a recent letter to Bill W. Lanpher, President of Trinity College, Dr. Watson's son recalled that his father purchased several hotels which he thought might be a good location for the Florida Bible College, one of which was the Hacienda. He wrote, "However, the town of New Port Richey did not want to lose their only hotel. We operated it as a hotel with no official connection to the school, of which I am aware. The school did hold their annual end of the year Banquets there."

[It is claimed that evangelist Billy Graham worked as a waiter at the Hacienda while he was attending Bible College. However, according to his biography he actually worked as a waiter at the restaurant on the campus of Florida Bible Institute in Tampa, which he attended from 1937 to 1940. In 1969, Graham recalled that in 1937 while attending Temple Terrace Independent Bible School in Tampa, his first recreational trip and picnic was to New Port Richey.]

In 1950 Watson sold the hotel to Mr. and Mrs. H. W. Schuldt, formerly of Omaha.

In 1951 Schuldt sold the hotel to Mr. and Mrs. M. Gates, who had operated the Delaware Towers at Chicago, and Mr. and Mrs. Phillip Merkatz, who had operated the Royal Inn at Woodbourne, N. Y.

In November 1953 the hotel was purchased by Maxine Stein, formerly of Chicago.

On Dec. 24, 1953, the *New Port Richey Press* reported, "Currently plans are being prepared for the construction of a 75 foot swimming pool, a crescent drive from which a canopy covered walk will lead to the new Main Street entrance."

The newly furnished and redecorated Hacienda Hotel opened on Dec. 29, 1953. Ray Miller was the manager.

On Mar. 17, 1955, a *New Port Richey Press* article named Mrs. Maxine Strompsen of the Hacienda Hotel.

On Sept. 25, 1955, the *New Port Richey Press* reported that the hotel was sold by Mrs. Maxine Stromson to Mrs. Francis Supic, formerly of Milwaukee, and that it would reopen on Oct. 1 with Mrs. Supic's son Karl J. Gabriel as manager. [Ownership information from the 1950s to the 1970s is currently lacking.]

On March 26, 1959, the *New Port Richey Press* reported that Robert Semple of Tarpon Springs purchased the Hacienda from Mrs. Frances Supic, who had owned the hotel for approximately 3 1/2 years.

The hotel staged a gala re-opening on Oct. 3, 1959, following improvements which were made during the summer months.



1959 photos by Angelo Deciucies

On October 24, 1974, the fiftieth anniversary of the incorporation of New Port Richey was celebrated with a dinner at the Hacienda Hotel. The menu -- turkey, cornbread, corn, and all the trimmings -- duplicated the one that was served to celebrate the opening of the Hacienda.

In 1974 Jacqueline A. and Michael N. Battista purchased the hotel.

Several years later New Port Richey realtor E. Ed Smith filed suit to foreclose on the hotel the couple had failed to make mortgage payments.

On July 26, 1985, the *St. Petersburg Times* reported that Gulf Coast Jewish Family Services Inc. had selected the Hacienda Hotel as the site of Florida's first "House for Special Services," and that the Hacienda was expected to close its doors after 60 years in the hotel business. The article referred to Michael Battista as the owner of the hotel.

On Aug. 6, 1986, the Harry L. Green Hacienda Home for Special Services, operated by Gulf Coast Jewish Family Services, opened in the former Hacienda Hotel. The program was initially described an ACLF for persons 18 and older who were free of acute conditions or infectious diseases. More recently, the facility was described as a 75-bed home for elderly persons with mental disabilities.

On Oct. 24, 1996, the Hacienda Hotel was added to the National Register of Historic Places.

On Aug. 12, 2003, the New Port Richey City Council voted to purchase the Hacienda Hotel from Gulf Coast Jewish Family Services for \$2.2 million. The city subsequently leased the facility to that organization while it arranged relocation of the residents.

In May 2006 New Port Richey City Manager Scott Miller reported that Gulf Coast Jewish Family Services would vacate the premises by June 1.

The address of the Hacienda is 5621 Main Street, New Port Richey, Florida 34652.

**Information provided by the West Pasco Historical Society through www.fivay.org

HACIENDA HOTEL
NEW PORT RICHEY, Florida

HACIENDA HOTEL
NEW PORT RICHEY, Florida

New Port Richey is especially well located for visitors coming into Florida by automobile . . . being on U. S. Highway No. 19 (Fla. 210) which is the through short route south from Brooksville. Excellent highways open up exciting sight-seeing to you in all directions. Famous Moon Lake Gardens and Duane Ranch are only 9 miles from the Hacienda Hotel. New Port Richey is largely a resort community and you will see here many beautiful winter homes of prominent persons.

We invite you to come and enjoy with us this fine atmosphere of friendly hospitality and comfort; and whether you stay one day, a week, or the entire season the same pleasing service is at your disposal.

AMERICAN PLAN
Rates begin at \$5 daily, single.
\$9 daily, double.

Weekly and seasonal rates on application.

GRAY HOLMES - ROBERT HOLMES, Jr.
General Managers

A HOTEL WHOSE FRIENDLY HOSPITALITY WILL PLEASE YOU

View of the Lobby Through to the Dining Room.

Views of the Cotee River from Boat Grounds.

The Patio and Part of the Shady Boat Lawn.

HIS is an invitation to you to come and visit the Hacienda Hotel at New Port Richey, Florida. . . . a friendly hotel, open November 15th to April 15th, which offers every conceivable modern comfort and convenience in an atmosphere of such charm and beauty that, once experienced, you will want to come again and again.

The Hacienda Hotel is one of the most beautiful smaller resort hotels in the Sunshine State . . . authentically Spanish in architecture and richness of appointments . . . located on the banks of the tropical Cotee River . . . with fifty guest rooms, each with private bath, solid carpeted floors, steam heat, telephones and available with either twin or double beds. Guest rooms are available singly or in combination en suite with sun parlors.

From your first glimpse of the Hacienda Hotel you will find an ever-increasing array of features appealing to your sense of beauty, your love for comfort, enjoyable environment and hospitality. You will delight in the true tropical splendor of the spacious grounds comprising acres of grassy lawns studded with shrubbery, palms and flowers. You will love the wide terraces, the arched doorways, the inviting balconies and the large patio.

You will find a new sense of luxury, relaxation and comfort in the big lobby with its massive open fireplace, with its large doorways opening on the terrace on one side and the cloister on the other. Hacienda Hotel service is planned to anticipate, unobtrusively, your every need for comfort and entertainment whether you come to rest or to enjoy outdoor sports and recreations.

The dining room of the Hacienda Hotel enjoys a splendid reputation along the west coast of Florida. A cuisine of variety, freshness and goodness tempts your appetite for every meal.

Outdoor sports have always attracted Hacienda guests. The Cotee River bordering the grounds offers some of Florida's finest fresh and salt water fishing. It is only two miles from the hotel dock to the open Gulf of Mexico and the hotel maintains a 28-foot launch as well as small boats for the use of guests. Within the hotel grounds are shuffleboard courts, putting greens and tennis courts. Only a few miles away is the Tarpon Springs golf course and within 30 to 45 minutes drive from the hotel are Tampa, Clearwater and St. Petersburg with all their numerous attractions.

Brochure for the Hacienda Hotel, late 1930s or early 1940s.

Images courtesy of Mary O'Benar.