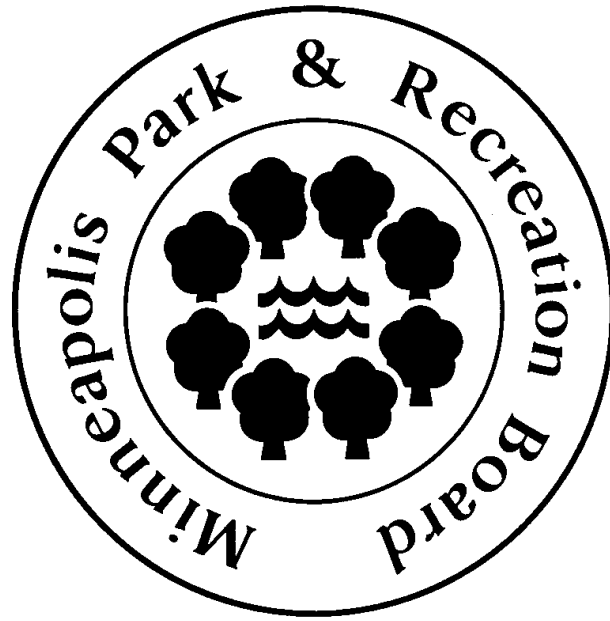


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**REQUEST FOR PROPOSALS
LAKE NOKOMIS CONCESSION
OPERATOR**

**REQUEST FOR PROPOSALS RELEASED ON:
APRIL 30, 2012**

ON SITE TOUR:

**THURSDAY MAY 17, 2012
FROM NOON TO 2 PM**

**PROPOSALS DUE ON: THURSDAY, MAY 31, 2012 at
5 PM.**

THE OPPORTUNITY

The Minneapolis Park and Recreation Board (the Board) is seeking a highly qualified operator for the Lake Nokomis concession. Building and site plans will be provided at the on site tour scheduled for Thursday, May 17 from noon to 2 pm. The Park Board is looking for a high quality food service concessionaire similar to the operators at Minnehaha Falls, Lake Calhoun and Lake Harriet to serve the neighborhood and park users in the Lake Nokomis area. The Lake Nokomis concession building needs substantial improvements to meet health codes. The area is a very popular beach location as well as serving the athletic fields. A large parking lot serves the beach and the athletic fields.

The Community Advisory Committee (CAC) comprised of representatives from the adjacent neighborhoods held an open house to obtain feedback on a new concession operation. A survey was also conducted by the CAC on preferences for a new concession operation. Both the open house results and the survey are attached for use in responding to the request for proposals.

EVALUATION CRITERIA

Preference will be given to those proposals that:

- 1. Provides increased income to the Minneapolis Park and Recreation Board**
- 2. Provides menu and service options to residents and park users that is fitting with the demographics and market**
- 3. Provides a neighborhood amenity**
- 4. Expands food service options to include healthy food choices**
- 5. Meets the high standards for food service vending at other park locations such as Minnehaha Falls, Lake Calhoun and Lake Harriet**
- 6. Provide an environmentally sustainable business approach in alignment with the sustainability goals the Board established in its *Sustainability Report* (April 2009)**
- 7. Provide a business plan and proof of financial strength while maintaining the opportunity for growth and success:**
- 8. Contribute to bringing the facility into compliance with Health Code requirements**
- 9. Maintain extensive hours during the season (April to October) with minimal closings**
- 10. Establish the venue as a destination site for food service**
- 11. Providing for Point of Sales (POS) or other means to measure financial and service goals established by the Board and the operator**

PROPOSALS

The proposals should clearly outline the type of venue, income estimates, payment to the Minneapolis Park and Recreation Board, investments in equipment and facilities, business plan, terms, operating season and hours and sample menu pricing. The operator must also include their experience in the restaurant or concession business. A template for the proposal format is included as Attachment A – please use this format in your submission.

EVALUATION OF THE PROPOSALS

A committee comprised of representatives from the neighborhoods adjacent to Lake Nokomis will evaluate all of the proposals and will provide their recommendation on a preferred operator to the Minneapolis Park and Recreation Board of Commissioners. The recommendation by the committee is advisory and the decision on entering into an agreement will be made by the Minneapolis Park and Recreation Board of Commissioners.

PROPOSAL PRESENTATIONS

The committee may request a presentation by the proposal submitter to clarify the proposal. The Board may require Proposers to make a formal presentation of their respective proposals to the Board.

SCHEDULE

Listed below are the dates and times by which stated actions must be taken or completed.

Date/Time	Action
Monday, April 30, 2012	Request for Proposal released
Thursday, May 17, 2012 Noon to 2 pm	Walk through at the facility for interested parties
Thursday, May 31, 2012 at 5 pm	Proposal Due Date 2117 West River Road Minneapolis, MN 55411
Thursday, July 12, 2012	Proposal Presentations to Committee
Thursday, July 12, 2012	Committee decision on recommended proposal
Wednesday, August 15, 2012	Recommendations Presented to the Park Commissioners
Wednesday, September 5, 2012	Final Board Action
By September 30, 2012	Contract Executed
October 1, 2012 to March 31, 2013	Facility Available for renovations
By April 15, 2013	Facility Open to the Public

Board Rights

The Board may reject any or all proposals or parts of proposals, to accept part or all of and to create a project of lesser or greater scope than described in this Request for Proposal, or the respondent's reply based on the financial components submitted. The Board also reserves the right to cancel the contract without penalty, if circumstances arise which prevent the Board from completing the project.

Proposer Background Checks

The Board will require full criminal history background checks and credit history checks for all proposers.

Proposal Validity Period

Any submitted proposal, shall in its entirety, remain a valid proposal for twelve (12) months after the proposal submission date.

Disposition of Proposals

All proposals become the property of the Board and the Board shall have the right to use all ideas, and/or adaptations of those ideas, contained in any proposal received in response to this RFP. Any parts of the proposal or any other material(s) submitted to the Board with the proposal that are copyrighted or expressly marked as “confidential”, “proprietary”, or “trade secret”, will be exempted from the “open records disclosure requirements”. The Board's selection or rejection of a proposal will not affect this exemption.

Independent Parties

Except as expressly provided otherwise in the contract resulting from this RFP, if any, the Board and the Proposer shall remain independent parties and neither shall be an officer, employee, agent, representative or co-partner of, or a joint venture with, the other.

Performance Investigations

As part of its evaluation process, the Board may make investigations to determine the ability of the Proposer to perform under this RFP. The Board reserves the right to REJECT any proposal if the Proposer fails to satisfy the Board that it is properly qualified to carry out the obligations under this RFP.

Interest of Members of Board

The Proposer agrees that no member of the governing body, officer, employee or agent of the Board shall have any interest, financial or otherwise, direct or indirect, in the contract.

Employee Involvement/ Covenant Against Contingent Fees

Proposer hereby certifies that, to the best of its knowledge and belief, no individual employed by the Proposer or subcontracted by the Proposer has an immediate relationship to any employee of the Board who was directly or indirectly involved in any way in the procurement of the contract, if any, resulting from this RFP or goods or services thereunder. Violation of this section by Proposer shall be grounds for cancellation of such contract. The Proposer also warrants that no person or selling agency has been employed, engaged or retained to solicit or secure any contract resulting from this RFP or any advantage hereunder upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, or in exchange for any substantial consideration bargained for, excepting that which is provided to the Proposer's bona fide employees or to bona fide professional commercial or selling agencies or in the exercise of reasonable diligence should have been known by the Board to be maintained by the Proposer for the purpose of securing business for Proposer. In the event of the Proposer's breach or violation of this warranty, the Board shall, subject to Proposer's rights, have the right, at its option, to annul any contract resulting from this RFP without liability, to deduct from the charges otherwise payable by the Board under such contract the full amount of such commission, percentage, brokerage, or contingent fee, and to pursue any other remedy available to the Board under such contract, at law or in equity.

Data Practices

The Proposer agrees to comply with the Minnesota Government Data Practices Act and all other applicable state and federal laws relating to data privacy or confidentiality. The Proposer shall immediately report to the contract monitor any requests from third parties for information relating to this agreement. The Board agrees to promptly respond to inquiries from the Proposer concerning data requests. The Partner agrees to hold the Board, its officers, department heads and employees harmless from any claims resulting from the Proposer's unlawful disclosure or use of data protected under state and federal laws.

ATTACHMENT A - PROPOSAL FORMAT

Business Plan
Description of Venue, Menu, Season, Hours and Pricing
Description of investments to the facility, equipment investments
Proposal Terms (income to the Park Board, term of agreement, other)
Estimated Income – Years 1 to 5
Operator Experience
References
Other information