



Brainerd Lakes Regional Airport

16384 Airport Road, Suite 5
Brainerd, Minnesota 56401

REQUEST FOR PROPOSAL RESTAURANT LEASE

REQUEST FOR PROPOSAL (RFP): For Lease of the restaurant facility at 16384 Airport Road, Suite 7, Brainerd, Minnesota, 56401 (currently Wing's Airport Café).

The Brainerd Lakes Regional Airport (Airport) is issuing this Request for Proposal (RFP) to parties seeking consideration for leasing restaurant space at 16384 Airport Road (restaurant facility). The purpose of leasing restaurant space is to manage and operate the facility owned by the Brainerd Lakes Regional Airport.

Responses to this RFP must be submitted to the Airport's Administrative Office no later than 4:30 p.m. local time on Friday, November 6, 2020.

Proposals will be time-stamped upon receipt. Please submit five (5) original copies addressed to the Airport Administrative Office, Attention: Airport Director, 16384 Airport Road, Suite 5, Brainerd, MN 56401. Responses may be mailed, hand delivered or couriered only. No charge for delivery or any other delivery fees will be paid by the Airport.

The Airport will not be responsible for any lost or undeliverable mail related to this RFP. In bold lettering, mark the submission: "PROPOSAL FOR RESTAURANT OPERATIONS – BRAINERD LAKES REGIONAL AIRPORT." All questions should be directed via e-mail to the address below with the words "BRAINERD AIRPORT RESTAURANT" entered on the e-mail subject line:

Steven Wright, A.A.E., Airport Director
info@brainerdairport.com

Parties planning to submit a proposal are encouraged to schedule a non-mandatory restaurant tour at 16384 Airport Road no later than end-of-day Monday, October 30, 2020. An Airport representative will be available to answer questions.

BACKGROUND

The Brainerd Lakes Regional Airport, a Minnesota commercial service airport, is part of the national airspace system (NAS) and is jointly owned and operated by the City of Brainerd and Crow Wing County through the Brainerd Lakes Regional Airport Commission. Established in the 1940's, the Airport continues to serve the Brainerd lakes regional economy and serves as the front door to many of the visitors enjoying the area's abundant year-round recreational opportunities as well as a growing base of commercial and industrial businesses and corporations. The Airport continues to receive state and federal aviation grants to ensure safety and service. Recently, the Airport was awarded a significant federal grant to secure sustainable operations and maintenance of the Brainerd Lakes Regional Airport for aeronautical activities for years to come. The Airport is effectively working towards self-sufficiency and serves as landlord for a number of aviation and non-aviation users within the airport boundaries.

The restaurant facility is located between the airline passenger terminal building and the general aviation arrival/departure building in the main building campus centrally located to airport activities and is approximately 3,200 square feet of area for restaurant/cocktail lounge facilities and approximately 5,500 square feet of developable outside patio area. The existing Wing's Airport Café has been operating out of the restaurant location through various owner transitions since the mid 1980's, and has integrated a customer base into the fabric of the Brainerd Lakes Regional Airport. The site will be awarded as-is where-is and proposers shall develop a plan for restaurant improvements. A map of the proposed development areas is attached hereto as Attachment "A".

PROPOSALS

A committee will evaluate proposals and may short-list proposals after the initial evaluation and/or request additional information. The selected party should be prepared to enter into negotiations to determine terms and provisions of a lease for the restaurant facility.

Proposals are to include the estimated cost of operating the restaurant facility and proposed terms of a Lease with the Airport, including the contract period. The proposed terms will be utilized in negotiation of a contract between the Airport and the successful Respondent.

Proposals shall be signed by an authorized individual or officer of the submitting party. Proposals may be withdrawn by the submitting party at any time prior to the designated date and time for the submittal of the proposals.

This RFP does not commit the Airport to grant a lease, contract or contracts, to defray any costs incurred in the preparation of a response to this RFP.

The Airport reserves the right to cancel, in part or in its entirety, this RFP, including but not limited to: submittal date, requirements and selection schedule.

If any addendums are issued, it will be the sole responsibility of the individual or party to retrieve them from the Airport Administrative Office.

PROPOSAL CONTENT

All proposals shall, at a minimum, include the information listed below:

- Transmittal Letter: A letter indicating the Respondent's interest and briefly summarizing any participation of partners, sub-contractors or others in the proposed restaurant operation.
- Title Sheet: Listing (i) Respondent's name and address, including type of entity (sole proprietorship, partnership, or corporation, including whether public or private); (ii) name and address of sub-contractors, or others participating in the proposed operation; and (iii) full name, title, mailing address, e-mail address, telephone numbers of the individual(s) authorized to represent and contractually bind the Company.
- Table of Contents: List key sections to assist the reviewer in locating relevant information.
- Statement of Qualifications and Experience: A statement summarizing experience with special emphasis on operating a similarly sized restaurant facility. Describe the administrative, financial and physical capacity to operate the proposed facility. Include abbreviated resumes of key individuals that will provide services required to operate the proposed restaurant.
- Business Plan: A business plan that considers the ubiquitous presence of restaurants at commercial service airports. Business plan and marketing must consider local and adjacent pilot communities, Fixed Base Operators (FBOs), nearby aviation related businesses (see Attachment "B") as well as recurring aviation and non-aviation events. The plan should address how the restaurant ensures Brainerd Lakes Regional Airport is a "fly-in" destination.

- Potential site improvements: The Respondent shall be responsible for any modifications that may be desired to the existing facilities. All modifications (if any) must be approved, in writing, by the Airport, and all necessary permits obtained from relevant local authorities. Proof of insurance coverage is required prior to the beginning of any approved modifications.

The following criteria will be utilized in selecting a tenant for the Airport Restaurant:

Criteria Weighting	
Restaurant Experience	30 points
Business Plan	20 points
Financial Capacity and Credit History	20 points
Proposed Lease Rate	15 points
Proposed Tenant Site Improvements	10 points
Completeness and Creativeness of Proposal	5 points

PROPOSAL DETAILS

Proposals shall contain no more than twenty (20) single sided pages. The transmittal letter, contents, information sheets, subcontractor information and resumes will not be counted as part of the twenty pages. The Response will reflect a reliability and ability to meet the specifications set forth in this RFP as well as the willingness to supply the most efficient and effective services possible.

The Respondent shall ensure the proposal details provision of the following, at a minimum:

- Marketing plan which partners with the Airport Management
- Breakfast and lunch service (dinner optional)
- Experienced kitchen, bus and servers, in sufficient numbers to provide prompt service
- Establish menus and pricing at levels to meet the needs of Airport customer base
- Open at least six (6) days a week, weekends mandatory; one (1) weekday closed optional
- Full-time on-site manager

Respondent will be responsible for obtaining all permits, licenses, and other requirements to comply with Local, County, State, and Federal laws, including but not limited to, the appropriate liquor license, if applicable.

Respondent will be responsible for janitorial service for the restrooms located in the Airport Café. Respondent will be responsible for securing and locking the Airport Café premises each evening, including days the restaurant may be closed.

REQUIRED COMPLIANCES

The Respondent's proposed method of operation and all equipment used must comply with the applicable provisions of the Federal and State Occupational Safety and Health Act, The Americans with Disabilities Act.

In addition, Respondent must comply with all environmental rules and regulations promulgated by any federal, state, or local government entity, which may be currently in effect or as may be enacted in the future, all regulations for restaurant providers and all other applicable laws, regulations, ordinances, codes and rules of any governmental entities that have jurisdiction.

The successful Respondent agrees to defend and indemnify the Airport against all losses, expenses and damages from violation of any of the above laws, regulations, ordinances, codes and rules.

Respondents will be required to verify that all equipment used under this RFP can meet the requirements for standard industry regulations on an annual basis.

Respondent will be required to verify the need for compliance and maintain compliance in accordance with Minnesota Department of Health rules and regulations as it relates to restaurant operations.

DOCUMENTATION AND REPORTS

Certain documentation will be required at lease execution by the selected Respondent, unless directed otherwise by the Airport Director, or designee. Such documentation shall include, but not be limited to: A current Certificate of Insurance as required by the Airport Lease.

Any current business licenses required of the State of Minnesota, Crow Wing County, or Oak Lawn Township and any other applicable license required by the Airport Lease.

QUESTIONS

All questions must be submitted in writing to Steven Wright, A.A.E. at stevenwright@brainerdairport.com by October 16, 2020 at 4:30 p.m. An addendum to this RFP will then be issued to all parties with responses to all questions that have been received. Questions will not be accepted in person, via telephone, via fax or via mail.

PROPOSAL SUBMITTAL

Responses must be submitted to the Airport's Administrative Office no later than 4:30 p.m. Monday, November 6, 2020. Respondent shall submit five (5) original copies addressed to the Airport at 16384 Airport Road, Suite 5, Brainerd, MN 56401, Attention: Airport Director. In bold lettering, mark the submission with: **“PROPOSAL FOR RESTAURANT OPERATIONS – BRAINERD LAKES REGIONAL AIRPORT RESTAURANT.”**

Responses may be mailed, hand delivered or couriered only. The Airport will not be responsible for any lost mail or undeliverable mail related to this RFP.

The Airport reserves the right to request additional information and/or clarifications from any or all parties responding to this RFP. All submitted proposals and proposal documents are subject to the provisions of Minnesota Statute. Proposals and related documents shall become the property of the Airport. Any confidential financial material submitted will be kept confidential to the extent possible by law. Such material, if provided, should be submitted under separate and sealed cover.

PROPOSED SCHEDULE

RFP (this document) available September 11, 2020

Questions due 4:30 p.m., local time, October 16, 2020

Non-mandatory tour, per Respondent's request; no later than October 30, 2020

Proposals due 4:30 p.m., local time, November 6, 2020

Notice of recommended Respondent selection no later than November 27, 2020

Award and authorization of contract by Brainerd Lakes Regional Airport Commission: December 3, 2020

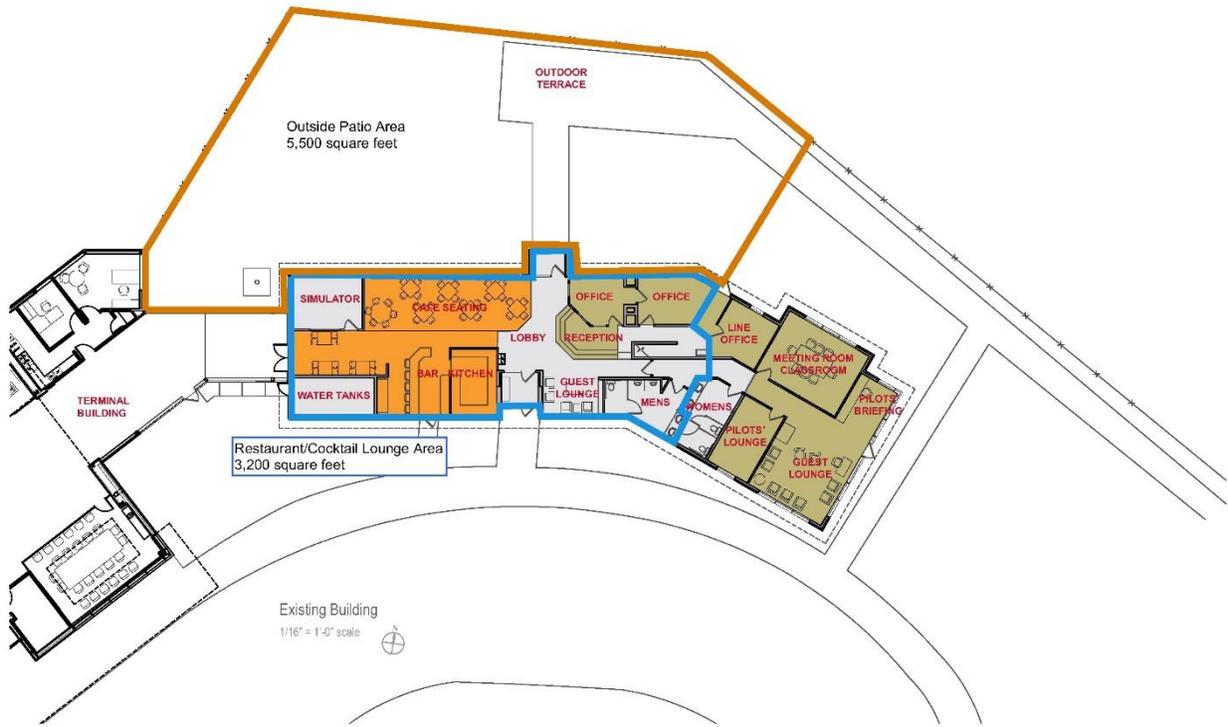
SELECTION OF SUCCESSFUL PROPOSAL

The Airport intends to select the party that provides optimal services for operation of the restaurant facility. Consideration will be given to all Proposals.

Preference will be given to a Respondent that has demonstrated a history of successful restaurant management and has submitted a Proposal that demonstrates a commitment to partnering with Airport management in the best interest of the Airport and its continued development.

The successful Respondent will enter into lease negotiations with the Airport. A description of possible lease options is attached (Attachment "C"). The Airport will rely upon these options to the extent appropriate. The Airport reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel the Proposal process, if deemed to be in the best interest of the Airport.

ATTACHMENT "A"



09 January 2014

Attachment A
Available Areas - Restaurant Development

ATTACHMENT “B”

This attachment represents a partial list of aviation related businesses, fixed based operators (FBOs) and/or organizations located at the Brainerd Lakes Regional Airport. This is provided for (FBOs) and/or organizations located at the Brainerd Lakes Regional Airport for reference only.

Scheduled Air Service: SkyWest Airlines operating as Delta Connection

Fixed Base Operator: NorthPoint Aviation

Car Rental Company: Enterprise Holdings (Offering Enterprise, Alamo, and National brands)

Commercial Aeronautical Services: Brainerd Helicopter, Inc.

Governmental Agencies: State Patrol, MnDNR Forestry Division, MnDNR Fish and Wildlife

Air Medical Helicopters: North Memorial Air Care, Life Link III

Private Aircraft: 5 private hangars, 70 T-hangar units, 2 large box-type hangars with 5 aircraft storage units each

Non-Aeronautical Tenants: AW Research, Inc. – Water Quality Laboratory

ATTACHMENT "C"

Draft Lease Agreement Options for Food and Beverage Consideration

Options:

- 1. Triple Net Lease: Operator rents space on a fixed fee and pays all taxes, utilities, maintenance, etc.*
- 2. Concession with a Minimum Annual Guarantee and a Percentage of Rent with the Airport providing janitorial services and utilities.*

Restaurant Capital Development to be determined