

Request for Proposal: Cafe Operator for 2009 & 2010

Minute Man National Historical Park is seeking a partner to be the operator of the North Bridge Cafe located on the patio overlook behind the North Bridge Visitor Center (also known as the Buttrick Mansion) at 174 Liberty Street, Concord, Massachusetts. Enjoy views of the Concord River, browse in the bookstore and stroll down to the North Bridge to join a ranger-led talk. The cafe has been seasonally operated in the past. Proposals for pre-packaged food appropriate for sale in bookstores will also be considered.



Site Visit recommended

Proposals Due: February 6, 2009

**For Information on how to apply, contact Diana Shiba, park Management Analyst
@ 978-318-7823 or send an e-mail to diana_shiba@nps.gov**

Site Visit: schedule by contacting park

Time: 10am Mondays, 12pm Tuesdays and 10am Fridays

Where: North Bridge Visitor Center, 174 Liberty Street, Concord, MA.

Information needed: Please call or e-mail to schedule a visit. Indicate your business name and your contact information.

Who to Contact: Diana Shiba, park Management Analyst (978) 318-7823
diana_shiba@nps.gov

Proposals Due: Friday, February 6, 2009

Café Operator will be selected based on the written proposal that is most beneficial to the park. Your proposal must meet the “Minimal” proposal requirements and show that you possess the ability to provide the proposed visitor service. Provide references for the park to contact in order to verify your past experience and address your financial ability to manage your proposed food service operation. Park reserves the right to clarify proposal submissions & to conduct a panel interview of best proposals.

Evaluation Factors:

1. Seated outdoor café environment with high quality food with some tie into park mission (i.e. colonial recipes, local produce)
2. Operation will have minimal impact on park operations (trash plan, etc.)
3. Operator possesses license and experience to do catering/food operation at MIMA
4. Partner willing to provide all restaurant equipment
5. Operation will have minimal impact on structures
6. Operation will have regular days and hours of operation
7. Partner has demonstrated past experience providing consistent food service on a regular schedule.
8. References & past experience support partner’s proposed food service operation.

Best proposal will include the following:

-a consistent, staffed North Bridge Cafe operation with regular business hours and lunch menu. Café could have 1st preference to be food service provider for appropriate park-sponsored events. (i.e. Battle Road 2009 events, Hartwell Tavern events, Band of Liberty concerts...anticipated attendance of 400-5000 for advertised park events)

-a managed outdoor café location overlooking Concord River behind North Bridge Visitor Center (formerly the Buttrick Mansion). Facilities included in 2007 café operation consisted of outdoor electric outlet, basement space for coffee/soup area, basement space for refrigerator and storage, hook-up for slop sink & ice machine, 9 wrought iron tables, 20 wrought iron chairs, 44 bistro resin chairs (charcoal-colored, stackable), four 7.5 ft café umbrellas w/ bases, 8 North Bridge Café signs/directionals.

-a menu that incorporates local products or historic New England theme.

To learn more about Minute Man National Historical Park, visit our webpage at www.nps.gov/mima. To visit the National Park Service Public Use Statistics webpage, go to <http://www2.nature.nps.gov/stats/> This website records visitor counts via pneumatic tube counters installed at 8 parking lot locations at Minute Man National Historical Park. Review the 2008 Messenger for types of park events offered to the public. Vendor will be listed in the 2009 Messenger if selection is made prior to printing deadline.

All proposals must meet the following Minimum requirements:

- no requirement for costly facility renovations.
- operator is responsible for trash, recycle & utilities.
- operator provides display/sign and comment cards so visitors can suggest/complain/complement food products, desired experience & food service set-up. Park must receive copies of all comment cards.
- operator agrees to provide required information on daily sales, # of visitors served & profit/loss figures so business viability & visitor trends can be analyzed.
- proposal follows security requirements for new cafe employees & delivery personnel.
- proposal must show food service operator agrees to get prior approval of menu items, prices, & advertising from the park Superintendent.
- operator must show willingness & ability to partner with the park to implement viable food service expansion ideas & make changes in cafe operation if an adverse impact to the park becomes evident (i.e. safety, food quality, trash, resource damage, etc).
- Proposals must meet latest FDA Food Code & pass inspection by NPS Public Health Consultant.
- Proposal demonstrates projected cash flow based on estimated sales, equipment & expenses.
- Proposal will address a plan for providing efficient service to accommodate large groups that arrive at one time and a plan to replenish exhausted supplies.
- Proposal describes qualifications of properly trained & managed staff to be on location.
- Proposal describes qualifications of manager and hours s/he will be on-site & available.
- Proposal describes health & safety considerations to include, training, safety of café staff, food handling and storage, opening & closing procedures, emergency procedures.

Minimally acceptable proposal will include the following:

-a consistent, dependable food service delivery to the park & on-site equipment set-up for storage/display of food, beverages, cups, napkins, etc. This set-up will be located on the outdoor patio space or as designated by the park.

-a food/drink menu consisting of pre-packaged items approved by park's Public Health Inspector suitable for sale at North Bridge Visitor Center.

How to Apply:

To apply, send your written proposal, completed Questionnaire (attached), resume, references and any supporting information to support and describe your plan to operate the North Bridge Café to:

Minute Man National Historical Park
174 Liberty Street
Attn: Diana Shiba – Café Proposal
Concord, MA 01742

Or E-mail: diana_shiba@nps.gov

Your proposal must be received or hand delivered by cob (3:00p.m.) February 6, 2009.

Minute Man National Historical Park can provide a record of daily visitation statistics for all sites in 2008. Park visitation is approximately 1 million visitors per year. It is estimated that park gets over 6,000 bus tours/year. (often local tour bus companies and school groups are on a tight time schedule.)

Award:

Your proposal, if accepted, will form an outline for a one-year commercial use authorization that will be issued by the Superintendent in accordance with Section 418, P.L. 105-391 (16 USC 5966). You will be required to pay a \$250 application fee and any costs that are incurred by the park due to your food service operation (i.e. utilities, minor facilities work, etc.). You will be required to purchase insurance required by the National Park Service. The proposed food service operation must be reviewed & approved by the NPS Public Health Consultant prior to public opening. Authorized changes to the café operation will be documented in writing and after one year, if your operation continues to be beneficial, a second year may be authorized in accordance with the commercial use authorization regulations at the time. After 1-2 years, the park will re-evaluate the food service operation. If the park re-advertises, vendor may compete for continued operation.

For more information contact: Diana Shiba, Management Analyst, Minute Man National Historical Park (978)-318-7823. **Proposals due cob: February 6, 2009**

Questionnaire: North Bridge Café Proposal (Attn: D. Shiba)

Name of Business: _____

Name of Owner(s): _____

Present Address: _____

Email: _____

Present Phone: _____

Selection will be made from operators who can demonstrate possession of experience and a proposed use that provides the most benefit to the National Park Service according to the above-mentioned criteria.

Please answer the following questions:

1. Identify your business. Indicate if this is a new or proposed business organization. Who are the owners? Who will sign the Commercial Use Authorization (CUA)? Materials may be requested to identify the entity requesting this CUA.
2. Form of Business:
Corporation____ Partnership____ Individual____ Other____
(sole proprietor)
(explain)
3. Attach your written proposal. Please make sure to address the proposal requirements and the Evaluation Factors.
4. Attach a resume
5. Minute Man National Historical Park is looking for a partner that has demonstrated experience in managing this type of business activity. Give specific examples of your related experience. Please provide dates, name of employer, size of operation, your duties.

Please provide 3 References:

Please provide the following information so we can contact your references:

Individual's Name: _____

Business Name of Employer: _____

Nature of business: _____

Current Phone: _____

Current Address: _____

This person's Relationship to you:

Title of Position you held: _____

Dates you were employed: _____

6. I have experience providing outdoor food service for the National Park Service.
Yes____ No____
7. I have experience providing outdoor food service for large events.
Yes____ No____

If you answered Yes, please provide the name of your employer and a contact person's name and current telephone number, if available _____

**Amendment 1: Request for Proposal: North Bridge
Café 2009/2010**

2007 business was an outdoor café.

• Gross Sales/month:	*Visitor Count/month
○ April 2007: \$2258 (began 4/11)	5,490
○ May 2007: \$4778	8,274
○ June 2007: \$5249	9,940
○ July 2007: \$5831	12,362
○ Aug 2007: \$5078	11,317
○ Sep 2007: \$4074	8,812
○ Oct 2007: \$4639	11,708

2008 business was an outdoor sales area for bag lunches.

• Gross Sales/month:	*Visitor Count/month
○ May 2008: café not operating	9,574
○ June 2008: \$1178	9,265
○ July 2008: \$1798	11,836
○ Aug 2008: \$1176	12,497
○ Sep 2008: café not operating	8,302

*Visitor count is performed by staff working at the desk of the North Bridge Visitor Center. A hand-held manual counter is used. It gives an idea of the number of visitors entering the building. This figure does not include the park visitors using the grounds who do not enter the building.

Existing Electrical:

- Two 20-Amp circuits for two GFI outlets on outside wall servicing pergola/patio
- Three 20-Amp circuits for three GFI outlets in basement

Sent to all vendors on official mailing list on 1/20/09.