

**REQUEST FOR PROPOSAL
(RFP)**

**LEASING AND OPERATION OF VENDOR SPACE
OF
VISITORS INFORMATION
CENTER BUILDING**

08/17/2021



City of Dade City, Florida

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REQUEST FOR QUALIFICATIONS

City of Dade City
38020 Meridian Ave
Dade City, FL 33525

PROJECT: Leasing and Operation of Vendor Space – Visitors Center
BID #: 2102CRA

The Dade City Public Works Director will receive sealed bids, for the Leasing and Operation of Vendor Space in the City's Visitors Center:

This Request for Proposal (“RFP”) is issued to provide the selection process for the leasing of space and operations of the Visitor’s Information building (The Spoke). Firms submitting a response to the RFP will be asked at a minimum to state their understanding/experience to the project and offer their methodology for meeting the criteria noted in this RFP and include a fee proposal for the work as outlined in this RFP. The shortlisted finalists may then be requested to participate in an interview.

The City will receive sealed bids until 3:00 p.m., local time (our clock) on Thursday, September 16, 2021, in City Hall, 38020 Meridian Avenue, Dade City, Florida. Bids received after this will not be accepted. Bids will be publicly opened and read immediately thereafter in the Commission Chambers. All interested parties are invited to attend. Bidders shall submit one original bid form.

Bidders may submit questions in writing only before 5:00 pm on Wednesday, September 8, 2021. The City will not respond to questions submitted after that time.

Documents are available in pdf format and may be 1) downloaded from the City's website <http://www.dadecityfl.com/departments/government/BIDS/QUOTES/AUCTIONS.php>, 2) www.demandstar.com or 3) by scheduling an appointment with the City Planner to examine documents. For additional information call 352-523-5050 ext. 403.

The City of Dade City is an Equal Opportunity Employer and reserves the right to reject any or all bids.

GENERAL INFORMATION

This Request for Proposal (“RFP”) is issued to provide the selection process for the leasing of space and operations of the Visitor’s Information building (The Spoke). Firms submitting a response to the RFP will be asked at a minimum to 1) state their understanding/experience of the project, 2) offer their methodology for meeting the criteria noted in this RFP and 3) include a fee proposal for the work as outlined in this RFP. The shortlisted finalists may be requested to participate in an interview.

BACKGROUND

The City of Dade City, Florida acquired the property for this building and park expansion in December of 2019. The intended use of the project is for a contemporary visitor’s information center, with the ability of a small tenant build-out for vendor operations, public restrooms, and an open floor plan for area attractions, museums, art exhibits, etc. to host mobile displays that attract tourists.

The City of Dade City, values its historical integrity and architecture. Church Avenue, which this building fronts on, is listed on the National Registry for Historical Districts. This building is located near the Hardy Trail multi-use path trail head, and connects to the State of Florida’s trail systems.

PROJECT DESCRIPTION

1.1 *LOCATION*

The Project is located at the intersection of 8th Street and Church Avenue, Dade City, Florida.

1.2 *PREFERRED USE*

Neighborhood and community oriented retail uses offering the public quality, service and value. City owned properties within the Downtown District are subject to a preference for local independent, non-formula business and community services that are financially and operationally capable of providing the preferred uses. The City expects operations of the facility to be minimum of six days a week (Tuesday through Sunday) 10 am to 7 pm.

Exhibit A contains a portion of the general information required in response to this RFP.

1.3 *LEASEHOLD DESCRIPTION*

Up to approximately 900 sq. ft. interior space on the single floor. Retail space fronts on Church Avenue between 7th and 8th Streets.

1.4 *Lease Agreement*

Lease Agreement to be prepared by the City of Dade City.

1.5 *Lease Term*

It is anticipated that, if granted, the Lease will be for a period of up to five years. Options may be considered.

1.6 *Lease Rate*

The Tenant shall specify the monthly Rental Amount requested in the proposal. The Rental Amount will be determined by the outcome of the competitive RFP process.

1.7 *Rental Concession*

The City does not have available Tenant Improvement funds to offer Tenant at this time. However, depending on the level of capital improvement proposed by the selected Tenant and proposed project described in the response, a generous rent credit/rental relief may be considered.

1.8 *CONDITION OF SPACE*

Shell Condition. Finished interior spaces shall be required to have elements of Florida Sports Coast Branding. Two family bathrooms and mechanical room are the only built-out space of the property. Exterior porches are designed to invite visitors to congregate on these spaces. Interior also intended to provide space for visitor information for the Florida Sports Coast and regional amenities. Tenant (and/or employees) will be provided training on local attractions and a general history of the City to enhance visitor experience. A schematic is provided as Exhibit B.

1.9 *IMPROVEMENTS*

The City has constructed common public restrooms and the mechanical room. Response to this RFP will address the build out of the interior space needs of the tenant.

1.10 *STATEMENT OF RIGHTS AND UNDERSTANDING*

The City reserves, and may in its sole discretion, exercise the following rights and options with respect to this Request for Proposals (RFP)

- a. To accept, reject or negotiate modifications to any and all proposals as it shall, in its sole discretion, deem to be in its best interest; submission of an RFP does not bind the City to any action or to any party. Submissions do not create or assume any relationship, agency or obligation by the City, its officers or employees.
- b. To issue additional solicitations for proposals and/or addenda to the RFP.
- c. To award the Lease to the Tenant the City has determined to be most responsive, who has submitted a complete proposal which meets the specifications and requirements which are deemed by the City most advantageous to and in the best interest of the City.
- d. To negotiate with any one or more of the respondents.
- e. To waive any irregularities in any proposal.
- f. To select any proposal as the basis for negotiations or a Lease Agreement, and to negotiate with respondents for amendment or other modifications to their proposals.
- g. To conduct investigations with respect to the qualification of each respondent; to obtain additional information deemed necessary to determine the ability of the respondent to carry out the obligations of the Lease. This includes information needed to evaluate the experience and financial capability of the respondent.

1.11 *INDEMNIFICATION AND INSURANCE*

Tenant shall procure and maintain at Tenant's own expense for the duration of the agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with the possession, occupancy, operation and use of the Premises by Tenant, Tenant's agents, representatives, employees or subcontractors.

- Comprehensive/Commercial General Liability of not less than \$1,000,000 per occurrence.
- Workers' Compensation and Employer's Liability.
- Property insurance against all of risks of loss to any tenant improvements and personal property at full replacement cost with no coinsurance penalty provision.

- Insurance certificates naming the City as additional insured will be required prior to occupancy, but not required as part of this submittal.

1.12 *INDEPENDENT CONTRACTOR*

Tenant in the performance of the Lease Agreement will be acting in the wholly independent capacity and not as agents, employees, partners, or joint ventures of the City.

1.13 *PROPOSAL EVALUATION*

An Evaluation Committee will review all proposals. Respondents who submit a proposal in response to this RFP may be required to give an oral presentation to the Committee and/or City Commission. This will provide an opportunity for the Respondent to clarify or elaborate on the proposal. The City will award the Lease based on the proposal that best meets the City's requirements outlined in this RFP, would provide the best service to the public, and would provide the greatest return to the City.

1.14 *EVALUATION CRITERIA*

The following criteria, not necessarily listed in order of importance, will be used to evaluate proposals. The City reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

- Thoroughness and completeness of proposal; responsiveness to RFP requirements.
- The scope, extent, applicability and quality of proposer's experience.
- Financial resources, history and references of the proponents as well as the feasibility of the proposal.
- Compatibility of proposed operation with the surrounding uses and local community.

1.15 *CONTACT*

Bryan Holmes, Public Works Director
38020 Meridian Avenue
Dade City, FL 33525
352-523-5050 ext. 401

bholmes@dadecityfl.com

Notice: Direct contact with the City, the Board, or other related parties, may cause this candidate's removal from the RFP process.

1.16 SCHEDULE OF EVENTS

The anticipated schedule below outlines milestones for the project:

DATE	TIME	EVENT
August 18, 2021		RFP Issued
August 31, 2021	11:00 AM	Non-mandatory site visit
September 8, 2021	5:00 PM	Deadline for receipt of questions and inquiries
September 10, 2021	Noon	Final responses to questions, addendum one
September 16, 2021	3:00 PM	Deadline for submission of proposals from candidates
September 24, 2021		Notification to short-listed candidates
October 12, 2021		City Commission Approval of Selected Candidate
October 15, 2021		Finalize contract negotiations (Anticipated)

1.17 PROPOSAL INSTRUCTIONS

The City is looking to base their decision on qualifications of the proposing firms.

- Pages in the proposal shall be typed with the maximum number of pages of proposal information (excepting cover sheet, index sheet, blank pages, table of contents similar project profile sheets, and other supplemental proposal forms required or requested) to be limited to thirty 30 pages numbered in sequential order.
- **Submit a single electronic PDF file of your proposal by the submittal date/time aforementioned;** email to the bholmes@dadecityfl.com. It is advised to request a read receipt when submitting. If email is not possible submit one thumb drive or three paper copies by the Proposing Firm containing the completed RFP response to the City by the date and time noted in Section 1.5. Oral, telephonic, or faxed proposals are invalid and will be considered as non-responsive.
- No Proposing Firm may submit more than one proposal. Multiple submissions under different names will not be accepted from one firm, Joint Venture, or association.
- Each respondent must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that respondent or the respondent’s submittals by the City. At any stage, the City reserves the right to terminate, suspend or modify this selection process; reject any or all submittals at any time; and waive any informalities, irregularities or omissions in submittals, as the best interests of the City may require.

1.18 PROPOSAL REQUIREMENTS

Proposals must include, but are not limited to, the following items:

Brief cover letter expressing interest and summary of proposal.

Part 1 – Organization Information (Exhibit A)

Owner and other references (including telephone numbers and email), clearly identify which project, who the reference is in relation to, and please include relevant projects team members have worked on together.

Part 2 – Project Experience or Organizational History (Exhibit A)

Part 3 – Narrative of Proposal

1.19 *QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFP*

Questions and inquiries regarding the RFP should be directed to the Project Manager listed above by the date aforementioned. The City will issue a response to all questions by email and posting on the City's website. Questions should not be submitted to any other parties; doing so will cause this candidate's removal from the RFP process.

1.20 *PROPOSING FIRMS TO FULLY INFORM THEMSELVES*

Proposers are required to fully inform themselves of all project conditions which may impact their proposal and the City's requirements prior to submitting a proposal. Proposers should become acquainted with the nature and extent of the services to be undertaken and make all necessary examinations, investigations and inspections prior to submitting a proposal.

If requested in advance the City will provide the Firm proposing access to the site to conduct such examinations as each Proposing Firm deems necessary for submission of a proposal.

The Proposing Firm is to consider federal, state and local Laws and Regulations that may affect cost, progress, performance or furnishing of the Work. The City will not consider any claims arising from failure to take such actions.

If a satisfactory agreement with the proposer cannot be reached, at a price that is determined to be fair and reasonable, negotiations with that firm shall be formally terminated. Negotiations with the second ranked proposer may then be initiated. Failing accord with the second ranked proposer, the City shall formally terminate negotiations and may then undertake negotiations with the third ranked proposer or re-issue the RFP at their discretion.

The City will have sole determination of which proposal is in the City's best interest.

1.21 *RIGHT OF REJECTION*

The City reserves the right to accept or reject any or all responses to this RFP and to enter into discussions and/or negotiations with one or more qualified Proposing Firms, if such action is in the best interest of the City. The City has the right, in its sole and absolute discretion, to select the proposal or proposals that the City determines best meets its needs.

1.22 *MODIFICATION AND WITHDRAWAL OF PROPOSAL*

Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals due date/time provided that they are then fully in conformance with the RFP.

If, within twenty-four hours after proposals are opened, any company that provides written notice to the City and promptly thereafter demonstrates to the reasonable satisfaction of City that there was a material and substantial mistake in the preparation of its proposal, that company may withdraw its proposal. Thereafter, that company will be disqualified from further bidding on the Work.

1.23 *PROPOSALS TO REMAIN OPEN SUBJECT TO ACCEPTANCE*

All proposals shall remain open for forty five (45) days after the day of the proposal opening, but the City may, in its sole discretion release any proposal prior to that date.

1.24 *COST OF PROPOSALS*

Expenses incurred in the preparation of proposals in response to this RFP are the Proposing Firm's sole responsibility. The City assumes no responsibility for payment of any expenses incurred by any Proposing Firm as part of the RFP process.

EXHIBIT A – PROPOSAL SUBMISSION FORM

EXHIBIT B – EXISTING FLOOR PLAN OF BUILDING

EXHIBIT C – ADDITIONAL INFORMATION

EXHIBIT A

PROPOSAL SUBMISSION FORM:

The Spoke - Visitor's Info Center - Vendor Lease Request for Proposal

In filling out this Proposal Submission Form respondent may: (1) replicate this format, or (2) utilize this format and fill in the appropriate information, attaching extra pages when additional space is needed. If replicated, the respondent assumes all responsibility for ensuring that all sections and wording are replicated and all requested information is provided utilizing the required format.

Section I. COMPANY NAME AS SUBMITTED TO IRS:

1. Company Name Submitted to IRS: _____

2. Form of Organization: Individual ____, Corporation ____, Partnership ____,
Other ____ (explain: _____)

3. If Corporation, please complete the following: Organized under the Laws of: _____

4. Authorized Representative Name and Title: _____

5. Address of Company: _____

6. City / State / Zip Code: _____

7. Telephone Number and Fax Number: _____

8. Email address and website: _____

Section II. REFERENCES

Industry References

Please provide at least two industry references that can furnish the City information regarding organization or individual's experience. Include contact names and phone numbers. This information will be used to evaluate each Tenant's history.

1. Contact Name: _____ Telephone #: _____
Brief Description of Relationship: _____

2. Contact Name: _____ Telephone #: _____
Brief Description of Relationship: _____

Credit/Bank References

Please provide at least two bank, lender or other financial institution references that can furnish the City with information regarding organizations or individual's accounts and credit history. Include contact names and phone numbers.

1. Contact Name: _____ Telephone #: _____

Brief Description of Relationship: _____

2. Contact Name: _____ Telephone #: _____
Brief Description of Relationship: _____

Landlord References

Please provide at least two recent landlord references (including current landlord if leasing). Include contact names, phone numbers and address of property leased.

1. Contact Name: _____ Telephone #: _____
Address of Property Leased: _____

2. Contact Name: _____ Telephone #: _____
Address of Property Leased: _____

Section III. SUBMISSION REQUIREMENTS

A) Statement of Interest: this letter should provide a statement of interest highlighting the Proposer's qualifications, experience, and its understanding of the elements of this opportunity.

B) Experience: Provide a detailed history and description of organization's or individual's experience including specific role and accomplishments, dates, size, type of operation, type of tenant improvement. Company brochure, annual report, photographs of existing retail locations, or similar material, if available.

C) Concept and Operation: Provide a detailed description of the type of operation you propose including hours of operation and items to be sold. If possible please include a proposed design rendering and/or floor plan illustrating your concept.

D) Proposed Rent and Term: The tenant shall be expected to pay a rental fee to be specified in the proposal. Please describe in detail the proposed lease rate and length of term for the proposed operation.

E) Improvements, Estimated Capital Investment and Source of Funding: Provide a description including estimated amount of all proposed physical improvements, equipment and other investments you intend to make, and the time frame for making those improvements.

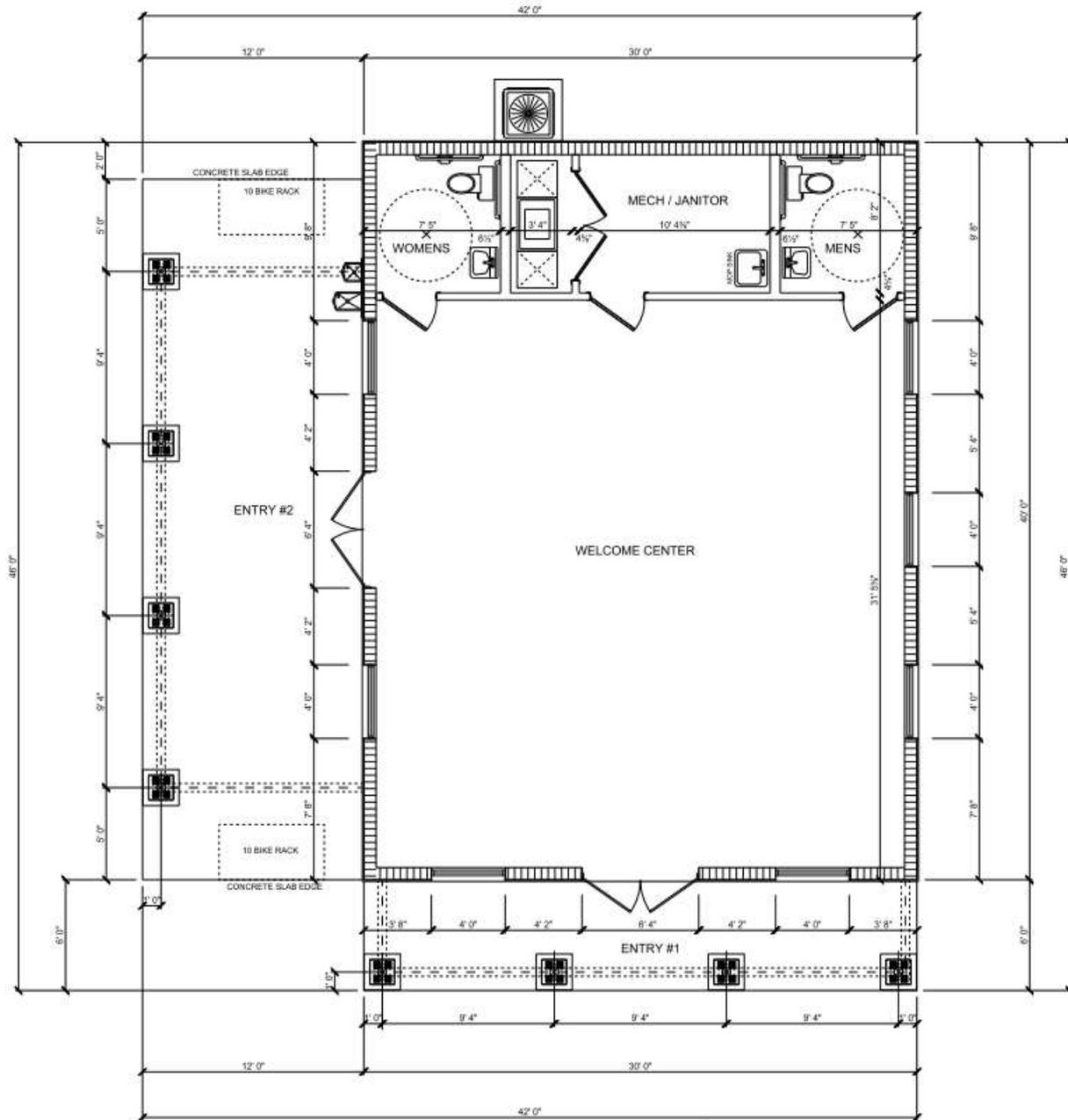
F) Financial Capability: (THIS ITEM TO BE SUBMITTED CONFIDENTIALLY UNDER SEPARATE COVER MARKED CONFIDENTIAL) Present evidence that the Proposer has the financial capability to carry out the proposed commitments. Evidence may include complete financial statement, audited if possible, for the last completed fiscal year; detailed financial resume/balance sheet of principal participant(s) listing all income, expenses and assets including partial ownership interest in and income from any partially owned assets and list direct and contingent liabilities. This information will assist City to determine if Proposer retains the financial resources to carry out the operation as well as provide a guarantee of lease.

G) Please provide any comments and/or additional suggestion for consideration by the City.

Proposals may be delivered electronically, by mail or by hand to:
Attn: RFP - Visitor's Info Center - Lease
Bryan Holmes
38020 Meridian Ave
Dade City, FL 33525

bholmes@dadecityfl.com

EXHIBIT B
 EXISTING FLOOR PLAN OF BUILDING (interior approximately 39' x 29')



FLOOR PLAN 1/4" = 1' 0"
 F ELEVATION

EXHIBIT C

ADDITIONAL INFORMATION

Q: What will the interior finishes include?

A: The space will be delivered “as-is.”

Q: Can we request Tenant Improvement (TI) credit?

A: Depending on the level of capital improvement proposed by the selected Tenant, a rent credit will be considered, but at this time, the City has not set aside any budget for tenant improvements.

Q: Can the Tenant place signs on the building?

A: Signs, including window signs, must be reviewed and approved by the City’s Senior Administrative Team.

Q: Are there other charges or assessments?

A: In addition to the monthly rental fee there are the following:

Security Deposit: One month’s rent, refundable at the termination of the agreement;

Dade City Business Tax Receipt: Visit: https://cms9files.revize.com/dadecityfl/Document_Center/Department/City%20Clerk/Business%20Tax%20Application%20Fillable.pdf to review the application materials. Visit <https://cms9files.revize.com/dadecityfl/2016-12.pdf> to review the Ordinance.

Sales and Use Tax on the Rental, Lease, or License to Use Commercial Real Property: The Tenant will be responsible for direct payment of this tax, which is levied by the Pasco County Assessor. For information regarding regulations, visit https://floridarevenue.com/forms_library/current/gt800016.pdf