

Historic St. Mary's City  
The Inn at Brome Howard  
18281 Rosecroft Road  
St. Mary's City, MD 20686

Historic St. Mary's City Commission ("HSMCC") is pleased to present this Request for Proposal ("RFP") to manage, operate, and oversee the renting and cleaning of The Inn at Brome Howard (IBH) at the Historic St. Mary's City Museum (the "Museum") located in Historic St. Mary's City. The Premises, located in the heart of the Museum's campus and on the shores of the pristine St. Mary's River, is currently operating as a bed and breakfast and event space called the Inn at Brome Howard. The Premises contains spacious front and back porches, a foyer entry way, dining room, large kitchen, lower level 2-bedroom apartment, five (5) bedrooms that contain three (3) private full baths and one (1) shared full bath on the second and third floors. The waterfront Premises sits on 4.5 acres of open fields.

Respondents may propose operating the Inn in its current capacity as a bed and breakfast and event space, and/or may propose alternative uses, such as short-term rental use. Respondents to this RFP shall provide information about their ability to operate the Premises at the highest level of professionalism.

**Responsibilities:** The selected respondent will enter into an agreement with HSMCC for the Premises and will require that the Premises be used in accordance with the Respondents' recommended use. The key requirements and responsibilities of the selected respondent, which shall be included in the future agreement with HSMCC, include, but are not limited to the following:

1. **Overall Operations:** Oversee all aspects of the Premises operations.
2. **Customer Service:** Provide exceptional customer service that is accordance with the mission of Historic St. Mary's City.
6. **Marketing and Promotion:** Market and promote the Inn as a desirable destination for leisure and corporate events. Instill promotional strategies to attract guests and increase occupancy rates.
7. **Financial Management:** Monitor and manage the Inn's financials, including budgeting, forecasting, and expense control.
8. **Staff Management:** Recruit, train, and supervise a team, including housekeeping and administrative staff.
9. **Work Environment:** Foster a positive and professional work environment and conduct regular performance evaluations.
10. **Compliance:** Ensure compliance with all health and safety regulations, licensing requirements, and industry standards. Stay updated on industry trends and best practices to continuously improve the inn's operations and services.

**Requirements:**

1. **Experience:** Proven experience in the leasing and operations of a full-service inn. Previous experience in the hospitality industry is essential.
2. **Hospitality Skills:** Strong customer service skills with the ability to create a welcoming and personalized guest experience. Excellent communication and interpersonal skills to interact with guests and cleaning crew.
3. **Leadership:** Demonstrated leadership skills. Effective problem-solving and decision-making skills to handle challenges and ensure smooth operations.
4. **Adaptability:** Ability to work in a fast-paced environment and adapt to changing situations.
5. **Organizational Skills:** Strong organizational and time management skills to oversee multiple tasks and responsibilities simultaneously. Attention to detail to ensure the highest standards of quality and cleanliness.
6. **Knowledge:** Familiarity with local regulations, health and safety standards, and licensing requirements for the hospitality industry. Knowledge of event planning.
7. **Timeline:**
  - RFP Release Date: November 10, 2023
  - Proposal Submission Deadline: December 20, 2023
  - Selection and Interview Process: January 2-5, 2024
  - Final Decision and Contract Award: January 9, 2024

Contact Information:

For any inquiries or clarifications regarding this RFP, please reach out to:

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Director of Business Enterprises  
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The Inn at Brome Howard offers the opportunity for a qualified respondent to work in a beautiful and unique setting. We look forward to receiving your proposal and exploring the potential of a successful partnership that will enrich the Museum's visitor experience and contribute to the cultural heritage of St. Mary's City.