

REQUEST FOR PROPOSALS

RESTAURANT/CAFE OPERATOR FOR EXISTING RESTAURANT FACILITY LOCATED IN COUNTY ADMINISTRATIVE CENTER

ECONOMIC DEVELOPMENT AGENCY COUNTY OF RIVERSIDE



**PREPARED BY:
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DATE: May 10, 2017

REQUEST FOR PROPOSALS

REAL ESTATE DIVISION – ECONOMIC DEVELOPEMENT AGENCY

INTRODUCTION

The Real Estate Division of the Economic Development Agency (EDA) of the County of Riverside (County) is accepting proposals from an experienced Restaurant Operator (Operator) for an existing and fully improved restaurant/café facility located within the County Administrative Center (CAC) in Riverside.

The CAC is located at 4080 Lemon Street, Riverside, in the southern portion of the central business district and civic center area and is generally bounded by 10th, Lime, Lemon and 12th Streets. The CAC and the restaurant facilities are owned by the County and the improvements at the CAC include a public meeting auditorium to accommodate various weekly public board meetings with 14 floors of office space for use by approximately 2,121 employees and the general public.

The site is adjacent to the City of Riverside's historic Downtown core, which includes the Mission Inn, Riverside Convention Center, Civic Center, Courts and a variety of restaurants, office buildings, hotels and shops.

THE RESTAURANT

The CAC restaurant is located within the main core of the lobby and has approximately 2,200 square feet of restaurant and kitchen space. The lobby contains an indoor seating area of 1,500 square feet with outdoor seating also available for restaurant patrons. Public restrooms are located in the common area of the lobby and within close vicinity of all seating areas. The furnishings, fixtures, and equipment are owned by the County of Riverside and are fully functioning for use by the Operator.



USE

The restaurant and café will operate daily serving breakfast and lunch, Monday through Friday, during normal business hours and in parallel with the County's annual calendar of business operations. The menu and operations will be subject to approval by the County. The County will enter into a License and Operating Agreement with the Operator for use of the facility.

SUBMITTALS

This solicitation will be open to all qualified interested parties.

Submittals to EDA must address five categories that include:

- Qualifications and Experience of the Operator
- Proposed Use and Menu
- Operations Plan
- Marketing Strategy
- Financial Statement
- Economic Proposal including License and Operating Terms

The elements and sequence of this qualification-based selection process include the following:

- Issuance of Request for Proposal (RFP)
- Pre-Submittal Facility Site Tour
- Submittal of Proposal Package
- Evaluation of Proposals by the Review Panel
- Presentation by Finalists of their Proposal
- Selection and Notification of an Operator

PROCEDURE AFTER NOTIFICATION

The selected Operator will work with EDA to negotiate a License and Operating Agreement. Said Agreement will be subject to approval by the Board of Supervisors.

PRE-SUBMISSION SITE TOUR

A Pre-Submission Site Tour will take place and begin in the CAC lobby seating area (just outside the restaurant) located at 4080 Lemon Street, Riverside. The tour will include a question and answer session and will begin at **3:00 p.m. on Friday, June 9, 2017.**

PROPOSAL SUBMISSION – CONTACT INFORMATION

Submittals shall be delivered to the Real Estate Division on or before:

5:00 p.m., Thursday, July 13, 2017

Any submittals after this time and date will not be considered.

CONTACT INFORMATION:

Submittals shall be delivered to the following address:

Heidi Rigler, Real Estate Division/EDA
County of Riverside
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Riverside, CA 92501
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Hrigler@rivco.org

County reserves the right to cancel this Request for Proposal at any time.