

CITY OF LANGFORD



'REQUEST FOR
PROPOSAL'
(RFP)

*for the
Food and Beverage
Operations at the
Jordie Lunn Bike
Park in
Langford, BC*

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**CITY OF LANGFORD
REQUEST FOR
PROPOSAL
for
THE FOOD AND BEVERAGE OPERATIONS
at
THE JORDIE LUNN BIKE PARK
2990 Irwin Road, Langford, BC**

1. INTRODUCTION

The purpose of this Request for Proposal (“RFP”) is to invite Food Service Providers (“Proponents”) who are interested in leasing the food and beverage space at a new, purpose-built Clubhouse building, located at the Jordie Lunn Bike Park at 2990 Irwin Road.

The City of Langford (the “City”) is looking for proposals from Food Service Providers that have expertise in the delivery of food and beverage services. This is a fantastic opportunity for a business to provide the above noted services within a world class bike park facility which borders an expansive neighbourhood and has a direct connection to “The Great Trail” network and the Langford Gravity Zone and Nature Trails.

It is expected that the successful proponent will provide items such as (but not limited to) coffee, refreshments, high quality hot and cold food (both snack and meal items) as well as licensed beverages such as beer and wine.

This document outlines the scope of work envisioned by the City, sets out the requirements for the RFP, and specifies the process to be used by the City of Langford to select a successful Proponent for the food and beverage operations at the Jordie Lunn Bike Park.

2. BACKGROUND

The City of Langford is one of the fastest-growing municipalities in B.C. with approximately 50,000 residents.

The Jordie Lunn Bike Park, Langford Gravity Zone and Nature Trails and new Clubhouse are located on the perimeter of the Westhills neighbourhood (see Schedule B), consisting of hundreds of single-family homes, duplexes, condominiums and several high-rise apartment buildings. The Trans Canada Trail (The Great Trail) also runs alongside the park, the longest network of multi-use recreational trails in the world.

The Jordie Lunn Bike Park opened in 2021 and is a one-of-a-kind free recreational space that caters to cyclists of all ages and abilities. In 2022 the bike park hosted Langford Bikefest which included the Live Like Jordie Enduro, as part of the Island Cup Enduro Series, and the Red Bull Pump Track World Championship Qualifiers. The annual Langford Bikefest will take place in October 2023, attracting cyclists from around the region and Island.

2022 marked the opening of the Langford Gravity Zone and Nature Trails, a network of downhill mountain biking and hiking trails that connect down into the Jordie Lunn Bike Park.

The Clubhouse at the Jordie Lunn Bike Park is an approximately 5,300 square foot building and will be a focal point for the park, providing space for the community to connect. In addition to the food and beverage space, there will be bike repair services and rentals, community meeting space and office

space for Cycling Canada and Cycling BC.

3. FACILITY SPECIFICATIONS

The food and beverage space in the Clubhouse is approximately 1,154 square feet. This will contain an approximately 736 square foot dining area. The kitchen area is 418 square feet and will contain rough ins for a walk-in cooler, a walk-in freezer, stove/oven, sinks, fryers and prep space. The shared patio is approximately 800 square feet (the successful Proponent will not be charged rent for use of this space but will be responsible for set up and take down of furniture as noted below).

The City will provide up to \$75,000 towards the purchase and installation of kitchen equipment. The successful Proponent and City staff will collaborate on the design of the kitchen and all fixtures will remain the property of the City.

The kitchen area will be provided with the following mechanical services:

- 10'-wide commercial kitchen exhaust hood, exhaust duct, and commercial kitchen exhaust fan.
- A kitchen hood fire suppression system suitable for two deep fryers and a 4- or 6-burner range.
- A kitchen makeup air unit, ductwork, and supply grilles in the kitchen.
- A natural gas connection suitable for commercial kitchen appliances with a maximum total load of 800,000 Btu/h.
- A 50 USGPM grease interceptor serving existing floor drains, and a plumbing rough-in for a dishwasher and sink.
- A plumbing rough-in for a hand washing sink.

The successful Proponent will work with the City and its mechanical contractor to adjust the fire suppression system layout to suit the tenant's equipment layout.

Costs of water, electric and natural gas and garbage for the building will be a shared cost split proportionally between the tenants of the Clubhouse and shall be included as a part of the lease agreement.

The shared patio is partially covered and extends from the dining area of the food and beverage space. When the Proponent applies for a liquor license, take away food and beverage may be consumed on the patio. The patio can be used by customers of the successful Proponent's business but is considered common property. For greater clarity, the City reserves the right to use the patio for community gathering, programming and events. The City will be responsible for purchasing the tables, umbrellas and any other furniture for the patio and the successful Proponent will be responsible for the daily set up and take down of these items in exchange for their use.

Public washrooms are located adjacent to the food and beverage space and are shared by all users of the building and the Jordie Lunn Bike Park, with janitorial service provided by the City. The City will maintain the exterior as well as the other common areas within the building. The successful Proponent will be responsible for janitorial services in their own space.

The successful Proponent will receive up to two designated parking stalls at the rear of the building.

4. SCOPE OF SERVICES

The City is looking for an innovative business to operate the food and beverage operations at the Clubhouse at the Jordie Lunn Bike Park.

Traffic to the facility will be primarily generated through users of the Jordie Lunn Bike Park and Langford Gravity Zone and Nature Trails, those riding and walking the Trans Canada Trail, users of the building (both tenants and those renting the community space) and residents of the nearby Westhills neighbourhood.

The City's desire is that the successful Proponent will serve high quality hot and cold food and non-alcoholic and alcoholic beverage options (both snack and meal items).

It is to the discretion of the successful Proponent to propose any additional offered services such as outside delivery or catering. The Proponent will also be able to offer catering to events occurring upstairs in the community space when requested, however public users of the second-floor community space will be allowed to bring in off-site food and non-alcoholic beverages.

The land is zoned to serve liquor and the City requires the successful Proponent to apply for a liquor licence for both the inside space and patio.

The City expects highest park use during special events, Spring Break (March) and from May to October.

While the successful Proponent is responsible for the marketing and advertising of the food and beverage space, the City will work collaboratively to promote the business in line with the City's tourism marketing initiatives.

5. LEASE NEGOTIATION

The successful Proponent will enter into a lease agreement with the City. Many of the specific elements of the lease agreement remain open for negotiation, including length of lease, options for time extensions and lease fee structure. The lease fee will be based on market value for similar facilities.

The successful Proponent will be required to secure all required permits and licenses to operate on the premises.

The draft lease agreement will be subject to Council approval.

6. PROJECT SCHEDULE

A schedule for the RFP process is as follows:

Issue RFP	September 26, 2023
RFP Closing	2:00 pm, October 20, 2023
Evaluation of RFP	October 23 - 24, 2023
Award Project	October 25, 2023

7. EVALUATION OF RFP's

The RFP will be evaluated on the basis of how well Proponents respond to the requirements of the RFP documents. Each submission will be assessed using a matrix scoring system as set out below. The marks shown in the other boxes indicate the maximum number of marks that can be given for that subject.

The criteria for evaluation of the RFP's may include:

Financial Proposal

- Start date and proposed length of lease
- Proposed lease rate (per square foot)
- Summary of understanding of the area and how proposed services will attract anticipated clientele
- Proposed menu and pricing (diversity and quality of food and beverage options)
- Sustainable benefits (e.g., compostable containers)

Team and Organization

- Business experience (preference to local)
- Financial stability
- Staffing and recruit plans
- Marketing plan
- Overall concept and brand alignment with the Park

Management Plan and Control Systems

- Proposed hours of operation
- Plan for use of space and anticipated timeline around setup, occupancy and startup of services
- Plan for high level of customer service
- Demonstrated understanding of City's requirements an objective for this space, as described in this RFP
- Health and safety of site, staff and customers
- References related to past experience in similar food service locations
- Environmental sustainability policy and systems controls
- Any special terms and conditions that would be anticipated in a lease agreement with the City

	Subject	Total Possible	Total Score
A	Financial Proposal	50	
B	Team and Organization	30	
C	Management Plan and Control Systems	20	
	TOTALS	100	

The City may invite some or all Proponents to an interview to provide clarifications of their Proposals. The City has the right to consider the answers received in evaluating Proposals.

It is intended that this RFP will be used to identify a single business to work with the City of Langford to complete the project on time.

In the event that the successful Proponent fails to meet the City's timeline and requirements then

the City may approach an alternate business (i.e. business who was not selected initially as the successful Proponent) to complete the required work so as to keep the project on time.

To arrange a site meeting of the leased premises, or for any other Inquiries regarding the RFP, please contact Yari Nielsen, Director of Parks, Recreation and Facilities at 250-478-7882 or ynielsen@langford.ca.

Questions are to be submitted in writing up to 3 business days before the closing date sent to ynielsen@langford.ca

8. SUBMISSION OF RFP's

Two (2) copies of each submission must be received in a sealed envelope at the offices of the City of Langford, 2nd Floor, 877 Goldstream Avenue, Langford, B.C., V9B 2X8 by 2:00 pm (PST) on October 20, 2023 clearly marked:

City of Langford
REQUEST FOR PROPOSAL
Food and Beverage Space Operator for the Clubhouse at the Jordie Lunn Bike Park
Attention: Yari Nielsen, Director of Parks, Recreation and Facilities
2nd Floor, 877 Goldstream Ave
Langford, BC
V9B 2X8

On or before:

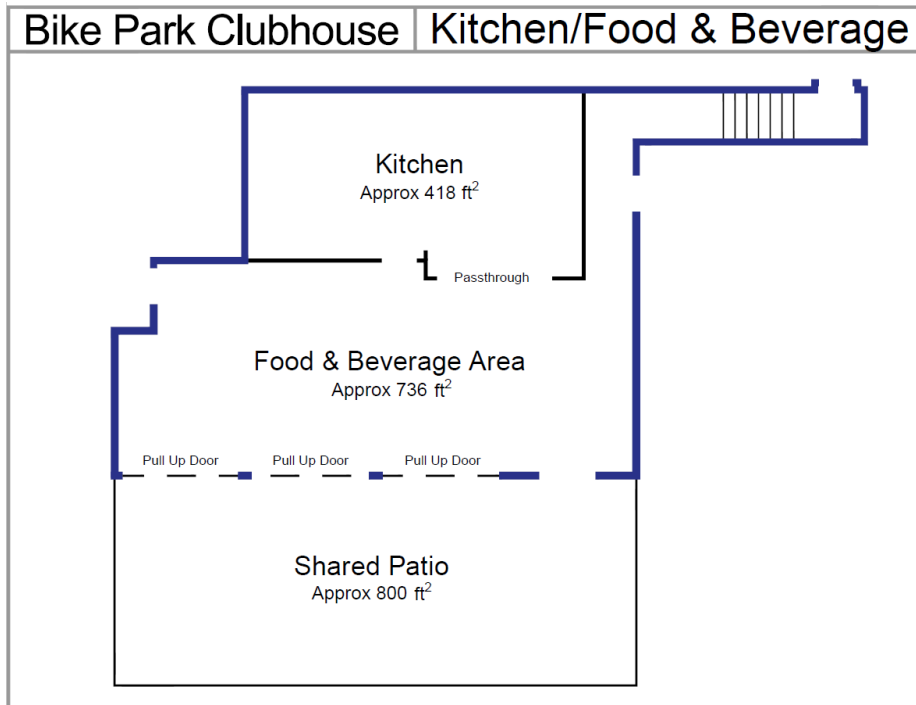
RFP closing time: 2:00 pm PST

RFP closing date: October 20, 2023

Late tenders will not be accepted or considered and will be returned unopened.

Schedule A – Leased Premises

Layout



Rendering of Clubhouse



Front Elevation Rendering



1 Front Elevation
A300 Scale: 3/16" = 1'-0"



Schedule B - Location Within Westhills Neighbourhood

