

**Lake Nokomis Concession
Community Advisory Committee**

February 23, 2012

AGENDA

- 1. Introductions**
- 2. Charge of the Advisory Committee**
- 3. Overview of Minneapolis Park Board Concessions**
- 4. Discussion of the Request for Proposal Process and Schedule**
- 5. Develop Survey Questions**
- 6. Develop Open House Format and Communication**
- 7. Public Comment Period**
- 8. Other**
- 9. Adjourn**

**Lake Nokomis Concession
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Action approved by the Minneapolis Park and Recreation Board

Resolution to Approve the Issuance of a Request for Proposals for a Food Service Vendor for the Lake Nokomis Concession after the formation of a Citizens Advisory Committee, open house, and online and written community survey.

The Citizens Advisory Committee will be composed of a representative from each neighborhood organization adjacent to Nokomis Hiawatha Regional Park.

The charge of the committee will be to work with Park Board staff to develop a request for proposal and incorporate the community input from the open house and community survey.

The Citizens Advisory Committee will also provide recommendations to the Board for the preferred vendor.

Representatives

Hale, Page, Diamond Lake Community Association appointment: Courtney Laufenberg will attend the first meeting, permanent appointment to be determined.

Nokomis East Neighborhood Association appointment: Cheryl Luger

Standish-Ericsson Neighborhood Association appointment: Chris Lautenschlager

Field-Regina-Northrup Neighborhood Association appointment: TBD

Friends of ^{Lake Nokomis} ~~Diamond Lake~~ representative: Steffanie Musich

Park Board Staff – Shane Stenzel – Manager of Permits and Concessions
Don Siggelkow, Minnesota Partnerships, will be assisting with the process.

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DRAFT Schedule and Process

Date/Time	Action
Public Notice out (mailer to 3 block radius, news release, newspaper, GovDelivery, posting in Nokomis Community Center, Minneapolis Legislative Delegation)	10 days before first meeting date (February 13)
First Meeting of the Lake Nokomis Community Advisory Committee <ul style="list-style-type: none"> • Review Process • Review Schedule • Develop Survey • Develop Open House format and communications 	7 pm - Thursday – February 23, 2012 Nokomis Community Center
Online Survey Posted on Park Board web site for 30 days Written Community Survey posted on Park Board web site and sent to neighborhood newspapers, copies at Customer Service desk, neighborhood organizations and recreation centers (all written surveys will need manual input)	February 29, 2012 to March 30, 2012 February 29, 2012 to March 30, 2012 April 7 th
Open House on Lake Nokomis Concession	7 pm – Thursday – March 22, 2012 @ Nokomis Community Center
Second Meeting of the Lake Nokomis Community Advisory Committee <ul style="list-style-type: none"> • Review Online Survey Results • Review Community Survey Results • Review Open House Comments • Review Request for Proposals • Review Evaluation Criteria and Process 	6 pm at Concession Stand 7 pm – Thursday – April 19, 2012 @ Nokomis Community Center
RFP Released	Monday, April 30, 2012
Walk Through of the Building <i>for vendors & committee</i>	Noon to 2 pm – Thursday – May 17, 2012 on site
Proposals Due	By 5 pm – Thursday – May 31, 2012

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DRAFT Schedule and Process**

Third Meeting of the Lake Nokomis Community Advisory Committee <ul style="list-style-type: none"> • Review Proposals • Select Vendors to be interviewed 	7 pm – Thursday – June 21, 2012 @ Nokomis Community Center
Fourth Meeting of the Lake Nokomis Community Advisory Committee <ul style="list-style-type: none"> • Interviews with Vendors • Ratings completed based on evaluation criteria and process • Recommendation 	7 pm – Thursday – July 12th, 2012 @ Nokomis Community Center
Contract negotiated with selected vendor	July 15, 2012 to August 1, 2012
Public Notice for Public Hearing out	10 days advance of public hearing date (August 5)
Innovation Committee Meeting to Review Community Advisory Committee Recommendations, approve contract with selected vendor	5 pm – August 15, 2012 at 2117 West River Road – Park Board Meeting Room
Full Board Action on the Lake Nokomis Concession Selection and contract	September 5, 2012
Contract Executed	By September 30, 2012
Renovation occurs	October to March
Concession Opens	April, 2013

May req. multiple meetings to get thru all vendors

part of park board mtg