



Request for Proposals

*Historic Hacienda Hotel
New Port Richey
Florida*

RFP 17-002

5621 Main Street
New Port Richey, Florida



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Executive Summary

The City of New Port Richey, Florida invites interested qualified persons to submit proposals for the renovation and operation of the Historic Hacienda Hotel property. The Community Redevelopment Plan requires a use such as a boutique hotel, restaurant, adapted reuse and/or other related amenities. The City's goal is for the historic preservation, public access and sustainable operation of the property generally known as "Historic Hacienda Hotel of New Port Richey". The subject property is located at 5621 Main Street located on 0.79 acres. It is a rectangular-shaped parcel located at the northwest corner of Main Street and Bank Street. The subject property is located in the heart of the Downtown District of New Port Richey, Pasco County, Florida and within the City's community redevelopment area.

In New Port Richey there are several examples of Mediterranean Revival style buildings, ranging from commercial structures to large villas. All of these were built during the Florida Land Boom of the 1920's and are representative of Florida's rapid growth and frenetic activity during this period. Among these, the Hacienda Hotel is significant because it reflects use of typical Mediterranean Revival style features for a hotel. Defining features include two large wings that form a courtyard, mullet stucco wall surfaces, loggias, wrought iron, arched windows and doors, and balconies. The building is the largest example of the use of the Mediterranean Revival style in New Port Richey. Although the building has undergone some modifications, the building continues to relay its original architectural integrity, feeling and historic association, and is a historic landmark. In addition, it is the work of Thomas Reed Martin, recognized as one of the most important Florida architects from 1920 until the 1950's.

The site includes 21,763 square feet of heated and cooled space. The first level consists of 13,066 square feet with 11,195 square feet on the second level. The foundation is concrete block. The building is on the National Register of Historic Places (reference number 96001185).

The recipient of \$1.1 million in Historic Preservation grants, a considerable amount of architectural, engineering and stabilization work has been completed. The two firms involved were Atelier Architecture, Inc Tampa, FL and Bender & Associates, Key West, FL. Atelier completed the initial



Historic Condition Assessment in June 2015. Bender completed the scope of work for the \$1 million stabilization grant that included removal of non-conforming additions and a new, historically accurate roof that complies with current hurricane codes. This work is available via Dropbox download. The city has applied for an additional \$850,000 in historic preservation grants to be funded in July 2017 and is investing an additional \$100,000 to reconstruct the historic balconies and Bank Street entry. The goal of this \$2 million in public investment is to stabilize and shell-out the building to include new windows and doors.

The subject property has a Downtown land use category designation, which recognizes the importance of a strong mix of business uses economically and historically to the City. It is intended to encourage and promote the redevelopment of the downtown area as the city's financial, commercial, governmental, cultural, recreational and professional center. The preservation and rehabilitation of the existing historical structures is significant to the City.

Adjacent to the property on the west and north is Sims Park and the Pithlachascotee River, often called the Cotee River. Sims Park has gone through a \$3.2 million Phase-I upgrade. The river is considered the jewel of the City running throughout most of it and connecting the Gulf of Mexico. Sims Park surrounds the Hacienda property and contains a large playground in a river setting with a bandstand and river walk paralleling the Pithlachascotee River. The Park is deed restricted which limits any contiguous expansion of the hotel to the west or north. An environmental assessment of the property was completed.

Main Street in Downtown New Port Richey has a series of zero lot line developments of various commercial businesses and offices from US Highway 19 east through the heart of the City. Current downtown businesses include multiple restaurants, taverns and offices. Special events are often held in the park that create a lively atmosphere. Two blocks to the west is US Highway 19, which is the busiest north/south thoroughfare in West Pasco.

In November 2016 the city completed a Hotel Market Analysis by the Gibbs Planning Group and Hospitality Advisors. The feasibility analysis supports the highest and best use as a Historic Boutique Hotel. The proforma indicates a stabilized cash operating flow of \$900,000+. This study is available.

The preservation and rehabilitation of existing historic structures is important to the City. The City envisions this structure as a destination use: boutique hotel, banquet facility, fine dining restaurant, small meeting and events center, or a bed and breakfast, hospitality venue, and/or adaptive reuse. In addition to the renovation and redevelopment of the facility for practical use, the City invites plans for the ongoing and continuing management of the facility.

The City will undertake a two-step process for the submission of responses to this Request for Proposal. The solicitation is for proposals by qualified firms to include a description of their experience with projects of this nature, the project approach, general financial background information and a description of the firm's conceptual plan for the project and ongoing operations of the facility. Following review and recommendations from City Staff, the City Council will rank and request one or more selected firms to work with City Staff in the development of a project, in accordance with the Community Redevelopment Plan, for presentation to the City Council. A formal proposal providing for the lease and/or acquisition, renovation, redevelopment and management of the facility will be developed and presented to the City Council for its approval. If the negotiation with the selected proposer is unsuccessful, then the next ranking proposer can be engaged to go through the process if desired by the City Council.

Proposals must be submitted in accordance with the terms and conditions of this RFP. Requests for additional information in regard to the RFP for this Property 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
iezzonim@cityofnewportrichey.org

The City will hold a **pre-submission conference** at the New Port Richey Council Chambers on **Friday, January 20 at 1:30 p.m. The Hacienda will be opened following the meeting for inspection. A Dropbox folder is available with additional architectural, engineering & market information.**

Interested parties will be given the opportunity to ask questions of City representatives concerning the Hacienda, the City's goals with respect to the development of the project, the Community Redevelopment Plan, submission requirements, and the selection process. Written responses to requests for additional information shall be distributed at the pre-submission conference and mailed/e-mailed to all parties to whom the original RFP was distributed as well as any parties which have requested in writing that the City include their name on the master distribution list for the Hacienda of New Port Richey RFP. A tour of the property is available upon request. However, staff will not answer questions unless submitted in writing for distribution to interested proposers.

The deadline for submittal to the Request for Proposal is no later than 3:00 p.m. Thursday, February 16, 2017.

A signed original and five (5) copies must be sealed, properly identified and delivered prior to the deadline to:

Mario Iezzoni, Economic Development Director
City of New Port Richey
5919 Main Street
New Port Richey, FL 34652
Phone (727) 853-1019

Each submittal shall be marked on the outside in bold letters as follows: CITY OF NEW PORT RICHEY, REQUEST FOR PROPOSAL, "HACIENDA OF NEW PORT RICHEY." No facsimile copies will be accepted. All proposals received will be forwarded for review and evaluation by the selection committee comprised of 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, and/or to reject any and/or all proposals and/or to re-advertise for new qualifications in its sole discretion. During evaluation of each proposal, the selection committee will consider, but not limited to, the proposer's experience, and capabilities, the proposer's financial strength, the terms and conditions offered for the property, the market and economic viability of the proposed project concept, the public interest, and the appropriateness of the proposed uses and design relative to the immediate area and the City. Following review by City Staff the proposals will be forwarded with recommendations to the City Council.

Project Scope and Intent

In recent years, there have been significant investments in the downtown and neighboring areas of the City of New Port Richey. The City's authorization to issue this Request for Proposal reflects its commitment to encourage the continuation of such investments in the downtown in a structured and dynamic way. The purpose of this Request for Proposal is to select a firm and management team to lease, purchase, renovate and/or redevelop to historic preservation standards, market and manage ongoing operations of a “destination use” historic property. The project must be consistent with the City’s Community Redevelopment Plan and should contain, but will not be limited to, a combination of such destination uses as:

- (1) Boutique hotel;
- (2) Small meeting/conference/convention facility;
- (3) Fine dining restaurant;
- (4) Bed and breakfast;
- (5) Hospitality venue;
- (6) Adaptive Reuse, and
- (7) Ancillary retail operations

Redevelopment Goals

In addition to the general list of uses for the renovated Hacienda of New Port Richey, a series of goals for the redevelopment of the property were established through a planning process, including:

- Continuation for Revitalization of the Downtown. The redevelopment of the Hacienda property shall serve as a continuing development effort and redevelopment of the entire Downtown.
- Linkages and Connections. The property should be historically preserved so that the redevelopment effort maintains the physical and visual linkages and connections with the Downtown, Pithlachascotee River and Sims Park area.
- Design Quality. The redevelopment of the Hacienda should be restored with "landmark" visual qualities befitting the strategic location of the property. The architecture should follow existing historic examples and redevelopment guidelines. The maintenance of the structure on the National Historic Register is important.
- Fiscal Benefit to the City. The redevelopment of the site should be fiscally beneficial to the City by enhancing economic growth, increasing the tax base, attracting new business and establish a destination venue.

Required Contents and Format

Responses to this Request for Proposal should include, at a minimum, the following components:

- Letter of transmittal: Provide a generalized statement identifying the party seeking to lease, purchase as well as redevelop the site. An acknowledgment letter in the form attached, signed by the Proposer.
- Firm Information - Include details:
 - Firm name, address, telephone and fax numbers
 - Ownership/organization structure

- Parent company (if applicable)
- Officers and principals
- Firm size
- The name of the representatives authorized to negotiate with the City or its representative
- In-house capabilities and services
- If this assignment is to be performed by joint venture participation, include the percentage breakdown of each firm's qualification for the specific area of responsibility and percentage of participation
- Team Organization – Provide the following:
 - An organizational chart identifying all individuals who would participate in the proposed project.
 - Resumes and references for all proposed development team members.
 - A statement of the relationship between the Proposer and any parent company or subsidiary that might also take part in the project.
 - Provide the names and descriptions of any other persons, firms, or organizations that will be included by the Proposer as team member participants in the development of the project.
- Felony Indictments/Convictions: Provide a statement relative to whether any of the "principals" referred to above have ever been indicted for, or convicted of, a felony.
- Litigation History: List any litigation matter in the past five (5) years.
- Previous Relevant Development Experience: Provide information on projects of similar scope and complexity. This should include specific experience with:
 - Public sector projects
 - Public/private joint venture projects
 - Historic preservation projects
 - Various uses proposed for this project
 - Management/operations experience

Selected firms will be required to present a "Letter of Intent" from a lender as to its interest in financing the development prior to final negotiations. A reputable lender as an institution which has, in the opinion of the City, the financial capacity and experience to commit, fund, and monitor the funding of loans necessary to complete this specific project.

The City will consider all financing options including those qualifying this project for Historic Tax Credits, New Market Tax Credits, or other mechanisms.

Additional Considerations -

Identify any additional or unique resources, capabilities, or assets the firm would bring to this project.

Evaluation Criteria

Each proposal will be evaluated individually and in the context of all other proposals. The proposal will be evaluated solely on the basis of the written information provided by the firm. Proposals must be fully responsive to the requirements described in this RFP, and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFP. Proposals failing to comply with the submission requirements, or those the City deems in its sole discretion to be unresponsive to any part of this RFP, may be disqualified.

A selection will be made by the City upon a careful evaluation of the proposals. The evaluation of proposals will be based on: (1) the capabilities of the proposed team assembled by the firm; and (2) the firm's ability to meet or exceed the threshold proposal requirements established for the project, including but not limited to financial and legal ability. The City may, at its sole discretion, elect to waive requirements either for all proposals or for a specific proposal, which the City, in its sole discretion, deems non-material. The selection process will start immediately after the deadline for proposal submission.

The City has identified evaluative criteria against which each proposal will be considered including:

- Project approach including property lease or acquisition
- Proposed redevelopment process and land use components
- Proposed role of the City and extent of public investment
- Financial capability to complete the project
- Managerial capability
- Technical expertise in similar projects
- Performance record of past development projects
- Market experience
- Staff, organization and industry reputation
- Compatibility with, and responsiveness to, the Community Redevelopment Plan

Rejection or Disqualification of Proposals

The City may reject or disqualify a proposal including any of the following circumstances:

- The Proposer misstates or conceals any material fact in the proposal;
- The proposal does not strictly conform to applicable laws or any requirements of this RFP;
- The proposal does not include documents, certificates, affidavits, acknowledgments, or other information required by this RFP;
- The Proposer fails to acknowledge receipt of any formal addenda;
- The Proposal has not been executed by the Proposer through, or by an authorized officer or representative of the Proposer or Proposer team;
- The Proposer fails to comply with all provisions, requirements and a prohibition binding on all;
- Proposers as herein set forth or fails to comply with applicable law;

Notwithstanding the foregoing, the City reserves the right to reject any/and all proposals and/or re-advertise all or any part of this RFP in its soles and absolute discretion

Anticipated Schedule

Wednesday, November 30, 2016	Release/send advertisement of RFP
Friday, January 20, 2017	Pre-submission Conference 1:30pm Council Chambers, 5915 Main St., New Port Richey City Hall
Thursday, February 16, 2017	Request for Proposal submission deadline @ 3:00 pm.
Friday, February 17, 2017	Review of submissions (Selection Committee) @ 9:00 am
Tuesday, February 21, 2017	Rankings of Proposals City Council Meeting @ 7:00 p.m. (attendance not required by Respondents)
Wednesday, February 22, 2017	Notify Selected Proposers

To be determined

Presentations to Staff Selection Committee – Council
Chambers @ 1:00 pm

To be determined

Presentations City Council - Council Chambers @ 7:00 pm

****Access to the Hacienda will be available by appointments. Staff will only answer questions submitted in writing.**

Additional Information:

All questions or requests for additional information must be submitted in writing no later than ten (10) days prior to the submission deadline and must be addressed to:

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

All questions or requests for additional information which are deemed appropriate by the City Manager will be answered in writing and will be forwarded to all proposers. Where provided, such written response may, at the City's option, constitute a written addendum to this RFP. Neither the City nor the City Staff will be responsible for any explanation, clarification, or interpretation of this RFP not issued in writing by the City via written addenda.

Disclosure and Disclaimer

This Request for Proposal (RFP) is being issued by the City of New Port Richey. As set forth in the above RFP, a Staff Selection Committee will make a recommendation to the City concerning qualified firms. Any action taken by the City, or the City Staff in response to proposals made pursuant to this RFP, or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the City or the City Staff. The City may, at its sole discretion, withdraw this RFP either before or after receiving proposals, may accept or reject any and all proposals, and may accept proposals which deviate from the RFP. At its sole discretion, the City may determine the acceptability of proposals and of any party or parties submitting proposals in response to this RFP.

Following submission of a proposal, the proposer agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data relating to the proposal and/or the proposer, including the proposer's affiliates, officers, directors, shareholders, partners and employees, as requested by the City.

The information contained herein is provided solely for the convenience of proposers. It is the responsibility of a proposer to assure itself that information contained herein is accurate and complete and to obtain and verify the accuracy of any other information necessary for purposes of the proposal. The City does not provide any assurances as to the accuracy of any information in this proposal. Any reliance on the contents of the RFP or on any communications with City representatives shall be at each proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. The RFP is being provided by the City without any warranty or representation, express or implied, as to its content; accuracy or completeness and no proposer or other party shall have recourse to the City if any

information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

The City shall have no obligation or liability with respect to this RFP, or the selection and award process contemplated hereunder. The City does not warrant or represent that any award or recommendation will be made as a result of the issuance of this RFP. All costs incurred by a proposer in preparing and responding to this RFP are the sole responsibility of the Proposer. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this disclosure and disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.

This RFP is made subject to correction or errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only and each recipient hereof is cautioned and advised to independently verify all of such information. In the event of any differences between this Disclosure and Disclaimer and the balance of the RFP, the provisions of this Disclosure and Disclaimer shall govern.

Presentations by the proposer may be required to be made before the City Staff or City, which will make a recommendation that may include one or more proposers. Contract negotiations will take place with the first choice of the City and if a suitable contractual arrangement cannot be made, negotiations will commence with the second choice, and so on or the City may, at its sole discretion, withdraw this RFP.

The City reserves the right to select the proposal which, in the opinion and sole discretion of the City, will be in the best interest of and/or most advantageous to the City and it's the Community Redevelopment Plan. The City reserves the right to waive any irregularities and technicalities and may at its discretion request re-submittal of proposals. All expenses in preparing the proposal and any re-submittals shall be borne by the Proposer.

The City and the proposer will be bound only if and when a proposal, as it may be modified, is approved and accepted by the City, and the applicable written agreements pertaining thereto, are approved, executed and delivered by the proposer and the City and then only pursuant to the terms of written agreements executed by the proposer and the City. All or any responses to this RFP may be accepted or rejected by the City for any reason, or for no reason, without any resultant liability to the City or the City Staff.

The City and the City Staff are governed by Chapter 286, Florida Statutes (the Sunshine Laws) and Chapter 119, Florida Statutes (the Public Records Laws) of the State of Florida and all proposals are subject to the public record. If any information included in such proposals is confidential or proprietary, it shall be marked as such. Such marking, however, shall not be solely determinative of whether such proposal or portion of the proposal so marked is, in fact, exempt or confidential under the Public Records Laws and Sunshine Laws. The final determination of which will be made in the sole determination of the City as the public records custodian.

Acknowledgement Letter

Proposers shall incorporate in their proposal the following letter and disclosure and disclaimer attachment on the Proposer's letterhead.

RE: City of New Port Richey Redevelopment Proposal
RFP for the Hacienda of New Port Richey

To Whom It May Concern:

The undersigned has read the City of New Port Richey Request for Proposal for the renovation and ongoing operations of the Hacienda Hotel, as a part of its downtown redevelopment and historic preservation. On behalf of our proposal team, we agree to and accept the terms, specific limitations, and conditions expressed therein.

We have read, rely upon, acknowledge, and accept the disclosure and disclaimer which is fully incorporated by reference into this letter.

Sincerely,
(Name and Title)
(Organization)
(Proposer Name)

Hacienda RFP Drop Box Files List

Folder 1- 2014 Appraisal

- * Dohring Group 2014 Appraisal Report
- * Hotel Map

Folder 2- Bender & Associates Architectural Drawings

- * 100% Complete
- * Information Bulletins and Updates

Folder 3-Atelier Architecture

- * Hacienda Comparison Plans
- * 2015 Condition Assesment Report
- * Existing as built drawings
- * Proposed demolition drawings
- * Proposed schematic design drawings

Folder 4- Division of Historical Resources (DHR) Information

- * National Register of Historic Places Registration Documents
- * Restrictive Covenant with State
- * Secretary of the Interior Standards for Treatment of Historic Properties
- * FY 2018 Small Matching Grant application submittal
- * FY 2018 Special Category Grant application submittal

Folder 5- Environmental

- * Lead letter
- * Asbestos Report

Folder 6- Geotechincal Investigation and Reports

- * 2014 Condition Assesment Report
- * 2014 Geotechnical Report

Folder 7- Market Study Reports

- * Tampa Bay Regional Planning Council REMI Report for Hacienda
- * 2016 Hotel Market Analysis Study
- * 2016 Retail Market Analysis Study

Folder 8- Photos of Hotel (historical, demolition work, completed demolition work, existing, roof)

Folder 9 - Previous RFP/RFQ's

- * 2006 Request for Proposal
- * 2014 Request for Qualifications

Folder 10- Special Category Grant Updates sent to State of Florida DHR

- * Report # 1 -December 2014
- * Report # 2 - June 2015
- * Report # 3- January 2016
- * Report # 4 - Final June 2016

Folder 11 - UF Students Adaptive Re-Use Design Projects