



Request for Qualifications # CM-2016-01

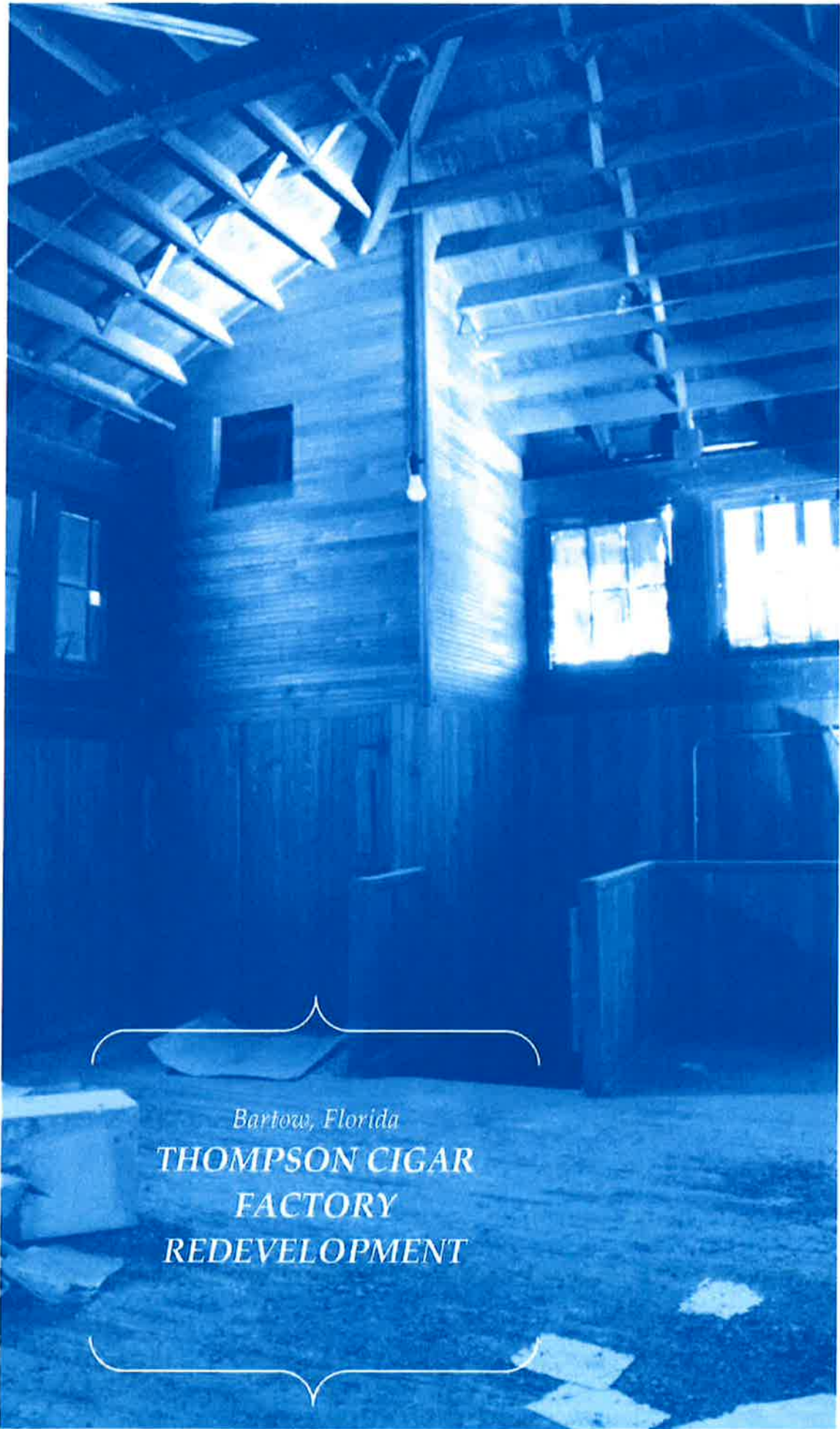
THOMPSON CIGAR FACTORY REDEVELOPMENT

BARTOW, FLORIDA



Bartow, Florida

Our history comes to life!



Bartow, Florida
**THOMPSON CIGAR
FACTORY
REDEVELOPMENT**



City of Bartow
Thompson Cigar Factory Redevelopment

REQUEST FOR QUALIFICATIONS (RFQ)
CM-2016-01

The City of Bartow is soliciting qualifications to provide the City with professional and development consultant services for the Thompson Cigar Factory Redevelopment. The complete RFQ documents can be obtained from the City of Bartow's website, www.cityofbartow.net or by contacting the Purchasing Department at (863) 534-0141. Proposers are strongly encouraged to attend the pre-submittal conference to be held on Tuesday, March 1, 2016, at 10:00 a.m. in the Building Department's Conference Room located at Bartow City Hall, 450 N. Wilson Avenue, Bartow, FL. A tour of the redevelopment area will immediately follow.

Sealed RFQ's:

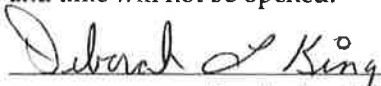
Responses to this request (please submit one (1) original and eight (8) copies plus one (1) electronic version in pdf format) in a sealed envelope, clearly identified as:

RFQ #CM-2016-01
"THOMPSON CIGAR FACTORY REDEVELOPMENT"

Mail (PO BOX) or delivered (Street Address) to:

City of Bartow, Purchasing Department
Attn: Deborah L. King
P.O. Box 567
Bartow, FL 33831-0567
or
505 N. Mill Avenue
Bartow, FL 33830

The RFQ's will be accepted up to 3:00 p.m., Tuesday, April 5, 2016. Any RFQ's received after that date and time will not be opened.


Deborah L. King, Purchasing Department

Legal Ad
The Lakeland Ledger
January 26, 2016
February 2, 2016
February 9, 2016
February 16, 2016

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Site and surrounding area.

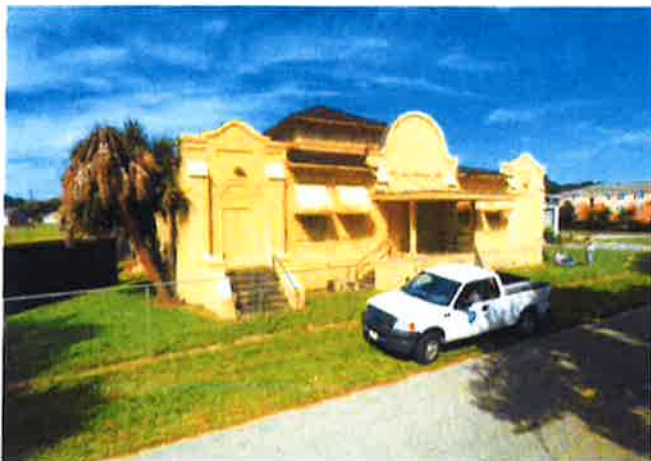
1. INTRODUCTION

1-A. Offering

The City of Bartow, Florida (the City) is interested in working with a development team (the Proposer) that has the vision and capacity to transform the former Thompson & Company Cigar Factory (T&CCF) into a signature redevelopment project. The City's is also attentive to the future prosperity of the surrounding area; this may result in a district-scale redevelopment strategy. The City seeks formal interest and qualifications from a Proposer to finance, rehabilitate, and manage a redevelopment project. The City is open to purchase or lease options.

The City of Bartow is offering a well-located 1.42-acre site in the City's downtown for development. The site includes the Thompson and Company Cigar Factory building and its accessory structures. This site is available to Proposers who will be invited to submit more detailed proposals following this initial RFQ.

Only those firms responding to this RFQ will be asked to participate further. Specific project design, development agreement content, price, and the terms for implementation will be requested from short-listed proposers as part of *exclusive negotiations* with the City.



Existing Cigar Factory Building after painting.

1-B. Request

The City of Bartow requests proposals that include a qualified team, successful experience, and a creative vision for the site and/or its immediate vicinity. The City requests that the project vision and approach align with the Community Redevelopment Plan (<http://www.cityofbartow.net/index.aspx?page=275>) and contribute to a progressing downtown.

The City is seeking innovative yet market-feasible proposals with strong pedestrian scale and urban design characteristics that integrate the surrounding neighborhood form. Additional goals include revitalization within the downtown area, economic prosperity, promotion of pedestrian traffic and activity use throughout the day and evenings, as well as, enhanced linkages to the adjacent existing neighborhoods.

Though not required as part of the RFQ submission, Proposers will ultimately be encouraged to exercise creativity in defining a master development plan (land use program and project design). This vision may include a variety of appropriate and complementing land uses. **The RFQ submission should provide examples of innovative and creative developments, which the members of the proposal team have advised, designed, and/or developed.**

1-C. Goals

The City of Bartow has adopted community policies relating to the area's vision and revitalization; these policies are found in the Comprehensive Plan and the Community Redevelopment (CRA) Plan. The future use, redevelopment, and management of the Thompson & Company Cigar Factory should complement and align with the following project community goals:

- » **Compatible with the Community Redevelopment (CRA) Plan** – the redevelopment plans for the site and the immediate vicinity should generally align with and help implement the applicable sections of the CRA plan.
- » **Create and Strengthen a Walking Downtown** – the redevelopment plan, design, and land uses should strengthen and enhance a walkable downtown neighborhood; the redevelopment plan should retain existing pedestrian and roadway connections in the immediate vicinity in terms of an urban block pattern and walking/bicycle infrastructure.
- » **Preserve Historical Assets** – the redevelopment plan, strategy, and approach should address the preservation and enhancement of the historical elements of the site, buildings, and surrounding neighborhood.
- » **Enhance and Complement the Neighborhood** – the redevelopment plan should be a positive project in the neighborhood in terms of design, land uses, scale, and operation; the plan should build-upon existing assets and serve as a catalyst for other investment in the neighborhood.
- » **Establish Economic Sustainability** – the site should be self-sustaining AND should be sold/ leased to a capable third party entity to redevelop, improve, and manage the property.
- » **Engage the Community** – the redevelopment project should engage the community in the planning process to build public consensus and support for the design, operations, and land use(s).

2. PROPERTY DESCRIPTION

2-A. Property and Ownership

The Thompson and Company Cigar Factory property is municipal-owned. The 1.42-acre property encompassing one full city block and includes two tax lots. The legal description of the subject property parcels as provided in County records is as follows:

Property Identification

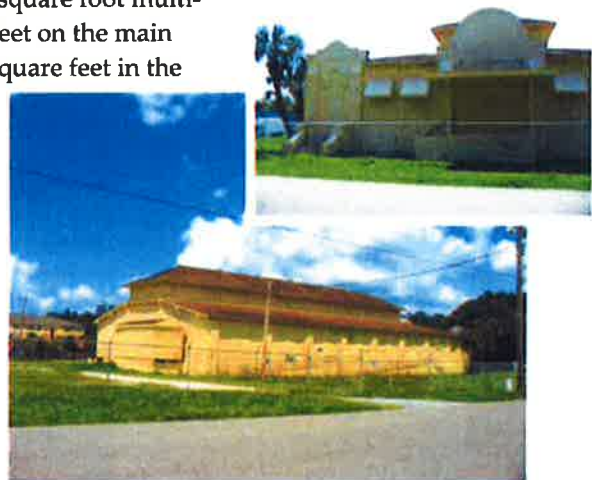
- » Parcel No. 25-30-05-366500-001011 (0 L B Brown Avenue) - BURROWS ADD PB 4 PG 80 BLK 1 LOTS 1 TO 16 LESS N 100 FT OF LOTS 1 TO 7 & LESS 2ND AVE R/W
- » Parcel No. 25-30-05-366500-001012 (0 Church Street W) - BURROWS ADD PB 4 PG 80 BLK 1 N 100 FT OF LOTS 1 TO 7 LESS 2ND AVE R/W

Existing Improvements

The site has two existing structures; the **Former Cigar Factory** and the **Former Utility Building**.

» **Former Cigar Factory**

The Thompson and Company Cigar Factory is a 18,000 square foot multi-story building roughly divided between 11,700 square feet on the main first floor, 3,000 feet on the mezzanine floor and 3,300 square feet in the basement. The building's architectural style is described as a late 19th and 20th Century Mission/Spanish Colonial Revival. Plaster covers the masonry walls, and the floor is finished with pine planks. The existing driveways/parking areas are unpaved. The Thompson and Company Cigar Factory is listed on the National Register of Historic places (#02000838); and is subject to local review/approval for modifications. The building was closed in 1989 as a result of limited maintenance and environmental conditions (asbestos and pigeon droppings), as detailed in Phase I and Phase II Environmental Site Assessments (ESA).



» **Former Utility Building**

A former utility building is located on the northern portions of the site. The metal structure was built in the mid-1970s to serve County services and constructed on a concrete slab. The building has two large service bays with roll-up garage doors. There is an existing paved driveway and parking area serving the building.



TOP: Former Cigar Factory Building
BOTTOM: Former Utility Building



City of Bartow Central Florida location.

2-B. Location and Context

The site is located in the northeast blocks of downtown Bartow. Bartow is the third largest municipality with over 17,000 residents and serves as the seat of Polk County government. Polk County is in south-central Florida between the Tampa and Orlando metropolitan areas. The County has approximately 623,009 residents.

Bartow's primary thoroughfares include State Road 60 (east/west) and U.S. Highway 17/98 (north/south). The Polk Parkway (toll road) connects to Interstate-4. Citrus Connection (public transit provider) Route 22XL serves as a connector to the City of Lakeland. Bartow has an extensive sidewalk network within the downtown area.

Bartow's economy is rooted in the citrus and phosphate industries. Other economic activity in Bartow includes: CSX Integrated Logistics Center (ILC), Central Florida Parkway, Polk State College/Clear Springs Advanced Technology Center, the Bartow City Airport and Industrial Park, the EcoGen Power Plant, and Streamsong Resort. The downtown area has experienced a fluctuation in investment. Office space within downtown Bartow is currently at 93% occupancy. Additional locational and context statistics are available upon request.

2-C. Cigar Factory History

The Thompson & Company Cigar Factory is a good example of the Mission Revival style as applied to a commercial, industrial building. In keeping with Mission Style, the building has shaped parapets, a large hip monitor with bands of windows, pilasters, textured stucco exterior walls, and large wooden double-hung sash windows. The monitor is an unusual feature in that it functions to serve as a second floor, and historically was used to store tobacco.

Mark A. Thompson initiated plans for the factory through the Cuban American Corporation, which he helped organize in Tampa circa 1923. In late-1924, Thompson hired architect William H. Odell to draft the plans for the factory. In 1925, following the opening of the factory in Ybor City (Tampa), Thompson expanded the company's operations into Bartow. The company closed the Bartow plant in September 1961, ending its manufacturing operations. During the 1960s, the former cigar factory served as the headquarters of Bartow's American Legion Post #3, and then Polk County's "commodities distribution center" between 1969 and 1971. From 1974 to 1989, the county used the building as its social services warehouse.



LEFT: Original Cigar Factory Building



RIGHT: Cigar factory building in recent years but prior to painting

The Thompson & Company Cigar Factory was listed on the National Register of Historic Places on August 9, 2002, by the Florida State Historic Preservation Office under criteria A and C at the local levels in the areas of Industry and Architecture. The building possesses significance as the only historic cigar factory in Bartow, and is the only historic industrial building in Bartow. Additional history reports, findings, and information are available upon request.

2-D. Environmental

Summary

Phase I and Phase II Environmental Site Assessments (ESA) have been completed for the site. These reports and findings are available upon request to the City. The Phase I (ESA) was completed on June 2011 and listed environmental concerns at the Thompson & Company Cigar Factory site including:

- » a former vehicle inspection station with potential for hydraulic lifts (none were found in the Phase II) as well as petroleum/solvent storage, use and handling;
- » potential chemical use related to the former cigar factory; and
- » former adjacent railroad track/property.
- » Other specific concerns included:
 - asbestos containing materials in the Thompson & Company cigar Factory structure,
 - lead based paint on some exterior surfaces,
 - elevated radiological readings within the basement area, and
 - indoor air quality issues caused by water intrusion and bird/termite feces.

The Phase II ESA included soil borings to a depth of 28-ft below land surface. No ground water was discovered. One soil sample location at 0.5 ft bls identified concentrations of arsenic that exceed residential standards; a remediation plan may be needed depending on the redevelopment/reuse plans.

- » A building condition survey should be performed at the Cigar Factory to evaluate the structural integrity of the building and costs associated with necessary repairs to the roof system.
- » A termite inspection is recommended based on the widespread termite feces observed in the Thompson & Company Cigar Factory during environmental assessment.
- » Interior structure remediation is recommended for both structures by an environmental contractor due to excessive airborne fungal spores in both structures and due to termite feces and human pathogens in one bird fecal sample in the Cigar Factory structure. This work should be

conducted after the roofing system is repaired to prevent water intrusion and prevent birds from entering the structure.

- » Entry to the majority of the structure required the use of Level C personal protection (i.e. gloves, eye protection, respirator/mask).

The Phase II ESA included soil borings to a depth of 28-ft below the surface. No ground water was discovered. There was a small area of ground contaminates that exceed residential standards; the contaminated soil was removed.

Completed Modifications.

The City has completed or in the process of addressing the Phase II findings. Cleanup activities and building assessment has occurred for the former Cigar Factory portions on; no cleanup activities were conducted at the former utility building. Specifically the following actions have occurred for the Cigar Factory Building:

- » The lead-based paint has been encapsulated and the building has been repainted.
- » The asbestos has been removed from the building.
- » The mold and air bourn funguses have been removed.
- » A termite inspection has been completed. It was determined that treatment and repairs are necessary.
- » A soil cleanup was conducted to remove site contaminates.
- » A Site Rehabilitation Completion Order (SRCO) has been issued by the State of Florida

2-E. Future Land Use and Zoning

The site has an *Institutional* Future Land Use designation pursuant to the City of Bartow Comprehensive Plan. The site is zoned *PI, Professional Institutional*. The current comprehensive plan and zoning classification(s) allows a limited range of uses; a broader range of land use activities on the property may necessitate changes to these designations to align with the proposed redevelopment project. The City will be a cooperative partner in pursuing any permits or approvals that may be required to expedite the selected redevelopment plan. **The current land use designations should not be the driver in creating the ideal redevelopment program for the property.**

2-F. Special Planning Programs

Community Redevelopment Agency (CRA) Plan

The site and its immediate vicinity are located within the City of Bartow Community Redevelopment Agency boundaries. The Community Redevelopment Agency (CPA) Plan provides the long term vision and redevelopment strategy for the area. Redevelopment on the site is subject to the provisions of the CRA Plan, and proposal shall be consistent with vision and intent.

<http://www.cityofbartow.net/index.aspx?page=275>) Specially, the site is included in two "Big Idea" projects listed in the Plan; *East Bartow Historic District* and *Bartow Commons*.

- » **East End Community Vision Plan** - The northeastern portion of downtown is planned as distinctive sub-district focused on creating/preserving landmarks, streetscape improvements, curing urban blight, and promoting infill reinvestment. The vision is general in nature but the Plan affirms a desire to invest in this area of downtown.
- » **Bartow Commons** - Bartow Commons is envisioned as a moderate-scaled redevelopment project located on the east side of the historic downtown area. The project includes a signature park and regional trail connection. The surrounding properties and the Thompson Cigar Factory are identified as significant private sector redevelopment opportunities.

Bartow Historic District

The site and its immediate vicinity are located within the City of Bartow Historic District. This long-time district has been created and managed to protect the historic character of the area. New construction, exterior modifications to existing structures, or demolitions in the Historic District require a "Certificate of Appropriateness" before building or demolition permits can be issued by the City. The Planning Department processes applications for Certificates of Appropriateness. For development projects, the Historic Architectural Review Board will review the structure, the site layout, and the relationship to existing neighboring buildings. It is anticipated that projects will be subject to review and approval by the Historic Architectural Review Board.



Bartow Commons vision plan. (Intended to be conceptual and diagrammatic in nature and not intended to be a specific development plan).

National Register

The Thompson Cigar Factory is listed on the National Register of Historic Places. Most building improvements and exterior modifications will require local review and approval pursuant to the "Certificate of Appropriateness" procedure highlighted in the aforementioned subsection. There are no additional Federal or State reviews/restrictions affecting the National Register designation. Proposers should conduct due diligence on the required approvals based on any planned building alternations.

2-g. Potential Financial Incentive Options

In order to achieve its stated goals for the development of the subject property, the City may consider offering bidders incentives such as tax increment rebates, impact fee credits, parking, and stormwater credits, regulatory approvals, etc. for development of the subject property. These potential incentives will be addressed as part of the exclusive negotiations with the City. Proposers are invited to identify the financial incentives that would help make a redevelopment project feasible and attractive for investment.

3. SUBMISSION REQUIREMENTS

3-A. Quantity and Formats

Proposers shall submit one (1) electronic version in PDF format and eight (8) copies of all documents. There is no page limit, however, responses should be complete yet concise. **Submittals should be waste-conscious; double-sided printing is encouraged, excessive paper use should be avoided, binders and needless packaging shall not be used.**

All submissions shall be provided in a sealed envelope and labels as: "RFQ # CM-2016-01 - THOMPSON CIGAR FACTORY REDEVELOPMENT"

3-B. Required Elements

Proposals must include the following elements. Additional information is permitted.

1. **Cover Letter** – Submit a cover letter that describes the composition of the development team and overview of similar project experience. Also, please address whether or not the members of the team have previous experience working together or in the City of Bartow.
2. **Understanding of RFQ Procedures, Terms and Conditions** - A signed form attesting that the Proposer has read and understands all procedures outlined in this RFQ (Use Attachment A).
3. **Project Team/Personnel** – Provide a summary of each of the project team members in terms of name, title, project role, skills, project experience, company/affiliation, and location.
4. **Project Experience** - Provide a description of at least three (3) development projects completed within the last ten years that are relevant to this RFQ. Project descriptions must include details addressing the size, number of units, year of construction, methods of financing, and current project status.
5. **Project References** – Provide references from three (3) projects (with names, addresses, phone numbers and email addresses), that are relevant to the proposed development objective. If there is more than one entity to the proposal team, provide three (3) references for each.
6. **Financial Ability/Capacity** - Demonstrate the teams and principals' financial capacity and capability to successfully finance new projects of this scope and scale. In addition to the example projects above, identify any development experience with projects completed, underway or planned in the Bartow area.
7. **Preliminary Redevelopment Concept and/or Programming.** - Provide a preliminary conceptual drawing and/or a written land use narrative that describes the ideal, yet realistic, redevelopment project for the site.
8. **Preliminary Funding and Acquisition Intent** – Provide a summary of the development team's ideal funding methods. Response should also identify any desired public financial incentives that will be needed to implement the redevelopment project. Express the desired property acquisition intent in terms of purchase or lease.

3-C. Submittal Address and Deadline

The submissions must be received by 3:00 p.m. TUESDAY, MARCH 22, 2016 and should be addressed as follows:	
<i>Hand-Delivered Proposals</i>	<i>Mailed Proposals</i>
City of Bartow Deborah L. King – Purchasing Dept. <i>Thompson Cigar Factory & Area Redevelopment</i> (RFQ #CM-2016-01) 505 N. Mill Ave. Bartow, FL 33830	City of Bartow Deborah L. King <i>Thompson Cigar Factory & Area Redevelopment</i> (RFQ #CM-2016-01) Attn: Purchasing Department P.O. Box 567 Bartow, FL 33831-0567
<i>Please note that the City of Bartow is NOT a Guaranteed AM Delivery Area for UPS, FED-EX, or other delivery service.</i>	

3-D. Pre-Submittal, Site Tours and Questions

Pre-Submittal Conference

Interested parties are strongly encouraged to attend the pre-submittal conference at 10:00 a.m., on TUESDAY, March 1, 2016 at Bartow City Hall, 450 N. Wilson Ave., Bartow, FL. City staff/consultants will address questions and provide any new information available. Interested parties may address questions to staff at the pre-submittal conference.

Site Tour

A tour of the redevelopment area will be conducted on TUESDAY March 1, 2016 following the pre-submittal conference. Note: Due to environmental improvements occurring to the Thompson and Company Cigar Factory at this time, an internal tour may or may not be possible.

Questions/Clarifications

Questions may be submitted in writing by electronic mail. Questions and responses will be posted on the City's web site at www.cityofbartow.net. Questions concerning RFQ SUBMITTAL PROCEDURES and QUALIFICATIONS:

- » Contact: Deborah King, Purchasing Department.
- » Email: dking.purchasing@cityofbartow.net
- » Telephone: 863-534-0141

4. REVIEW AND EVALUATION

4-A. General Process

This is a two-phase selection process. The RFQ Phase (1) begins with the receipt of developer qualifications that are requested in this formal notice. These qualifications shall consist of a description of the Development Team including a list of professionals to be assigned to the project, their academic/professional background and experience with similar projects. In addition, a list of similar projects completed by the Development Team within the last ten years, including references with current addresses and phone numbers, must be provided. Project descriptions must include details addressing the square footage, number of units, parking, year of construction, methods of financing, current status, and the specific roles of the proposed team members as principal, consultant, general partner, designer, or other (the information required as part of 3-B. of this notice).

Following a review of the submissions, a shortlist of Development Teams will be invited to submit more detailed proposals under the conditions described in a second phase. **Based on the detailed proposals received through the second phase process, a Development Team will be selected and will be extended exclusive rights to develop the property for a specific period of time. A Developer's Agreement will be negotiated, executed between the City, the CRA and the Selected Development Team, and used as the instrument to define the roles and responsibilities of the parties.**

4-B. Schedule

The property RFQ and negotiations are planned according to the following schedule. The selection, City Commission presentation, and City Commission negotiations may be adjusted to respond to meeting schedules, development team responses, and staff availability.

RFQ Issued:	TUESDAY, JANUARY 26, 2016
Pre-Submittal Conference and Tour (Voluntary)	TUESDAY, MARCH 1, 2016
Deadline for Submission of Written Questions	TUESDAY MARCH 22, 2016
Submittal Deadline	TUESDAY, APRIL 5, 2016
Evaluation Panel Selection	TUESDAY, APRIL 19, 2016
City Commission Presentation	MONDAY, MAY 2, 2016
City Commission Selection to enter into Exclusive Negotiations	TBD

4-C. Review and Evaluation Panel

Following the City of Bartow's receipt of submittals in response to this RFQ, the City will evaluate timely, complete and responsive submittals from qualified Proposers. The submittals will be reviewed and evaluated by an RFQ Evaluation Panel consisting of individuals with experience in real estate economics, land use planning, architecture/urban design, and historic preservation with assistance from City of Bartow staff and independent consultants. City staff and other appropriate parties may serve on the Evaluation Panel.

City of Bartow staff and consultants will contact references and industry sources and investigate previous projects and current commitments. This information will be made available to the RFQ Evaluation Panel

for consideration in its deliberations. The RFQ Evaluation Panel will review and rank submittals according to the evaluation criteria set forth above, taking into consideration all available information, including public presentations by the Proposers and interviews if warranted.

4-D. Evaluation Criteria

The criteria for selecting the preferred development team will be focused on Approach, Experience, and Capacity. Proposals will be rated based on a maximum 100 possible points. Each person on the Evaluation Panel will complete an RFQ Evaluation Score Sheet as listed in Attachment B. The criteria is summarized below.

Approach (35 maximum potential points)

- » Ability to meet the City of Bartow's Objectives for the T&CCF Site with the team and project vision submitted.
- » Fit of proposed vision, approach, schedule, and conceptual financial structure for the T&CCF Site project to meet the goals of the Redevelopment Area Master Plan, in particular, the likelihood of generating tax base and lease revenues needed to fund the T&CCF Redevelopment Area public benefits.
- » Feasibility of the Proposer's approach to succeed in the near term in a City of Bartow context.
- » Identified users for the site and/or prior relationships with hotel, office, residential, retail and/or other tenants and future property owners.

Experience (30 maximum potential points)

- » Successful track record of developing complex, medium to large-scale developments
- » Experience with historic rehabilitation meeting the Secretary of Interior's Standards for the Treatment of Historic Properties.
- » Experience with building new structures in the context of a historic district.
- » Proven ability to work with public agencies, particularly in a historic community context, to achieve development desired by the public sector.
- » Proven track record of completing projects of comparable type, scope and quality envisioned.
- » Proven ability to implement projects quickly, effectively, and on budget.
- » Experience with sustainable development within an urban context, including demonstrated use of innovative design and development measures to meet LEED standards or otherwise minimize environmental impacts of projects.
- » Track record of local hiring and participation of locally owned businesses in prior projects.
- » Demonstrated ability to partner with local organizations and/or address community concerns.

Capacity (35 maximum potential points)

- » Financial capacity to develop the T&CCF Site/Redevelopment Area. Proven ability of developer to possess or attract equity and debt capital for a project of this type as evidenced by: Financings of comparable projects, Financial status, and On-going relationships with financial sources.
- » Sufficient staff and consultant resources to meet the project objectives.

4-E. City Commission Determination

Based on the RFQ Evaluation Panel's recommendation, City of Bartow staff will recommend the next steps to the Bartow City Commission. The staff report will be prepared to highlight each proposal and includes any information obtained during reference checks and other background information.

The City of Bartow, in its sole discretion, will determine whether to authorize exclusive negotiations, and if so, select the Proposer with which the City of Bartow will negotiate exclusively. The selection of a Proposer will not imply the City of Bartow's acceptance of all terms of the selected Proposer's submittal. This will be subject to further negotiations and approvals before the City of Bartow may be legally bound.

4-F. City Commission Exclusive Negotiations

Upon the City of Bartow's authorization of exclusive negotiations, city staff and the selected proposer will negotiate the terms of an Exclusive Negotiations Agreement ("ENA"). Typically, an ENA will contain the terms and conditions, time and performance benchmarks, and provisions for termination for non-performance.

The period of exclusive negotiations may be extended solely at the City of Bartow's discretion provided that the selected proposer has met certain benchmarks. If a satisfactory purchase/lease disposition and development agreement cannot be negotiated before the ENA, the City of Bartow, in its sole discretion, may terminate negotiations with the selected proposer and begin exclusive negotiations with the next highest ranked proposer. During the period of exclusive negotiations, the following events are anticipated:

- » Development of a Finance and Land Use Plan for the T&CCF Site/Redevelopment Area for the City of Bartow review and consideration.
- » Programmatic level environmental review of the proposed plan and project level environmental review of the T&CCF Site/Development Area.
- » Negotiation of a development agreement defining parameters for development of the T&CCF Site/Redevelopment Area.
- » Negotiation of a Purchase/Lease and related documents for the lease and development of the T&CCF Site/Redevelopment Area (or portions thereof) and/or Ownership and development of the T&CCF Site/Redevelopment Area (or portions thereof) in a final form approved by the City of Bartow's City Attorney's Office incorporating specific terms, including the City of Bartow's and selected Proposer's respective responsibilities, the economic parameters, development standards and requirements, and a performance schedule.
- » The selected Proposer will complete its due diligence review of the T&CCF Site/Redevelopment Area, finalize financial projections and complete preliminary site plans, including elevations and renderings for the T&CCF Site/Redevelopment Area.
- » The selected Proposer will secure financial commitments for the proposed project from lenders and/or equity sources and preliminary sublease commitments from proposed anchor tenants.
- » Completion of the project approval processes.

ATTACHMENT A:

Understanding of RFQ Procedures, Terms and Conditions

(To be returned with qualifications submission)

Invitation to Submit Qualifications
City of Bartow, Florida
RFQ # CM-2016-01

I acknowledge I have read and understand all procedures and requirements of the above referenced RFQ and have complied fully with the general terms and conditions outlines in the RFQ.

Development Team:

Representative's Signature:

Representative's Typed/Written Name:

Date:

ATTACHMENT B:

RFQ Evaluation Score Sheet

CRITERIA	POINTS
APPROACH	35 (Max)
a. Ability to meet Objectives for the site with the team and project vision submitted	
b. Fit of proposed vision, approach, schedule and conceptual financial structure for the Site to Community Goals, in particular, the likelihood of generating tax and lease revenues needed to fund the cigar factory & redevelopment area public benefits	
c. Feasibility of Proposer's approach to succeed in near term	
d. Identified users for the site and/or prior relationships with office/hotel/restaurant/non-profit and other tenants	
<i>Section Subtotal</i>	
EXPERIENCE	30 (Max)
a. Successful track record of developing complex, medium and large scale developments, including former cigar factory sites	
b. Experience with historic rehabilitation meeting the Secretary of Interior's Standards for the Treatment of Historic Properties	
c. Experience with building new structures in the context of a historic district	
d. Proven ability to work with public agencies, particularly in a historic district context, to achieve development desired by the public sector	
e. Proven track record of completing projects of comparable type, scope and quality envisioned.	
f. Experience with sustainable development within an urban context, including demonstrated use of innovative design and development measures to meet LEED standards or otherwise minimize environmental impacts of projects.	
g. Track record of local hiring and participation of locally owned businesses in prior projects.	
h. Demonstrated ability to partner with local organizations and/or address community concerns.	
<i>Section Subtotal</i>	
CAPACITY	35 (Max)
a. Financial capacity to develop the Site. Proven ability of developer to possess or attract equity and debt capital for a project of this type evidenced by: i. financings of comparable projects, ii. financial status, and iii. on-going relationships with financial sources.	
b. Sufficient staff and consultant resources to meet the project objectives	
<i>Section Subtotal</i>	
TOTAL	

PUBLIC RECORDS LAW

Dear Vendor:

This is a reminder of your obligation under Florida's Public Records law codified in Chapter 119, Florida Statutes. As referenced in the General Terms and Conditions of any contract you have had with the City of Bartow, your firm is required to allow public access to all documents and materials in accordance with the provisions of Chapter 119, Florida Statutes.

Public Records include all records, regardless of physical form, characteristics, or means of transmission that were made or received in connection with official business which are used to perpetuate, communicate, or formalize knowledge. The policy of the State of Florida is that public records are open for the personal inspection and copying of any person. As such, all public records may be inspected and copied by any person at any reasonable time and under reasonable circumstances.

The custodian of such records must also acknowledge requests for public records promptly and provide the records as quickly as possible with only two permissible delays; the time it takes to locate the requested records and the time to review the records for exemptions.

As potential custodians of public records, vendors are prohibited from any of the following actions:

1. Requiring the identity of the requestor
2. Requiring the request for records be in writing
3. Requiring the reason or purpose of the records request
4. Restricting viewing records to hours other than normal business hours
5. Delaying the production of records based on an employee's workload
6. Delaying the production of records due to a burdensome request

However, vendors are not required to provide personnel to answer questions regarding the content of requested records. In addition, vendors are not required to create a new record to fulfill a public records request nor reformat its records into a particular form as demanded by a requestor.

If a public records request is received, you should provide notice to Jacki Poole, City of Bartow, City Clerk jpoole.clerks@cityofbartow.net. Additional notice should be provided when the request has been fulfilled.

If you have any questions, or need additional information, please contact either, Jacqueline Poole, City Clerk, or Donna Clark, Assistant City Clerk at 863-534-0100.

Sincerely,

Jacqueline Poole
City Clerk

"As you are aware this historic property was listed in the National Register of Historic Places by the National Park Service in 2002. Constructed in 1925, this building is a significant example of a fully mechanized cigar factory, which represents the important shift in the industry when mechanization replaced hand-rolled methods. In view of its historic significance and unique architecture style for this type of building, we again urge you to support the preservation of this important historic resource."

Sarah M. Smith, MA, Director and State Historic Preservation Officer, June 3, 2010

(To the Board of Polk County Commissioners in reference to the Cigar Factory . . .)
 "Historic preservation and cultural properties generate considerable employment in the construction and hospitality industries, provide significant heritage tourism revenue and act as the primary catalyst for the revitalization and economic redevelopment of historic downtowns and neighborhoods. These are just a few of the many proven benefits of historic preservation. More factual assessments have been made and documented in two publications commissioned by the Florida Trust and prepared by the University of Florida. These two studies provide details on both the economic impact and the significant quality of life benefits generated by historic preservation. These studies are available online for your review at: <http://www.flheritage.com/whatsnew.cfm>."

Monica H. Madden, President, Florida Trust for Historic Preservation, Inc., August 3, 2010

"Reflecting your efforts and those of the Project Team, progress is underway to bring new life to the former Cigar Factory that has been vacant and abandoned for some time. We will be conducting a Phase II study on behalf of the City of Barrow and the Partnership and will complete it as quickly as possible while still meeting the requirements of the Environmental Protection Agency (EPA) grant. We hope that this support will assist in developing a productive reuse of this property that will benefit the City of Barrow and Polk County as a whole."

Patricia M. Sheard, Executive Director, Central Florida Regional Planning Council

"Barrow's motto is "Our History Comes To Life!" Our community places a tremendous value on our area's history and traditions. Like the Polk County Historical Museum and Genealogical Library, the historic L.B. Brown House, as well as many other historic structures, Barrow has emerged as an important center of historic preservation. The Barrow Chamber of Commerce played an integral part in locating the Thompson & Company Cigar Factory to Barrow. It is fitting that we champion the concept of keeping this historic building, and helping to make it a viable center of activity. The Chamber has also been an advocate for the cultural arts. The Cigar Factory presents a wide range of opportunities for the development and expansion of the area's cultural arts initiatives."

Jeff Clark, Executive Director, Barrow Chamber of Commerce

"The partnership of concerned and passionate citizens can be realized to save this building. This can be done with an active and viable plan which will create a great space that can generate economic impact and ultimately benefit all of Barrow and Polk County. It is a fact that a strong artist community has saved, inspired and brought life into areas of redevelopment, creating sustain ability. It is a model that very strong creative industry and artist communities turn empty space fronts into viable businesses, attracting more businesses, residents and enhancing quality of life. It is a very important structure of history. If it goes away so does a part of Barrow and Polk County. Tearing down a part of history would be very sad. It is what gives us character and a future."

Merrill Black, Executive Director, Polk Arts Alliance, December 1, 2011

"We believe there is great potential to turn this abandoned and historic building into a valuable community asset." "The cultural arts organizations in Polk County, through the Polk Arts Alliance, will have an interest in the preservation and use of this facility." "The Historic Cigar Factory may provide opportunities for arts organizations to create collaborative projects and bring an expanded county-wide audience to Barrow."

"It is important to invest the time and resources to come up with a thoughtful plan that could be embraced readily by the citizens of Polk County. The Cultural Arts organization will support and contribute to that effort. It would be a shame not to consider the possibilities before tearing down this historic building."

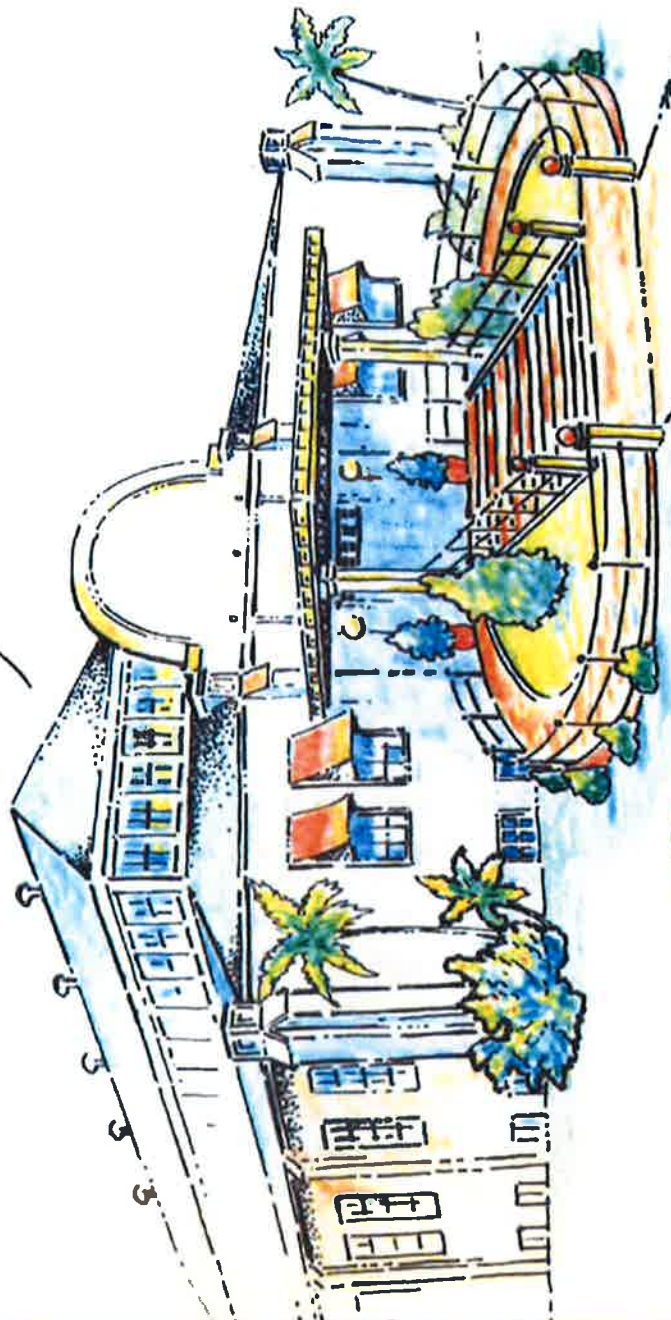
Cynthia Hight, Executive Director, Playhouse 94, Inc., October 15th, 2010

Business funds can be made out to: **Barrow Area Chamber Foundation - Cigar Factory and** mailed to: The Cigar Factory Redevelopment Project, c/o the Barrow Area Chamber Foundation, 510 N. Broadway Avenue, Barrow, FL 32833. 850.648.1324

For more info email: Trish.Pfeiffer@lillyvalchirni.com or call 850.648.1024 or Project Manager Linda Allen @ linda@barrow.net 850.648.0160 ext. 7401

Follow us on  Cigar Factory Barrow

1075 W. CENTER ST. BARROW, FL 32833. 850.648.1324. MAILING LIST: MAILING@PROJECT94.COM
 400 POLK AVENUE, SUITE 200 BARROW, FL 32833. 850.648.1324. MAILING LIST: MAILING@BARROW.ORG



Our history comes to life! a vision. . . 2015

THE CIGAR FACTORY

Communities across America are searching for ways to improve their local economies, enhance their quality of life and revitalize their neighborhoods while preserving their cultural and natural heritage. Cultural Arts, Historic Preservation & Heritage Tourism are prominent economic engines that contribute to our economy, provide jobs and infuse our quality of life.

Constructed in 1937, the Thompson & Company Cigar Factory was an early example of a fully mechanized cigar factory in Florida and represented an important shift in the history of the cigar industry, when mechanization replaced hand-welld methods. The Union strongly resisted the introduction of machines and several companies moved their new operations out of Tampa to avoid labor disputes. The Bartow Chamber of Commerce saw a potential boon to the area and collected \$6,000 to encourage Thompson & Company to build in their community. In 1936, the company moved its entire cigar manufacturing operations to Bartow. It was a booming industry with Cuban Americans who performed the specialized tasks of rolling and packing leaves into cigars. The factory closed its doors over 60 years ago and local organizations were allowed to have social and community events inside the building. It was finally shuttered when bought by the county. In 2011, the county decided the Cigar Factory over to the City of Bartow. An environmental cleanup completed in 2014, and an RFP for development rolling out in the first of 2015, the Cigar Factory is positioned and ready for an economic transformative rebirth.

Recognitions & Nominations for the Cigar Factory

Named as one of 11 most endangered buildings by the Florida Trust for Historic Preservations, 2011.
Listed in PRESERVATION *Magazine* issue of the National Trust for Historic Preservation in the "transitional" section.

It is the foundation for the Cuban Community in Polk County.

It is listed on the "National Register of Historic Places" 2002.

It is the first "mechanized" Cigar Factory in Florida.

It is one of only two buildings remaining with this unique "Mission Revival" architectural style in the state.

The Department of State & Florida Trend sent 5 letters urging that the Factory be saved

Location, Location, Location . . .

The Cigar Factory is perfectly positioned in Historic Bartow, the county seat and heart of Polk County, which brings 15,000 people on average, Monday through Friday, to our family friendly city.

The "Coast to Coast" corridor, (I-95/60) running through Bartow, is a ready made traffic becker that will enliven this destination location with visitors to our city. This eventual economic "hub" has the potential to be a cascading opportunity for

the cultivation and revitalization of one of our more prominent historic & culturally diverse buildings.

Located in the Community Redevelopment Areas (CRA) Core District



The Cigar Factory circa 1935

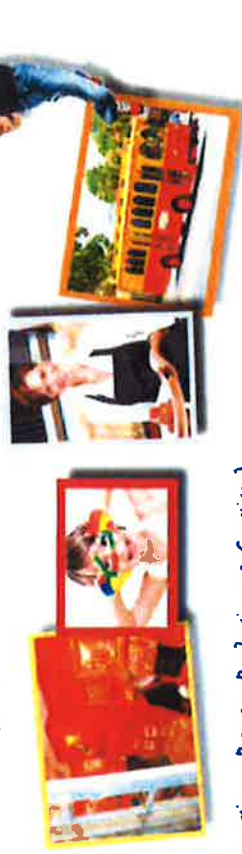
The Potential & Possibilities

Multi-purpose in scope, the vision for this building could include, but is not limited to:

- Micro Brewery
- Micro Art Gallery Spaces
- Micro Museum featuring the Cuban connection and heritage that was integrated and infused into the use and origin of the building
- Micro Entrepreneurial Spaces
- Micro culinary arts enterprises
- Working Artists Studios or Live-work artist spaces
- Fresh Produce & Artisan Market Place
- Fine Dining Restaurant
- After School performing and visual arts programs
- Performance/Social Hall
- Rental Office Space
- Could include a Historic Trolley Tour looping from Historic Court House, Cigar Factory, L.B. Brown home and other historic sites
- Community Garden

A broad spectrum of flexible organic uses that reflect the needs and wants of the community will become the magnet for this re-adapted building that will help to attract, sustain and contribute to its success.

With the Polk County Historic Court House and the Historic L.B. Brown house in the walkable vicinity, a historic corridor will evolve with room for expansion for present and future growth.



Renovation, Reuse, Rejection & Gratitude

A dedication and celebratory event will be yet another moment in the life of this historic building. A new beginning, a renaissance of a new urbanism, and opportunity will bloom and resonate throughout Bartow & Polk County for all to share and enjoy. A dedication to our children so that they can understand where we've come from, and where we're going, so that one day they can continue to propel the story and tell their children how a building can be reborn to the changing needs of a community, how it can help to keep them connected and serve them, keeping our history rich, energized, vibrant and most of all, alive.

The Vision of the Mission

The Historic Cigar Factory Redevelopment Project is an organization dedicated to the preservation of the historic, architectural, and cultural heritage of Bartow, Florida. Through advocacy initiatives, educational programs, architectural resources, and cultural events, the Project's goal is to encourage the community to learn about, appreciate and save this historic building & cultivate the cultural arts that so richly contribute to the quality of life for all.



*National Preservation Magazine...
May/June Issue 2011*



Secretary of State, Kurt Browning, visits the Cigar Factory. City Commissioner, James Clements and local supporters join in recognizing the Cigar Factories history & transition: from the County to the City, 2011.



City Manager, George Long, Irish Pfeiffer, Bill Melvin & Ken Aldins at the Board of County Commission Meeting where the Cigar Factory is conveyed to the City of Bartow, 2011



Ready for paint to help keep her sealed and protected... 2012



Environmental Clean-Up 2014



Repainted, cleaned out inside and ready to be transformed... 2014





Thanks, Trishi!
Some Florida
Brewery's New
Home Is Available



the feedtable



the feedtable

the feedtable



the feedtable



1925



2011



2015

Our history comes to life!