



Request for Qualifications

*Historic Hacienda Hotel
New Port Richey
Florida*

RFQ 18-010

5621 Main Street
New Port Richey, Florida



Table of Contents

Executive Summary..... 3

Project Scope and Intent..... 6

Redevelopment Goals..... 6

Required Contents and Formats..... 6

Evaluation Criteria..... 7

Rejection or Disqualification of Proposals..... 8

Anticipated Schedule..... 8

Additional Information..... 9

Disclosure and Disclaimer..... 9

Acknowledgement Letter..... 11

Executive Summary

The City of New Port Richey, Florida Community Redevelopment Agency (CRA) invites interested qualified persons to submit Letters of Qualifications 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 display 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 \$2.1 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 folder. The city has been awarded an additional \$850,000 in historic preservation grants funded in July 2017 and invested an additional \$100,000 to reconstruct the historic balconies and restoration of the Bank Street entry. The goal of this \$2.1 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, retail shops 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 \$800,000+. 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 CRA will undertake a two-step process for the submission of responses to this Request for Qualification. 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 CRA 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 CRA Board of Directors. A formal proposal providing for the lease and/or acquisition, renovation, redevelopment and management of the facility will be developed and presented to the CRA 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 CRA.

Proposals must be submitted in accordance with the terms and conditions of this RFQ. Requests for additional information in regard to the RFQ 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 12, 2018 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. Contact us for access to the Dropbox.**

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 RFQ was distributed as well as any parties which have requested in writing that the CRA include their name on the master distribution list for the Hacienda of New Port Richey RFQ. 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 Qualification is no later than 3:00 p.m. Friday, January 26, 2018.

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 QUALIFICATIONS, "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 Qualifications 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 Qualifications 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 Qualifications 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 finalizing 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 RFQ, and to any subsequent requests for clarification or additional information made by the CRA through written addenda to this RFQ. 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 RFQ, may be disqualified.

A selection will be made by the CRA upon a careful evaluation of the submissions. The evaluation 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 CRA 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 RFQ submission.

The CRA 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 CRA 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 RFQ;
- The proposal does not include documents, certificates, affidavits, acknowledgments, or other information required by this RFQ;
- 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 CRA reserves the right to reject any/and all proposals and/or re-advertise all or any part of this RFQ in its soles and absolute discretion

Anticipated Schedule

Wednesday, December 13, 2017	Release/send advertisement of RFQ
Friday, January 12, 2018	Pre-submission Conference 1:30 pm Council Chambers, 5919 Main St., New Port Richey City Hall
Friday, January 26, 2018	Request for Proposal submission deadline @ 3:00 pm.
Wednesday, January 31, 2018	Review of submissions (Selection Committee) @ 9:00 am
To be determined	Rankings of Proposals CRA Meeting @ 7:00 p.m. (attendance not required by Respondents)
To be determined	Notify Selected Proposers
To be determined	Presentations to Staff Selection Committee – Council Chambers @ 1:00 pm
To be determined	Presentations CRA - 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 CRA Executive Director will be answered in writing and will be forwarded to all proposers. Where provided, such written response may, at the CRA’s option, constitute a written addendum to this RFQ. Neither the CRA nor the City Staff will be responsible for any explanation, clarification, or interpretation of this RFQ not issued in writing by the CRA via written addenda.

Disclosure and Disclaimer

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

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 CRA.

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 CRA does not provide any assurances as to the accuracy of any information in this proposal. Any reliance on the contents of the RFQ 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 RFQ is being provided by the CRA 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 CRA if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the CRA that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

The CRA shall have no obligation or liability with respect to this RFQ, or the selection and award process contemplated hereunder. The CRA does not warrant or represent that any award or recommendation will be made as a result of the issuance of this RFQ. All costs incurred by a proposer in preparing and responding to this RFQ are the sole responsibility of the Proposer. Any recipient of this RFQ 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 RFQ is at the sole risk and responsibility of the party submitting such proposal.

This RFQ is made subject to correction or errors, omissions, or withdrawal without notice. Information contained in the RFQ 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 RFQ, the provisions of this Disclosure and Disclaimer shall govern.

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

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

The CRA 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 CRA 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 Community Redevelopment Agency
RFQ 18-010 for the Hacienda Hotel of New Port Richey

To Whom It May Concern:

The undersigned has read the City of New Port Richey Community Redevelopment Agency's Request for Qualifications 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)