

Request for Proposals



**Lease of city owned property for a
restaurant, craft brewery, brewpub,
entertainment venue, or other like business at
269 Main Street, Florence, Kentucky**

REQUEST FOR QUALIFIED BUSINESS

The City of Florence, Kentucky, is seeking proposals from interested parties for the lease and reuse of a decommissioned, city owned fire station located at 269 Main Street, Florence, Kentucky. Proposals shall be submitted in accordance with the request for proposal specification documents. Request for proposal specification documents may be picked up at the Administration Department, Florence Government Center, 8100 Ewing Boulevard, Florence, Kentucky 41042 beginning Monday, August 25, 2025. A tour of the property can be scheduled by contacting the Florence Administration Department. Sealed proposals must be submitted to the Administration Department, 8100 Ewing Boulevard, Florence, Kentucky 41042, no later than 2:00 p.m. local time on Friday, September 12, 2025. The City of Florence reserves the right to reject any and all proposals.

SCOPE OF PROPOSAL:

The City seeks a knowledgeable, experienced, qualified, and capable business for a signature project in the city's historic district. The City will make available for lease and repurposing as a restaurant, craft brewery, brew-pub, entertainment venue or other like business, the decommissioned fire station located at 269 Main Street, Florence, Kentucky. The City will also consider alternate uses for the facility.

The building is located in the Main Street area and is individually listed on the National Register of Historic Places. The city has completed a restoration of the building consistent with the principles laid out in the Secretary of the Interior's Standards for Historic Rehabilitation.

Restoration of the building included: repair of the historic windows, installation of storm windows, replacing of the previous overhead vehicle door with a glass paneled overhead door, replacement of non-historic exterior doors, construction of a main level addition on the rear of the building that houses restrooms, plumbing and electrical upgrades, installation of a new air handling system for the main level, upgrades to the heating system, and construction of an elevated, open seating area along Main Street.

The building has a maximum occupant load of 121 people on the 1,814sq. ft. main level, which could be reduced depending on the final interior space configurations of the lessee. The lower level of the building is proposed to be the site of the commercial kitchen.

Because of the historic nature of this building, the interior space on the main floor will permit only minimal disturbance to the historic fabric, including the wood ceiling and ceramic tile walls, when accommodating the tenant finish. Proposals should address this restriction when discussing the potential design and use of the building.

This historic site currently has 55 dedicated parking stalls adjacent to the building, with future plans for a connection to public parking at the rear of the property on Youell Street. Public parking is also available directly across Main Street from the facility at Bell Park.

Additional criteria are as follows:

1. The City will deliver the property to the lessee in such condition as to support the establishment of the business. The lessee will be responsible for tenant finish specific to the type of business proposed.
2. The City will require prior approval of the proposed tenant finish. Such approval will not be unreasonably withheld so long as the historic fabric of the building is not compromised.
3. The City will consider non-traditional lease terms. Please include a complete description of any and all lease terms you would offer.

4. The City will negotiate the lease terms for the property after the RFP(s) are received and reviewed.

SPECIAL CONDITIONS:

This request for proposals does not commit the City to procure or award a contract for the scope of work described herein. All information submitted in response to this request shall become the property of the City and as such may be used by the City at its discretion. The City has sole discretion and reserves the right to reject any and all responses received with respect to this request and to cancel this request at any time prior to entering into a formal agreement with the tenant. The City reserves the right to request reasonable additional information or clarification of information provided in any response. The City reserves the right to waive any technicality or irregularity in any proposal received. All applicants acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit), or liabilities incurred by any applicant as a result of or arising out of submitting a proposal, negotiating changes to such proposal, or due to the City's acceptance or non-acceptance of the proposal. All applicants acknowledge that any proposal received is subject to open records law and may become public information.

PROPOSAL REQUIREMENTS:

The applicant ("lessee") selected by the City to lease the property will be required to successfully negotiate a Lease Agreement with the City, for the property located at 269 Main Street. The applicant's proposal shall include, at a minimum, the following elements:

1. A narrative that fully describes the proposed project.
2. Market feasibility information that clearly substantiates demand for the proposed business in the community.
3. A community impact and public benefit narrative that includes such elements as new job creation, relationship to and impact on the Main Street area, and other similar benefits to be derived by the community.
4. Proposed concept plans for the project.
5. Proposed cost estimates for all components of the development.
6. Estimated gross sales.

7. Estimated tax revenues derived from the project, including all city, county, schools, real estate, payroll, sales, and any other applicable taxes. Describe the basis for the tax estimates.
8. Financing commitments detailing the proposed method of funding the project.
9. A narrative that describes the history of the applicant, company successes, operation and/or financial relationships with any parent company or subsidiary, and any changes in ownership that may occur as a result of the project.
10. Resumes for all officers and key management personnel of the applicant.

REQUIRED COMPANY INFORMATION:

Proposals shall include the applicant's full legal name and address and the names of all company officers. The Federal Tax Identification Number and the Kentucky Tax Identification Number shall be included. The names and address of any affiliate companies shall also be provided.

FINANCIAL LIABILITIES:

Explain any outstanding financial liabilities the company and/or any officers have with any federal, state, or local government agencies. Whether or not the amounts are being contested in a court of law, or disputed outside of litigation, with any federal, state, or local government agencies, or whether there is a pending investigation or audit of funds involving this applicant, its subsidiaries, or parent, and explain whether the applicant and/or any officers owe:

1. Any delinquent taxes to any federal, state, or local government agency?
2. Any other monies to any federal, state, or local government agency that are past due?
3. Is the company and/or the officers the subject of any existing tax lien?

In addition, the following information shall be provided:

1. Three years of historical financial statements (balance sheet, profit/loss) including the most recent three month period;
2. Projected financial statements for the current and next three years (balance sheet, profit/loss including assumptions);
3. Information concerning working capital line of credit;
4. W-9 Form;

5. List lending institutions the developer has worked with on projects of similar size and scope. Include a contact person with day time phone number and email address. Attach a letter of authorization that allows the contact person to communicate freely with officials of the City of Florence, Kentucky, or designated agent of the City of Florence, Kentucky.

APPLICANT COMPANY CERTIFICATIONS:

Applicant(s) shall indicate if their company and/or any officers have:

1. Been convicted of a felony?
2. Been convicted of or enjoined from any violation of state or federal securities law?
3. Been a party to any consent order or entry with respect to an alleged state or federal securities law violation?
4. Been a defendant in a civil or criminal action?

EXCLUSIVE NEGOTIATION PERIOD:

Subsequent to review of the responses to the above listed evaluation criteria; the city may grant a six (6) month exclusive negotiation period to the selected applicant to prepare a proposal for consideration, focusing on such factors as the type and sustainability of the proposed development, operations and management, project design (components and architecture), compatibility with the City's vision for a successful development which complements the growing tourism and business area, and the applicant's creativity and sensitivity to the market. It is the City's goal to attain the most distinctive, highest quality project possible.

INDEMNIFICATION:

The successful bidder agrees to protect, defend, indemnify and hold harmless the City of Florence and its elected officials, officers, employees and agents from and against any and all claims, suits, demands or actions arising out of or in connection with any negligent or intentional acts or omissions of the successful bidder and its employees, its officers, or agents. The successful bidder agrees to indemnify the City of Florence and its elected officials, officers, employees and agents against any judgment (including attorneys' fees), award, or amount paid in settlement, applicable court costs and witness fees arising from such claim, suit, demand or action. In the event that the successful bidder fails to defend the City of Florence and its elected officials, officers, employees and agents as set forth in this paragraph, such parties shall defend themselves and successful bidder shall pay all costs for such defense including, but not limited to, judgments, awards, amounts paid in settlement, applicable court costs, witness fees and attorneys' fees.

INTERPRETATION OF RFP PROVISIONS:

Inquiries regarding the language, intent, scope, or any aspect of this RFP shall be made in writing, either faxed, emailed, or hand delivered to:

Justin Finke
City of Florence
8100 Ewing Boulevard
Florence, KY 41042
Telephone: (859) 647-8177
Fax: (859) 647-5411
Justin.Finke@florence-ky.gov

The person or firm making the request shall be responsible for its prompt delivery to the City contact person designated above. Inquiries should make reference to specific sections and/or paragraphs of this RFP. Any interpretation of the RFP that requires a change to this document will be made by addenda duly issued and faxed, emailed, or delivered to each person, firm, or corporation on record as having received a copy. The City of Florence will not be responsible for explanations or interpretations of the RFP except as those issued in accordance herewith. Questions received by the City of Florence less than two (2) days prior to the RFP due date which would require the issuance of an addendum for resolution will not be answered.

BUSINESS LICENSES, FEES, AND TAXES:

The successful applicant and all contractors and subcontractors of any nature shall be required to be properly licensed to perform work or provide services for this project and shall promptly pay all business and occupational licenses fees, payroll taxes, and other taxes to all city, county, school, state, and federal unit of government.

SUBMISSION OF PROPOSALS:

Proposal submissions shall be submitted in a sealed envelope plainly marked “**269 Main Street RFP Response**” to the City of Florence, Administration Department, 8100 Ewing Boulevard, Florence, Kentucky 41042. Proposal submissions shall include one original and four copies. Sealed proposals are due by Friday, September 12, 2025, at 2:00 p.m. local time. Proposals received after the specified deadline will not be accepted. The City of Florence reserves the right to reject any and all responses received with respect to this request. The City reserves the right to select an applicant in its sole and absolute discretion.

PROPOSAL EVALUATION CRITERIA:

The City will conduct its selection and review of all proposals received considering at a minimum, the following criteria:

1. Applicant’s experience in developing successful similar projects.
2. Applicant’s experience in working with other municipalities, cities, and/or other governmental agencies.

3. Applicant's experience in marketing similar projects.
4. Quality and nature of proposed project.
5. Applicant's thoroughness and attention to detail in providing the City the required information.
6. Applicant's experience in providing a quality project on a timely basis and within budget.