

REQUEST FOR PROPOSAL  
BONNIE KATE  
115 SOUTH SYCAMORE STREET  
ELIZABETHTON, TN

PROPOSALS DUE ON AUGUST 29<sup>TH</sup> 2017 AT  
11:00 AM

### 1. Project Summary

The City of Elizabethton is looking for proposals to use space (as outlined in appendix 1) in the historic Bonnie Kate building. It is expected that a restaurant would be the best fit but other activities will be considered. Proposals should not require any financial assistance from the City.

### 2. Bonnie Kate Background

The Bonnie Kate Theater was acquired by the City of Elizabethton in 2016 through donations designated to acquire, renovate and preserve the space as a public venue for the arts.

Fundraising and renovation will continue for years so proposals must reflect a willingness to tolerate construction in the auditorium and other parts of the building not covered by the lease.

A restaurant is most likely to benefit from the attendance in the auditorium and the auditorium will benefit from the clientele and exposure of the restaurant. We are also hoping that the restaurant will be able to offer catering services to potential clients of the auditorium.

### 3. Food and Beverage Operation

Proposals should indicate scope and abilities of operations. It is expected that the Bonnie Kate will be a destination point for art activities and also provide meeting space(s) and food.

Provide a narrative summary describing why Respondent is qualified to undertake the proposed operation.

Provide a description of the business structure and identification of the principal persons (key staff) to be associated with the proposed restaurant operation, with a separate resume for each that identifies their respective qualifications and experience levels for at least the last five (5) years.

At least five (5) client references with contact name, title, company name, mailing address and telephone numbers. At least one (1) reference must be your principal banking organization and one (1) reference must be your principal food provider.

Describe your vision for the restaurant you wish to create and operate.

Provide a description of the proposed operation. Describe all improvements planned for the restaurant, including interior and exterior improvements, finishes, furnishings, fixtures, trade equipment, permit and architectural and engineering fees, etc.

Provide a capital investment budget for renovations and improvements.

Provide a description and timetable outlining milestones for all proposed renovation and improvement activities, and a date certain by which the facility will be reopened for business.

Submit a business plan of operation, which must include the following:

- a. Operating budget that includes three-year (3-year) income and expenses projections, including identification of sources of working capital to cover initial operating deficits and startup costs to fund reopening the facility, repairs, clean-up and any new equipment the Respondent would need to purchase;
- b. Description of target market;
- c. Anticipated days and hours each day of operation;
- d. General **restaurant** menu items/types of food to be served, including price range;
- e. General **banquet** menu items/types of food to be served, including per-person price range;
- f. Types of alcohol, if any, to be served (wine, beer, hard liquor);
- g. Describe plans for special community- or restaurant-related events or entertainment in the restaurant and/or banquet facilities, including the proposed type and frequency, to enhance the overall experience for customers and to achieve the greatest return on investment;
- h. Describe the marketing, advertising, or other operations planned to attract new and repeat customers to the restaurant and banquet facilities;
- i. Describe the types and number of employees, by position and part- or full-time status, expected to be involved in the operation.

#### 4. Anticipated Lease Terms

Proposal should at minimum specify amount of monthly lease payments for an annual lease with conditions of renewals. The lease cannot be assigned and/or sublet. Occupancy should begin as soon as possible.

#### 5. Anticipated Proposal Schedule

This Request for Proposals will be issued August 11<sup>th</sup> and remain open until 11am August 29<sup>th</sup>. Extensions will only occur if no acceptable proposal is received.

#### 6. Anticipated Project Schedule

The City desires to come to final terms with a lessee as soon as possible to aid in the renovation of the Bonnie Kate.

#### 7. Proposal Evaluation Process

Selection Criteria: The following will be used for scoring purposes and to determine a proposer interview list (please note, the City commits to interviewing, at a minimum, the top two responsive proposers).

##### 1. Restaurant/Retail Narrative (40%)

- a. Evaluation of quality of vision and concept, as well as the proposed business plan for the operation and management of the restaurant;

b. Schedule for reopening the restaurant; and

2. Proposer Background/Experience (30%)

- a. Experience and qualifications of individuals proposing to be involved in operation of the restaurant;
- b. Evidence of financial strength and capacity to operate the restaurant;
- c. Ability and commitment to complete all necessary work to commence operations expeditiously, including sufficient staffing to operate the restaurant. This includes the ability to secure all necessary permits, licenses and insurance;

3. Proposed Base Rent Structure and Desired Lease Term (30%)

Amount of proposed investment in facility renovations.

The City will evaluate proposals using the point system above to create a short list of candidates and then based on information obtained in the interview adjust scoring if necessary. The subsequent re-scoring of all interviewee's proposals shall be the basis for the selection of a proposer and a recommendation to the City Council for final approval, provided mutually agreeable terms for a lease can be reached between the selected proposer and the City. If not, the City reserves the right to negotiate with the next highest ranked proposer.

8. A site visit is recommended for all proposers. Proposers are requested to inform the contact person of the number of persons expected to attend no later than 24 hours before your site visit
9. The lessee shall procure and maintain for the duration of the lease, at his/her own cost and expense, insurance against claims for injuries to persons or damages to property including contractual liability that may arise in connection with the performance of the work by the lessee, his agents, representatives. Amounts and types of insurance will be formalized in lease negotiation but the City must be protected against property damage, general liability and workers compensation claims.
10. Contact and Submission Information  
Each respondent must provide, at a minimum, the following information, in addition to the information described above:
  - a. Name, address, email address, telephone number and fax number of the respondent;
  - b. Name, address, email address, phone number and fax number of representative that is authorized to act on behalf of and represent respondent;
  - c. Name, address, email address, phone number and fax number of a designated contact person for all notices and communications regarding the submitted proposal;
  - d. Statement signed by the respondent/s or authorized representative certifying that:
    - 1) All of the information contained in the proposal is true and correct;

- 2) Signatory is authorized to make the commitments and representations contained in the proposal on behalf of the respondent.

All proposals must be submitted to:

Purchasing Director

City Hall

136 S Sycamore Street

Elizabethton, TN 37643.

Proposals will be evaluated as soon as possible to determine final interviews with selection for lease negotiation on September 1. The City reserves the right to adjust the interview and negotiation times to accommodate necessary parties.

## Checklist

- 1. Summary of qualifications
- 2. Description of business structure and identification of the principal person(s).
- 3. Five (5) references. At least one (1) reference principal banking organization and one (1) reference principal food provider.
- 4. Describe your vision for the restaurant you wish to create and operate.
- 5. Description of the proposed operation. Describe all building improvements planned (If any).
- 6. Budget for renovations and improvements (if any).
- 7. Timetable and a date certain by which the facility will be reopened for business.
- 8. Business plan of operation, which must include the following:
  - j. Operating budget;
  - k. Description of Target Market (Who will be your customers?);
  - l. Anticipated days and hours each day of operation;
  - m. General **restaurant** menu items/types of food to be served, including price range;
  - n. General **banquet** menu items/types of food to be served, including per-person price range;
  - o. Types of alcohol, if any, to be served (wine, beer, hard liquor);
  - p. Describe plans for special community- or restaurant-related events or entertainment
  - q. Describe your marketing plan. (How will the public find you?)
  - r. Describe the types and number of employees, by position and part- or full-time status, expected to be involved in the operation.
- 9. Proposed Lease Terms
- 10. Name, address, email address, telephone number and fax number of the person providing the requested information;
- 11. Statement signed by the applicant or authorized representative certifying that:  
"All of the information contained in the proposal is true and correct."

## Appendix 1

The following items are owned by the Bonnie Kate and can be utilized by the potential vendor:

### **KITCHEN APPROXIMATELY 275 SQUARE FEET**

1. 4 ft. Greenheck S/S exhaust hood and filters
2. 6 ft. Larkin S/S exhaust hood and filters
3. Badger fire Ansell protection system for cooking equipment
4. Blodgett Convection Oven
5. S/S heavy duty table for oven
6. 24" Star Manufacturing Gas Grill
7. 42" Star Manufacturing Electric Griddle
8. Imperial two basket gas deep fryer
9. Two (2) 6' S/S prep tables
10. Triple sink with grease trap
11. S/S hand washing sink
12. 6' Delfield S/S double door freezer
13. 25 café chairs

### **CAFÉ APPROXIMATELY 740 SQUARE FEET**

1. Six (6) Single booths
2. Six (6) Double booths
3. Cabinet (side cabinet with drawers)
4. Long Cabinet with drawers
5. Cabinet (Register Stand)

### **MAIN AREA APPROXIMATELY 496 SQUARE FEET**

1. Randal Deli Case lighted and refrigerated
2. Randal Deli Case air circulation only

3. Cabinet (Long Service Counter)
4. Cabinet (Register Stand)
5. Through the wall, Heat Pump/Air Conditioner
6. Built in Wall Shelf Unit

#### **UPSTAIRS ROOM FOR CAFÉ APPROXIMATELY 622 SQUARE FEET**

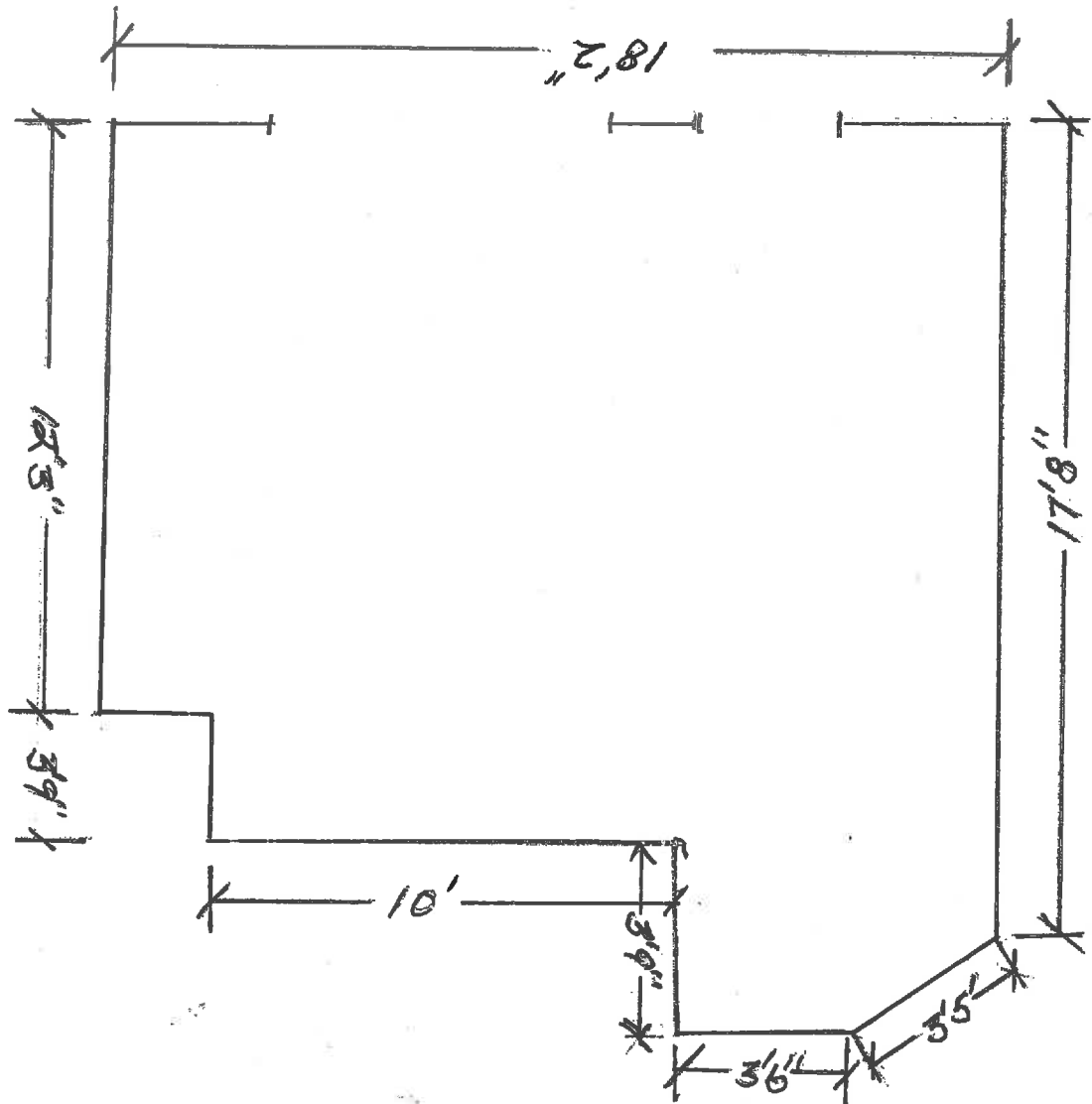
1. Frigidaire (Residential refrigerator and freezer 36")
2. Westinghouse 36" freezer
3. Bunn Coffee Maker no pots



UNIT A

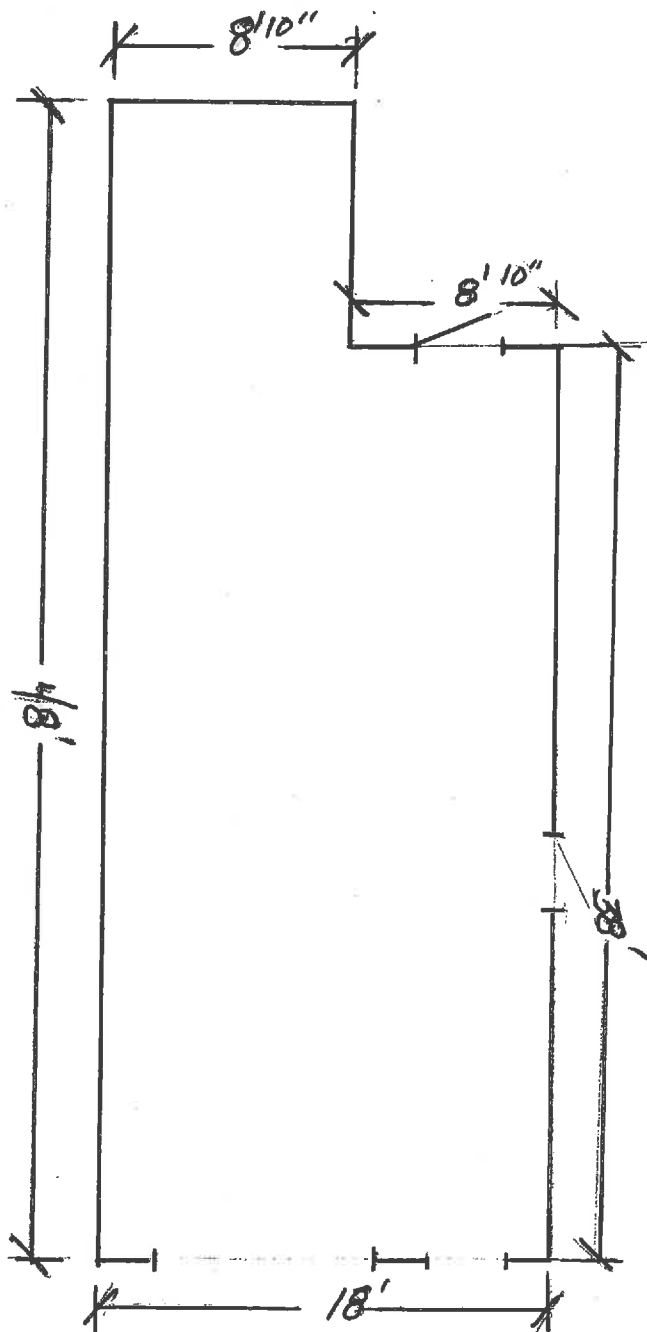
KITCHEN AREA

275 SQ FT



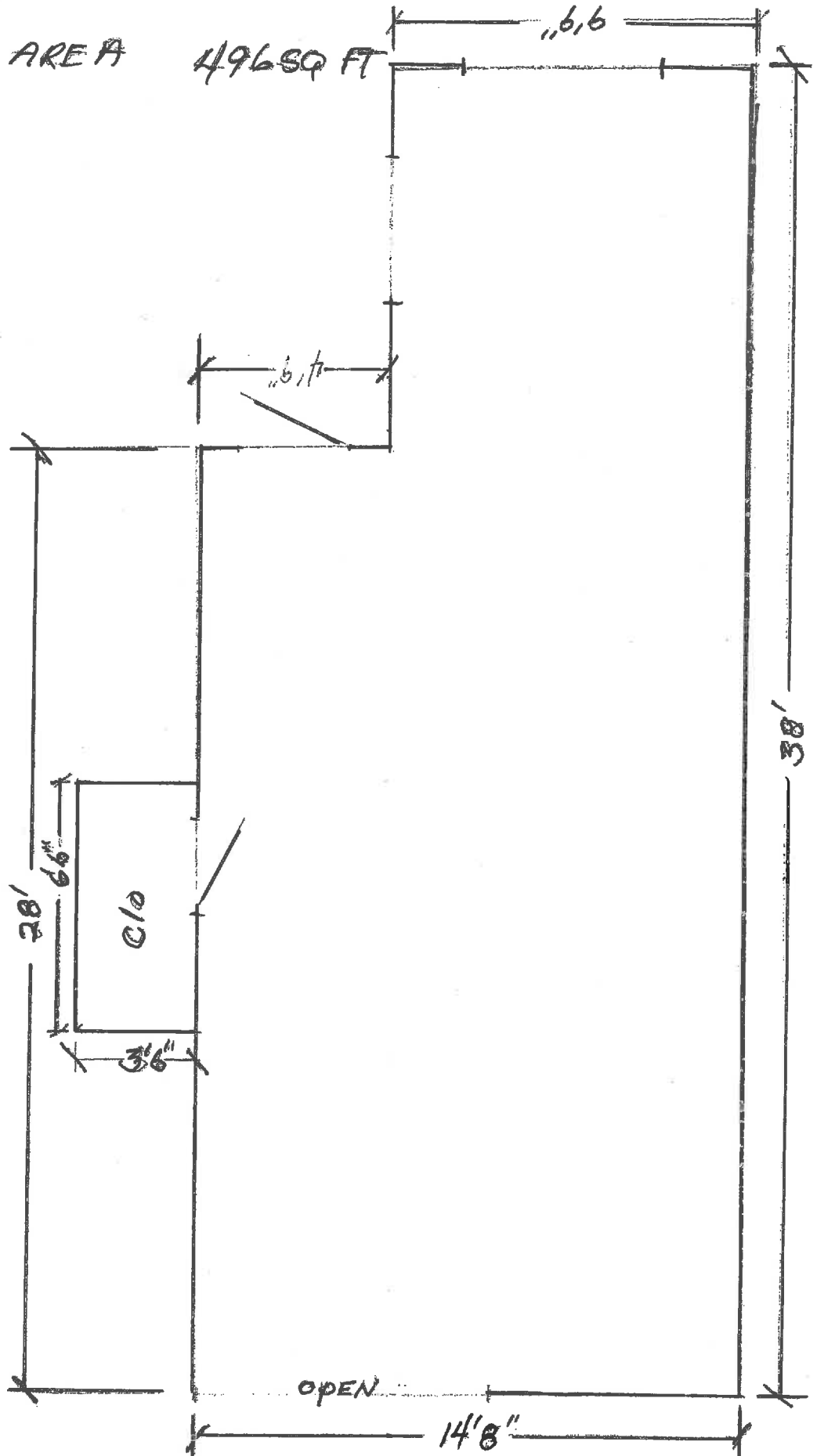
UNIT A  
CAFE DINNING AREA

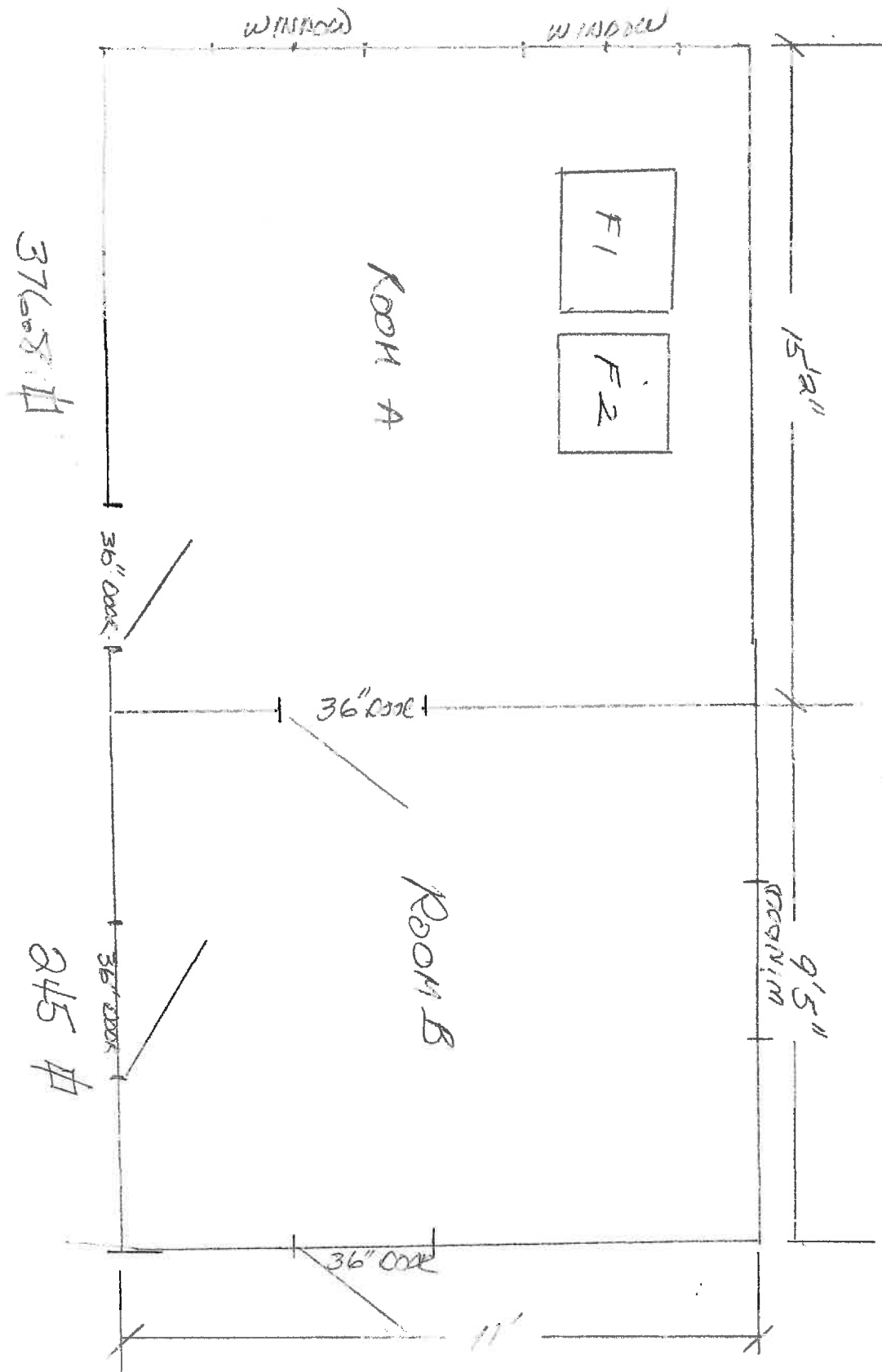
740 SQ. FT.



UNIT B  
MAIN AREA

496 SQ FT





UP STAIR BONNIE KATE