



## **Request for Proposals**

### **Crawford Hills Golf Course Restaurant**

The City of Girard is pleased to offer an exciting opportunity for a well-qualified business entity to operate a restaurant at its municipal golf course. The Restaurant will serve as a key attraction not only for the City-owned Crawford Hills Golf Course, but for the Girard community and surrounding area. Qualified proposals must have demonstrated experience, and knowledge of restaurant operations including: financing, marketing, design, leasing, management and oversight. It is further expected that proposals will be based on a thorough understanding of existing and future restaurant market conditions in Girard, area demographics, local restaurant trends, and how this business will impact the food service industry in Girard and the surrounding area.

#### **The response for the RFP should include the following information:**

- Name, addresses and telephone number of the prospect lessee.
- Complete resume of prospective lessee and all principal personnel to be involved in the management and operation of the restaurant.
- Description of the concept and theme planned for restaurant operations.
- A general business plan for restaurant operations and describe any plans for advertising or promoting restaurant operations to the public.
- Details for integrating and utilizing the golf course and its activities in the daily operation of the restaurant and for accommodating special events.
- Staffing expectations, to include: number of employees to be hired, command structure, position descriptions, complete with salary ranges, shift timing and duration.
- List the days the restaurant will be open for business each week and the hours of operation expected for each week, weekend day, and holidays (*subsequent to the lease parameters*)
- A sample menu showing the type of food to be served (i.e. breakfast, lunch, dinner and/or after dinner) with proposed pricing information.
  - Note the hours during which each meal will be served
- Explanation of whether alcoholic beverages will be served and describe how such serving will be integrated into the restaurant operation.
- Describe if entertainment is planned as part of the restaurant operations and if so describe the type of entertainment and a proposed schedule.
- Realistic financial projections.

- Description of any improvements planned by the lessee for the restaurant including equipment, furnishings etc., if any.
- Evidence of personal experience of the lessee and principal personnel specifically with the management and operation of restaurant facility.
- Financial statement of the prospective lessee indicating sufficient resources available for successful promotion, management and operation of the restaurant facility.
- Names, addresses and telephone numbers of at least (3) three references of individuals with direct knowledge of the experience of the lessee and principals involved in restaurant management and operation.

\*Only sealed proposals will be accepted. Packets can be mailed or hand delivered: 120 N Ozark, Girard, KS 66743 and must be clearly marked “CRAWFORD HILLS RESTAURANT PROPOSAL”. Submission via email or fax will not be accepted.

\*All principals associated with the proposal may be required to pass a background check, including but not limited to; past employment, credit history, and criminal records.

\*Prospective Lessee must be able to acquire and maintain at minimum a City Cereal Malt Beverage License.

Evaluation Criteria for consideration will include but not limited to:

- Quality of concept and business plan
- Fit with area demographic, impact on industry dynamic, principles, plan and objectives.
- Fit with Crawford Hills Golf Course
- Experience of operator
- Financial capability
- References
- Innovative ideas and/or plans to promote, integrate, and use of the restaurant and facility
- Other factors deemed relevant by The City, Mayor, and Council.

In selecting the Lessee, The City of Girard will consider all the information provided by the respondents to the RFP, as well as reference checks and other information derived from any investigation that the City of Girard may perform.

Selection will be based on, but not limited to, the selection criteria outlined above. Strong consideration will be given to the overall desirability of the proposal, not necessarily based on financial strength.

\*Prior to submittal, respondents are encouraged to tour the restaurant and golf course facility. Appointments can be made by contacting the Golf, Parks, and Recreations Director, Douglas Guns, (620) 724-6880