

**PLEASE NOTE THAT THE DUE DATE FOR THE CIVIC CENTER FOOD SERVICE PROVIDER RFP HAS BEEN CHANGED TO:**

**Monday, JANUARY 31, 2011 at 12:00 noon**

**ADDITIONAL INFORMATION TO THE CIVIC CENTER FOOD SERVICE PROVIDER RFP**

Service Goal

A “grab and go” food and beverage spot, where some food is prepared elsewhere and packaged “ready to go” or limited foods are prepared on-site, such as sandwiches, salads, wraps, coffee, tea, soda, juices, nutritional drinks and soups. Customers are likely to be Library patrons, Civic Center visitors and City employees. The focus of service should be on the convenience and expectation of the Civic Center and Library visitor.

Although noted as options in the RFP, the City does not expect a wide variety of food types, but does expect the operator to provide quality food, and service.

Premises

An outside door to the café space from the lower level is available for vendor access and delivery. The lower level will be used for service, storage, trash in and out, mechanical lift, and carts designed to fit that lift. In order to bring products to the upper level, there’s an existing service entry for the Library. It can also serve as the service entry for the lower level of the café.

The square footage of the premises will be approximately 600 square feet.  
The footprint of the premises is fixed, but the City would entertain proposals for alternate designs.

Seating may be about 30 seats inside and 30 seats outside, but that’s not fixed.  
The space across from the cafe is currently slated to be a credit union.

There will be no other food service area in the Civic Center.

The parking structure is immediately adjacent to the Civic Center. Vans can park at the lower levels.

Customers

Library:

Customers may take beverages and food into the library.  
The library is open 7 days/week. 9-9 (Mon through Thurs), 9-6 (Fri and Sat), 12-5 (Sundays).  
Sundays and most evenings are particularly busy.  
Operator should close at the end of each day at the same time as the library.  
There will be someone staffed at the library by 7:30 a.m. on weekdays.  
Library patrons tend to stay and hang out at the library, they don’t just pick up their books and leave.  
There will be a restroom on the 2<sup>nd</sup> floor of the library.  
The library receives about 2500 daily visitors.

The Foundation hosts catered events, but there currently aren't many other catered dinners. However, there are several other programs that may have catering.

#### Civic Center:

Employees begin to arrive at 7:00 a.m. and generally leave around 5:30 p.m., Monday through Friday. The average number of Civic Center customers (for Building permits, Recreation class sign-ups, staff consultations, etc.) is approximately 500 people/day.

There are approximately six (total) Commission and Council meetings/month, but those will be held at the far end of the building, and typically have no food.

#### Community Room and Civic Green:

The City anticipates that the community room and Civic Green (the lawn between the parking structure and City Hall office building) will be used for events and receptions (City and community).

#### Parking Structure:

Most customers and employees will park at the parking structure. There is no charge for parking.

#### Use

No cooking will be permitted because there's no exhaust ventilator. There is room for a microwave/convection-type oven for the finishing/heating of some foods.

Hot foods will be fairly limited, but if hot foods are brought in, they can be kept warm in the warming cabinet.

The menu in the "Suggested, but not required, Operating Practices" section of the RFP would require off-premise support.

The suggested foods in the RFP are not meant to be cooked at the premises, but cooked off-site and brought to the Premises.

This is not a free standing kitchen where raw ingredients could be prepared for a daily menu. However, the facility does have the capability to support the preparation of some salads, sandwiches or wraps.

The area is not set up to take deliveries from several purveyors. The delivery area is intended to support deliveries from operator's off-site facilities.

Operator will want to use his or her discretion in being open when the most patrons' needs are addressed. Effectiveness requires meeting the needs of the customers who come to the Library and Civic Center, rather than being a destination food facility alone.

Signage would be in the library and directional signage from the parking structure and the City Hall office building, but not on the exterior.

#### Lease

Operator would be leasing the space from the City.

Although the City typically requires Base Rent and Percentage Rent from its lessees, the City is willing to entertain alternate suggested economic models for this space.

The City historically has not offered reimbursements to a lessee, but rent credits in the early years might be considered.

Projections as to revenues and expenses as noted in the RFP are appreciated, but not required. The City recognizes that it is asking for something that is difficult to pull together with any deep accuracy, so this is optional.

Maintenance

Equipment will come with warranty.

Daily cleaning of floors is by the City, daily cleaning of equipment is by the operator.

**Please e-mail any additional questions to Evelyn Tseng at  
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