

Park City Municipal Corporation

REQUEST FOR PROPOSAL

I. Services Desired

Park City Municipal Corporation (The City) is soliciting proposals for the operation of a coffee shop/café at the Park City Library, 1255 Park Avenue, Park City, Utah 84060. The service would operate at the Park City Library under a lease agreement with the City.

II. Background

The Park City Library is a community gathering place for the city. In the newly renovated library there will be places for people to study, several community meeting rooms, a collection of over 70,000 items, a new digital media lab, public art, computers for community use, an interactive children's area, and a dynamic teen area. There are two tenants in the building, aside from the library, including the Park City Film Series, and the Preschool Co-op. In January, the building also hosts the Sundance Film Festival. The Park City Film Series programs the Santy Auditorium approximately 110 days per year and the Sundance Film Festival programs the auditorium for 11 days each January. The City is still considering whether the café will be permitted to be operating during Park City Film Series Programs or the Sundance Film Series, both during daytime and evening programming. Once this scheduling is determined it will be posted on the City RFP website.

The goal of the coffee shop/café within this busy facility is to create a welcoming, multi-use environment that encourages library use including beverages and food for people to enjoy while holding meetings, using Wi-Fi, getting together for collaborative projects, studying, visiting for programs, social gatherings, or coming for books and other resources. We seek a long-term relationship with a vendor who seeks to be a welcoming part of our community fabric. The renovation added a number of flexible community meeting spaces that will be used and operated outside of and in addition to the library hours.

In addition to use of the library itself, there will also be many people coming to the building on a daily basis for numerous activities including morning preschool pick-up and drop-off and to play with dogs in the green space outside the library. We expect this to be a vibrant and active community center that will bring in more foot traffic than prior to the library renovation, which already saw over 110,000 visitors per year (averaging approximately 300 per day).

The hours of the library are: Monday through Friday 10 a.m. to 9 p.m.; Saturday 10 a.m. to 6 p.m. and Sunday 1 p.m. to 5 p.m. However, the space that is to be utilized by the coffee shop/café is outside of the library and may have different hours of operation, including early morning hours when residents are likely to stop by for coffee. Requested minimum hours of operation for the coffee shop are Monday through Friday 7 a.m. to 5 p.m.; Saturday 8 a.m. to 4 p.m. and Sunday 1 p.m. to 5 p.m. However, hours may be negotiated as part of the final lease agreement.

The coffee shop/café space consists of approximately 300 square feet. It will be located in the new grand entrance to the building that will include café tables for patrons which is in addition to the 300 square feet. The grand entrance has glass doors that open out onto an outdoor patio that will be open to the outside during warm months. Just outside the library is a green, open space where many residents play with their dogs and spend time visiting the library.

The City is seeking a qualified coffee shop/café operator to enter into a three year lease with the City to provide the Park City Library with food and beverage service. The City is finishing a remodel of the facility, including the café space.

For general economic and business information, please visit the Park City Chamber of Commerce and Visitors Bureau website at www.parkcityinfo.com/economic.

III. Type of Services

A. General. The selected lessee shall operate a coffee shop/café under a lease with the City. There will be no cooking allowed on site. The City anticipates opening of the library facility on or around June 1, 2015. The tenant will be allowed to begin the lease on May 15.

B. Type of Service. The following are preferred options of the City.

1. A quality variety of hot and cold beverages such as coffee, tea, smoothies and other like drinks with lids that will be consumed inside the library and out. A quality variety of pre-prepared food items will be served such as pastries, fruits, or other coffee shop fare.
2. Hours of operation will be agreed upon by concessionaire and the Library Director. It is preferred that the coffee shop/café be operated during the majority of library operating hours. It may stay open earlier or later as negotiated. Please submit proposed hours of operation. The operator will be allowed to be open during private rentals of the Santy auditorium. The lessor of the 3rd Floor & Santy Auditorium may prohibit outside food and beverage at their discretion. The coffee shop provider shall not offer popcorn, fresh or bagged.
3. Customer service must be excellent and meet all standards set by Park City Municipal Corporation and Library management. Employees should be competent, courteous, and professional in appearance.
4. Restaurant operator will be responsible for all product deliveries.

IV. Responsibilities of the Lessor

1. The City will provide a tenant improvements with a budget of \$15,000 - \$25,000 to be finalized through the lease process to provide necessary tenant improvements and infrastructure to operate a coffee concession including but not limited to counters, millwork, storage, sink, plumbing, electrical and other utility connections. We will

not provide specialty equipment or machines such as refrigerators or coffee machines. The café will not have a commercial kitchen. Food preparation shall be off site.

2. City will provide basic furnishings for the interior seating space.

IV. Responsibilities of the Lessee

1. Lessee will be required to enter into a written 3 year lease with the City.
2. Lessee must have insurance as outlined in the attached standard lease.

V. Content of Proposal

Proposal must be a maximum of 10 pages in length and be submitted in hard copy triplicate. They must include, but need not be limited to the following:

1. A statement detailing your experience and licensing. Provide current business licenses.
2. A rental fee proposal – The City has interest and willingness in considering multiple terms in lieu of a rental fee such as a % of profits, etc.
3. A description of proposed menu and pricing.
4. A statement of how you see the relationship between the restaurant and library being mutually beneficial.
5. Two business references including names and phone numbers.
6. Proposed hours of operation
7. Budget for tenant improvements

VI. Selection Criteria

The proposal will be reviewed and ranked by a selection committee composed of the Library Director and her designee's. Criteria to be used in evaluating proposals will include; but not necessarily limited to:

1. Successful experience in the coffee shop/café business.
2. Compatibility with the library and its operations.
3. Rental fee proposal. Price may not be the sole deciding factor.

4. Financial stability.
5. Menu options and pricing.
6. Environmentally friendly practices i.e. Recycling/donating/compost program for grounds; Eco cup sleeves; recycling cup sleeves; Promoting use/discount program for use of reusable cups; Recycling waste; Biodegradable disposable cups; Uncooked linguini noodles in place of wooden coffee stirs, etc.
7. Compliance with the Park City business license requirements, including criminal background screening. See Title 4, Chapter 2 of the Park City Municipal Code. License will be required prior to start up.
8. The nature and extent of requested changes to our standard contract/lease (attached).
9. Familiarity with the Park City Community.
10. Park City Municipal's policy is, subject to Federal and State and local procurement laws, to make reasonable attempts to support Park City businesses by purchasing goods and services through local vendors and service providers.

Important Dates:

Pre-Bid Meeting (recommended, not required)	February 20, 2015 – 3:00pm, 1255 Park Ave.
Proposals Due	February 27, 2015 – 5:00pm MST
Bidder Interviews, Review and Selection	February 28 – March 6, 2015
Anticipated Date for Council Review	March 12, 2015
Notification of Applicants	March 13 – 20, 2015
Deadline for Signing of Contract	March 31, 2015
Meetings to Design Build-Out	April 1 – 15, 2015
Coffee Shop/Café Construction	April 16 – May 15, 2015
Vendor Move-In	May 16 -30, 2015
Opening Day	June 1, 2015 (on our around)

Park City Municipal Corporation reserves the right to change any dates or deadlines. It reserves the right to cancel or modify the terms of this RFP and/or the project at any time and for any reason preceding contract award and reserves the right to accept or reject any or all proposals submitted pursuant to this request for proposals. Park City will provide respondents written notice of cancellation and/or modification. Furthermore, the City shall have the right to waive any informality or technicality in proposals received when in the best interest of the City.

Applicants shall be interviewed by the Library Director and the selection committee with a decision reached in February or March, 2015. Proposals lacking required information will not be considered.

Award of contract is subject to approval by the City Council of Park City.

All submittals shall be public records in accordance with government regulations (“GRAMA”) unless otherwise designated by the applicant pursuant to Utah Code section 63G-2-309. Proposals shall be good for six months.

Please submit proposals and/or any questions in writing to:

Adriane Herrick Juarez
Park City Library Director
Park City Library
P.O. Box 668
Park City, UT 84060
adriane.juarez@parkcity.org

Questions may be submitted February 12 – February 20, 2015. Responses will be sent on or before February 23, 2015.

Deadline for proposals is: 5:00 p.m. February 27, 2015. These must be submitted in triplicate hard copy.

Questions should be in writing and directed to Adriane Herrick Juarez via email:
adriane.juarez@parkcity.org