REQUEST FOR QUALIFICATIONS (RFQ)

FOR

SHORT-TERM COFFEE SHOP OPERATOR

WITHIN RIVERSIDE CITY HALL

Issued: March 22, 2017

Qualifications Due: March 29, 2017

CITY OF RIVERSIDE
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT
3900 MAIN STREET, RIVERSIDE, CA, 92522

1. INTRODUCTION

The City of Riverside (City) is seeking Qualification Statements from experienced coffee shop operators for the "short-term lease" of approximately 2,200 square feet of existing restaurant space located on the first floor of City Hall, located at 3900 Main Street, Riverside, CA, 92522.

The City will review and may select one respondent, based on submitted Qualification Statements. The City reserves the right to accept or reject any or all submittals, and/or waive technicalities or irregularities if such action is believed to be in the best interest of the City.

2. EXISTING, BUILT-OUT RESTAURANT/RETAIL SPACE DESCRIPTION

The existing restaurant space's food preparation area, display, counters and in-door seating encompasses approximately 2,200 square feet. An outdoor seating area is also available. Operating hours are expected to be, at a minimum, 7:00 am to 5:00 pm (Monday – Friday) and may include hours when City Hall is closed (i.e. evenings and weekends, subject to mutually agreeable security measures). A diagram of the restaurant/space is attached to this RFQ for reference (Exhibit "A"). The restaurant space is currently occupied by Provider Contract Food Service, who is expected to vacate the space by April 28, 2017 (or sooner).

3. SCOPE OF SERVICES

A. General. The selected operator shall operate a coffee shop under a short-term lease with the City. The City anticipates allowing the short-term lease to begin on May 1, 2017 and shall terminate 6-months thereafter. The City may consider a 6-month extension at its sole discretion.

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

- A quality variety of hot and cold beverages such as coffee, tea, smoothies and other like drinks that will be consumed inside City Hall and out. A quality variety of food items are expected to be available including, but not limited to, pastries, fruits, and other coffee shop fare.
- Hours of Operation will be agreed upon by the selected operator and the City. It is preferred that the coffee shop be operated during the majority of City Hall operating hours. The coffee shop may stay open earlier or later as negotiated.
- Customer Service must be excellent and meet all standards set by the City. Employees should be competent, courteous and professional in appearance.
- The selected operator shall be responsible for all product deliveries.
- The selected operator shall, at its own expense, obtain and maintain a policy of commercial general liability insurance for bodily injury, property damage, and personal/advertising liabilities arising out of the use or occupancy of the restaurant space and all areas appurtenant thereto. Such insurance shall be in an amount of not less than $2,000,000 per occurrence, and $2,000,000 annual aggregate for all claims.

4. CONTENT OF QUALIFICATION STATEMENTS

Qualification Statements shall include, but not be limited to the following:

- A statement detailing your coffee shop experience.
- A rental fee proposal.
- A description of proposed menu and pricing.
- Two business references including names and phone numbers.
- Proposed hours of operation.

5. INSTRUCTIONS AND SCHEDULE FOR SUBMITTAL OF QUALIFICATION STATEMENTS

The City shall not be liable for any expenses incurred by any proposer in relation to the preparation or submittal of Qualification Statements. Expenses include, but are not limited to, expenses by proposer in: preparing the Qualification Statement or related information in response to RFQ; negotiations with City on any matter related to this RFQ; and costs associated with interviews, meetings, travel or presentations. Additionally, City shall not be liable for expenses incurred as a result of City's rejection of any Qualification Statements made in response to this RFQ.

Qualification Statements are due before 5:00 PM on **March 29, 2017**. This time and date is fixed and extensions may not be granted. The City does not recognize the U. S. Postal Service, its postmarks or any other organization as its agent for purposes of dating the Qualification Statement. All Qualification Statements received after the deadline shown will be rejected, returned to sender and will not receive further consideration. Furthermore, the City reserves the right to reject any and all Qualification Statements and to waive information and minor irregularities in any Proposal received.

Mail by (or hand-deliver) three (3) hard copies and one (1) electronic proposal file to:

City of Riverside
Community & Economic Development Department
Attn: Nathan Freeman, (951) 826-5374
3900 Main Street, 5th Floor
Riverside, CA 92522

6. SELECTION CRITERIA

Criteria used in evaluation all Qualification Statements will include, but no be limited to:

- Successful experience in the coffee shop/café business.
- Compatibility with City Hall and its operations.
- Rental fee proposal (price will not be the sole deciding factor).
- Financial stability.
- Menu options and pricing.
- Familiarity with downtown Riverside.

EXHIBIT "A"

RESTAURANT SPACE DESCRIPTION – FIRST FLOOR OF CITY HALL

Area shown within clouded area is considered “cafe’” space

Riverside City Hall Restaurant Layout