



Westfield Washington

PUBLIC LIBRARY

REQUEST FOR PROPOSAL

Café Operator

The Westfield Washington Public Library (WWPL) is pleased to offer an exciting opportunity for well-qualified business entity to operate a ~540 square foot light service café in the New Westfield Washington Public Library located 17400 Westfield Blvd Westfield Indiana. This café will be an anchor of the new main entrance included in the current design of the New Main Branch project currently underway. The new café and library will be fully operational in May of 2024. The Café will have storefront along Westfield Blvd and will be within easy walking distance of amenities along Park St and Grand Junction Plaza.

Qualified proposals must have demonstrated experience, and knowledge of cafe 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 and trends, and that final proposals will contain realistic financial projections.

WWPL NEW MAIN BRANCH PROJECT

The goal of the project is to expand the resources, increase access to community spaces and provide capacity to expand the already robust programming provided by the WWPL. The updated facility will be 43,000 square foot, two-story facility. The Project includes a partner in the Washington Township Trustee's office who will be located at the new facility in an additional 9,000 square foot space. Additional project amenities will include the maker space, 200-person meeting space, study rooms, and enhanced programing space for youth and young adults.

Expected construction completion date is May of 2024

ANTICIPATED USAGE OF NEW BUILDING

There were nearly 150,000 visits to the current building in 2022. It is anticipated that the new design and expanded footprint will significantly increase programming and ultimately visitors. In addition, the library will have over 30 employees, with as many as 20 working in the building throughout a normal workday.

LIBRARY HOURS

Monday – Wednesday	10:00 a.m. – 8:00 p.m.
Thursday - Friday	10:00 a.m. – 6:00 p.m.
Saturday	10:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

FOOD & DRINK POLICY

Food and beverage consumption is currently allowed and will continue to be allowed in designated public spaces. We would prefer that drinks are served with lid or cap and food is served in a package.

GOALS/OBJECTIVES

The goals/objective of this Request for Proposals (RFP) is to award a long-term lease to an operation who will accomplish the following:

- 1) Provide a unique destination light-service café operation with a distinctive menu/experience that will cater to WWPL patrons and visitors of the Restaurant District and that will draw people to the area for a memorable experience;
- 2) Maximize attendance through featured menu items, service, ambiance, and special events marketing;
- 3) Assess, provide, and install limited necessary furnishings and equipment in order to create an attractive and inviting destination;
- 4) Implement quality marketing and advertising campaign;
- 5) Work in a collaborative effort with the WWPL during the normal course of business to ensure an optimum experience for those visiting the Library or attending community programs;
- 6) Secure and maintain all required licenses to operate café, agree that all personnel performing services for café will be employees of café operator, and maintain appropriate insurance coverage.

Furthermore, the proposed cafe development will promote public enjoyment, provide job opportunities for local residents, and complement the surrounding development.

CAFÉ SPACE DEVELOPMENT:

The Library will provide the following:

- Floor space for vending and seating as indicated in the Attachment
- Tables and chairs for the seating area
- Painted gypsum board walls
- 120v AC electrical Services
- Data connection at vending area
- Hot and Cold domestic water
- Basic sewer service connections, one single basin sink.
- Bar or basic design plans for construction of a bar
- Limited countertops
- Limited Supply/storage area
- Wifi access for provider and patrons congruent with wifi service throughout the facility

The Operator will provide the following:

- All necessary professional equipment, including installation, to perform the function of the coffee area including, but not limited to, beverage equipment, coolers, and display cases.
- Additional utility service, professional fees, and installation for such needs beyond that provided by the library.
- Signage and Menu boards.

PROPOSAL REQUIREMENTS

Interested parties shall submit written proposals that contain the following essential elements. Responses to each item should appear in the same order as indicated below and should designate by the heading and paragraph to which the response applies.

- 1) Concept: Please describe in detail the cafe concept being proposed and how it will enhance the culture of the WWPL and complement surrounding community.
- 2) Marketing and Customer Service: Please describe the marketing plan proposed for use in operations, with an emphasis on measures designed to obtain maximum patronage during peak and non-peak periods.
 - a. Describe customer service objectives for the restaurant, specifically employee training and retention programs to support and meet objectives.
 - b. Menu: include a copy of the proposed menu and any associated merchandise being proposed, which includes non- alcoholic beverages indicating as applicable portion size, suggested price, and name brands.
 - c. Hours: provide proposed days and hours of operation for the proposed restaurant.
- 3) Proposer: Please describe a brief history of the proposer entity. Note any changes in the proposer's name and ownership structure and any other dba's under which the proposer has been doing business:
 - a. Operational: submit sufficient information to allow the Library to evaluate the management structure and operating program of the proposed café/restaurant concept.
 - b. Café/Restaurant operations: describe current restaurant operations. Please note that Library staff may elect to perform a site visit to review/confirm current restaurant conditions
 - c. Minimum Qualifications: provide evidence that the proposer has experience in the restaurant business and be able to show progressive quality management of similar types of restaurants for the past five (5) years.
 - d. References: provide references to evidence the minimum experience requirements, including the name of the operation, address, contact person, telephone number, and annual gross sales generated.
 - e. Management Structure: describe the management structure to be employed in the operation of the restaurant. Please include a job description for the on-site manager, include the number of employees and a proposed daily schedule to deliver good customer service during the proposed hours of operation.
 - f. Proposed Rent: provide the proposed rent structure including base rent, any rent abatement, annual rate increases, and term. Proposers shall submit a proposed rent no lower than 10% of gross monthly receipts or \$1000 a month, whichever is

- higher. After the operator is selected, the library reserves the right, in its sole discretion, to agree to a lower monthly rent for the initial 6 months of operation.
- g. Permits and Licenses: Confirm that proposer can secure and maintain in full force all licenses and /or permits to be maintained by any federal, state or local government entity or administrative agency having jurisdiction over operator of café.
 - h. Insurance Coverage: provide evidence that the proposer has the ability to obtain the necessary insurance required for the operation of the proposed restaurant. Acceptable evidence includes letters from the proposer's insurance company dated no earlier than two weeks before the submittal deadline date and signed by an officer of the insurance and security provider.

LEASE TERMS AND INCENTIVES

A Library incentive will be available to the selected restaurant/retail space operator which include, but are not limited to:

- 1) Lease Term – 3 year minimum
- 2) Library will be responsible for the maintenance and operations of the new Library.

SUBMITTAL REQUIREMENTS

- 1) This RFP will be issued on September 18, 2023. PDF versions (no hardcopies will be accepted) shall be submitted by each of the prospective Vendors on or before 4:00 p.m. (local time) on October 11, 2023, via e-mail Sheryl Sollars at ssollars@wwpl.lib.in.us and Marc Griffith at mgriffith@theveridusgroup.com.
- 2) The submittal shall include the following components, submitted in this order. The total submission shall not exceed 10 pages.
- 3) Representatives of the Owner may conduct individual interviews with some or all of the responders to this RFP in Owner's sole discretion. Interviews will be conducted the week of October 16, 2023.
- 4) Award will be made to the Vendor whose proposal is most advantageous to the library taking into consideration price and the other evaluation factors set forth in the Evaluation Criteria on or before November 8, 2023.

Questions Regarding this RFP:

If you have questions as you prepare your response, please contact Sheryl Sollars at ssollars@wwpl.lib.in.us and Marc Griffith at mgriffith@theveridusgroup.com by 4:00pm EST on September 22, 2023. The Owner reserves the right to judge whether a question should be answered. Only answers issued by the Owner in writing (via e-mail) will be considered official and valid.

EVALUATION PROCESS / SELECTION CRITERIA

The café/restaurant operator will be selected based upon the following:

- Strength of restaurant team and management approach;
- Demonstration of relevant project experience;
- Financial strength and capital accessibility;
- Understanding of the proposal restaurant/café development goals;
- Quality of the proposed café;
- Benefit café provides the local community;
- Financial feasibility of the café proposal.

Other Important Information:

The Owner creates no obligation, expressed or implied, of any kind or description in issuing this request or receiving a response. Neither this request nor the response shall be construed as a legal offer.

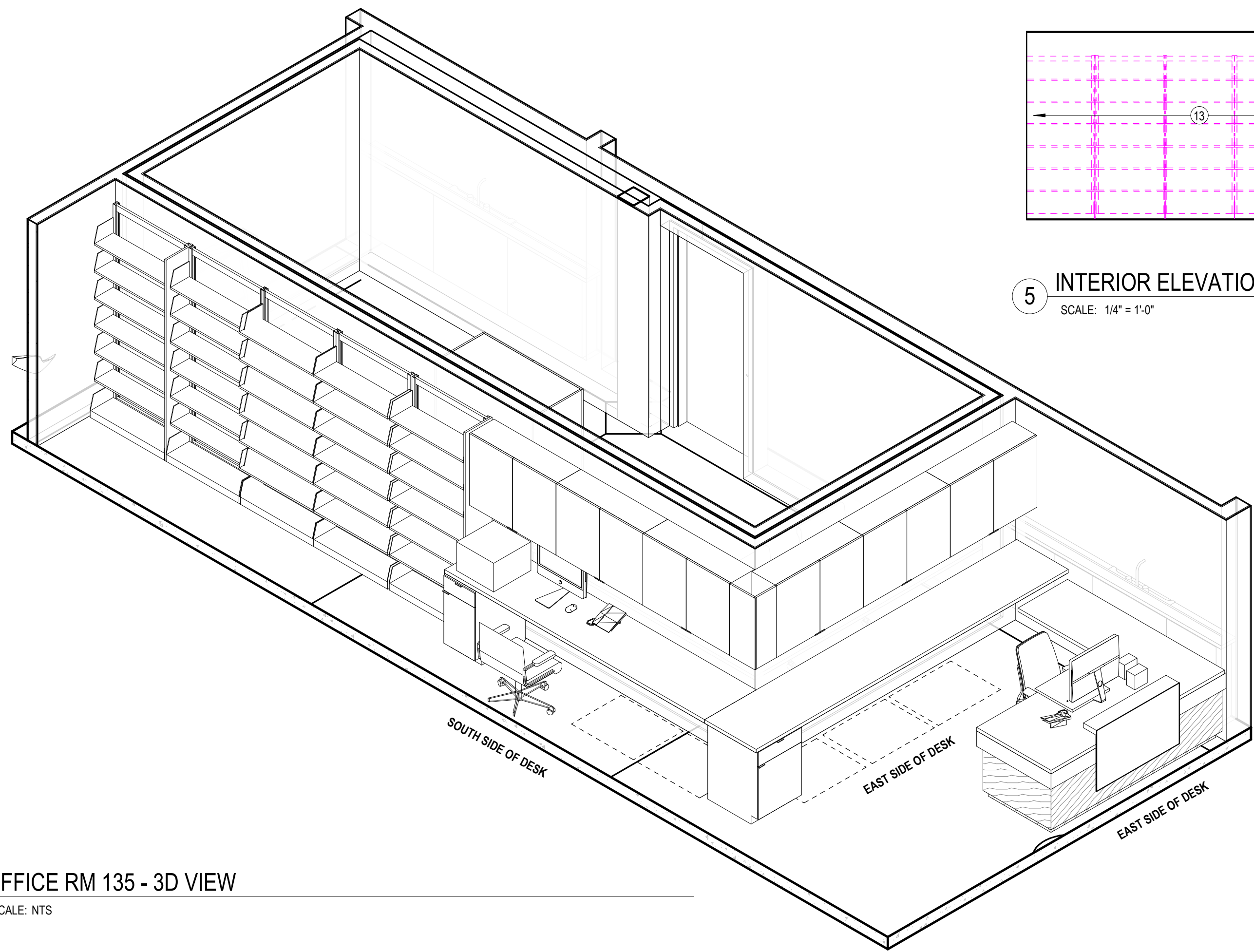
The Owner assumes no responsibility or liability for any expenses incurred by the selected or prospective Owner's Representative, in connection with the preparation or delivery of a response, requested interview or any action related to the process of completing and submitting a response to this request.

The Owner reserves the right: to reject any and all submissions with or without cause; waive irregularities in all procedures related to this request; make inquiries of responding businesses and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary; to conduct interviews; and request and receive such additional information as the Owner deems necessary. The award of any contract as a result of this RFP shall be at the sole discretion of the Owner.

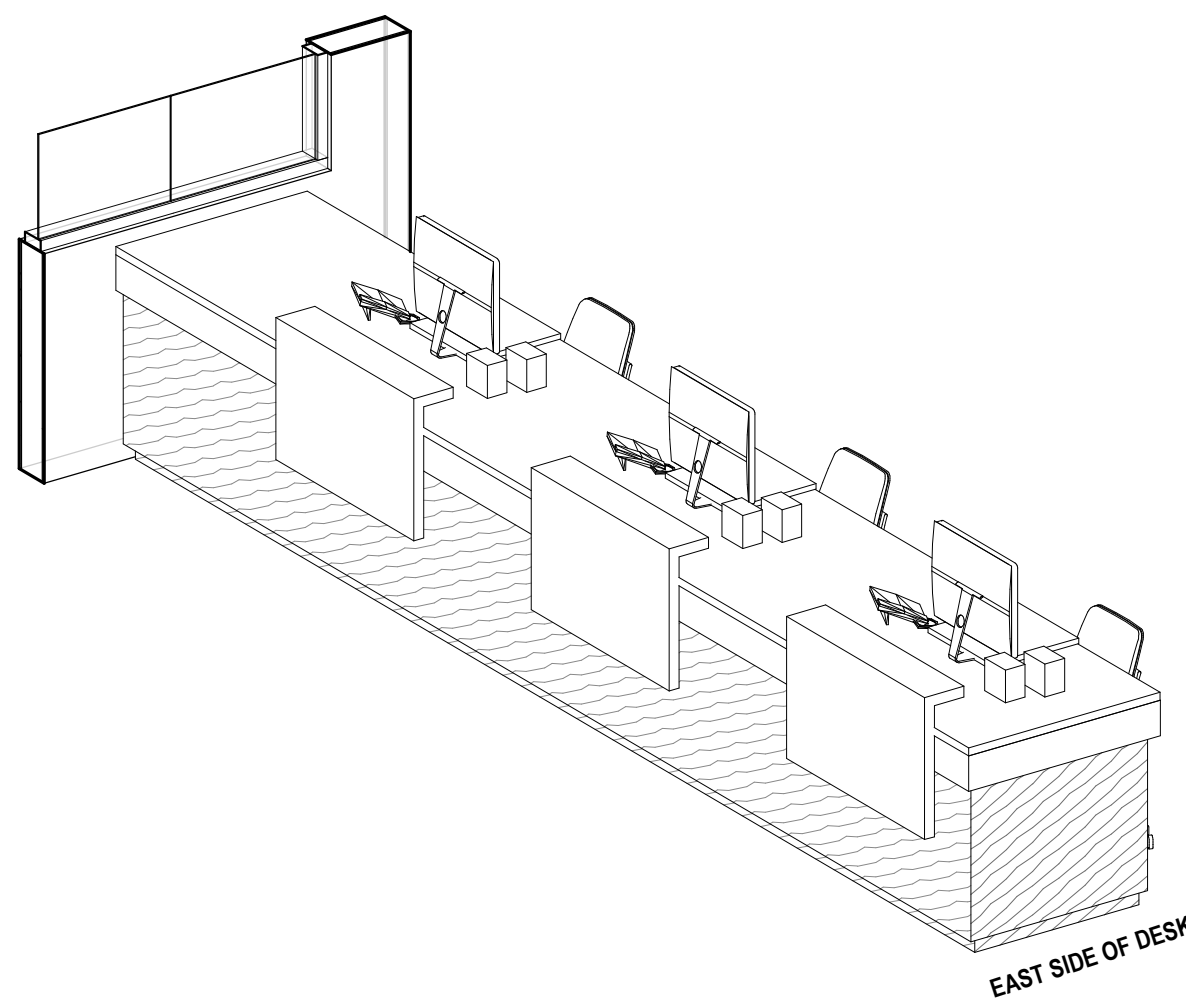
The Owner shall be deemed the owner of all information and documentation submitted by prospective general contractors to this RFP.

Appendix

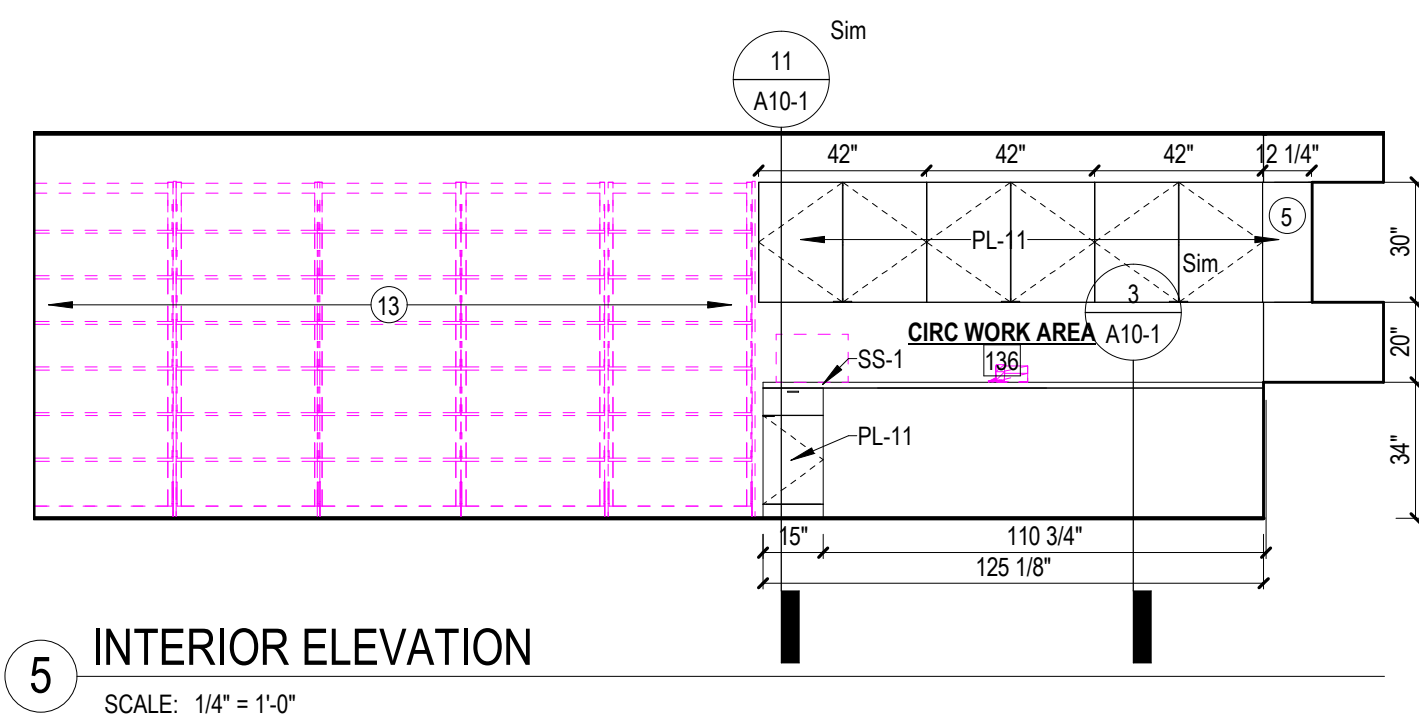
- 1) Café floorplans (pdf)



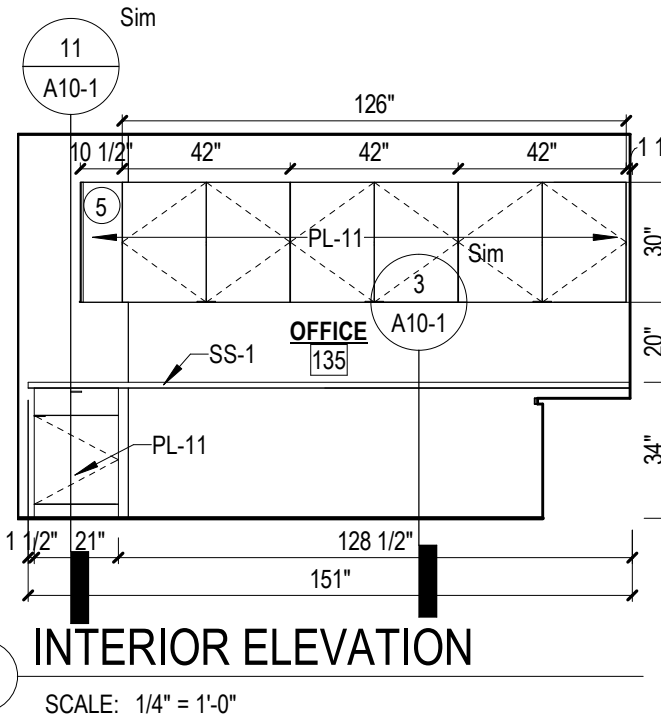
9 OFFICE RM 135 - 3D VIEW
SCALE: NTS



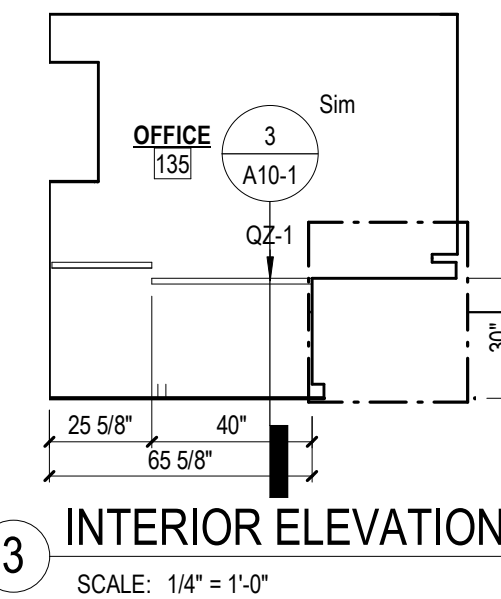
10 LOBBY DESK 3D VIEW
SCALE: NTS



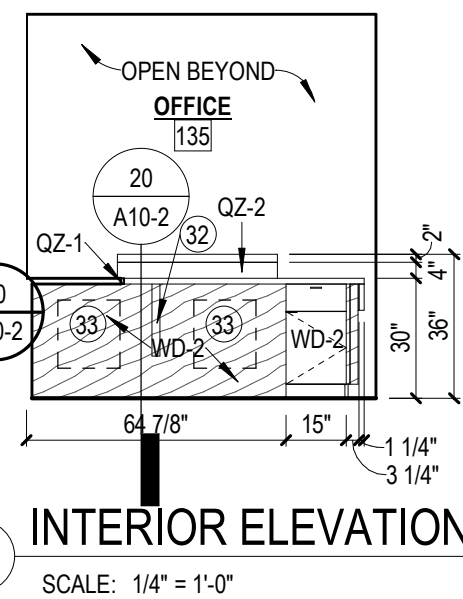
5 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



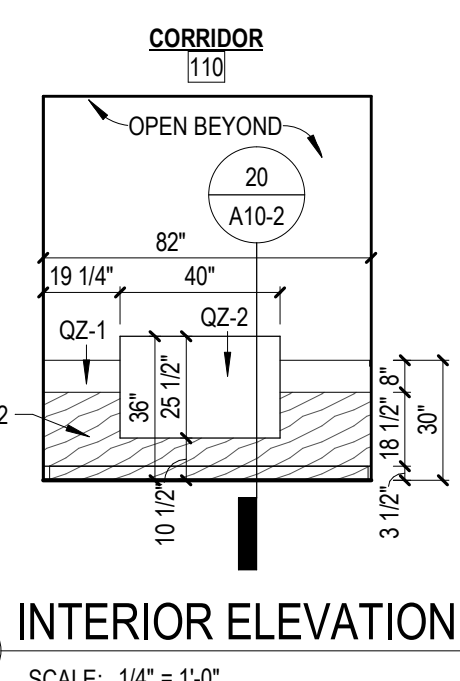
4 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



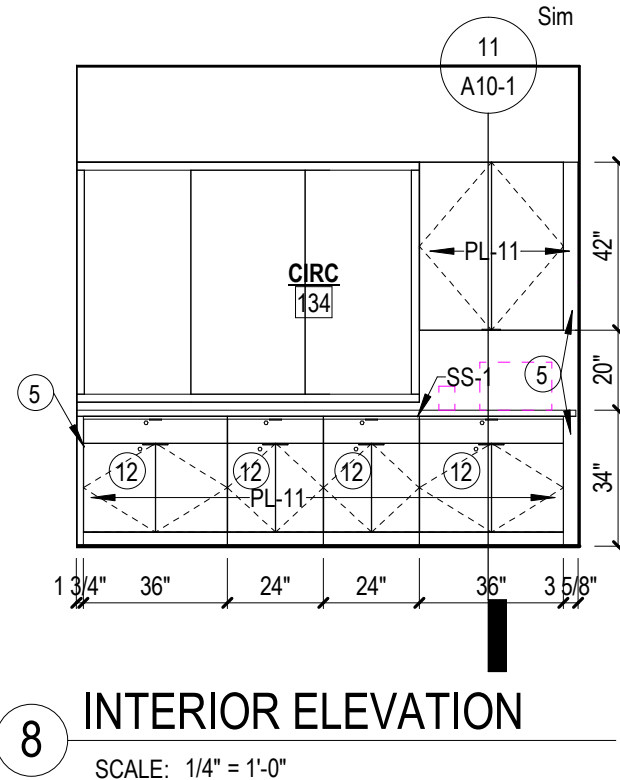
3 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



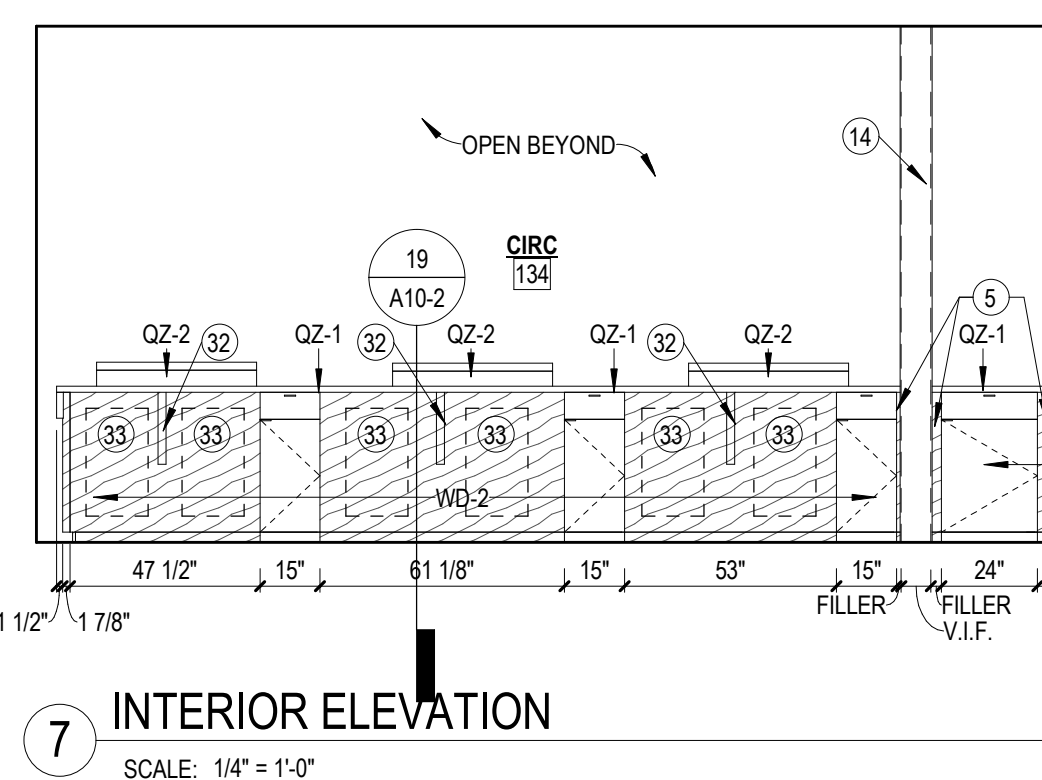
2 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



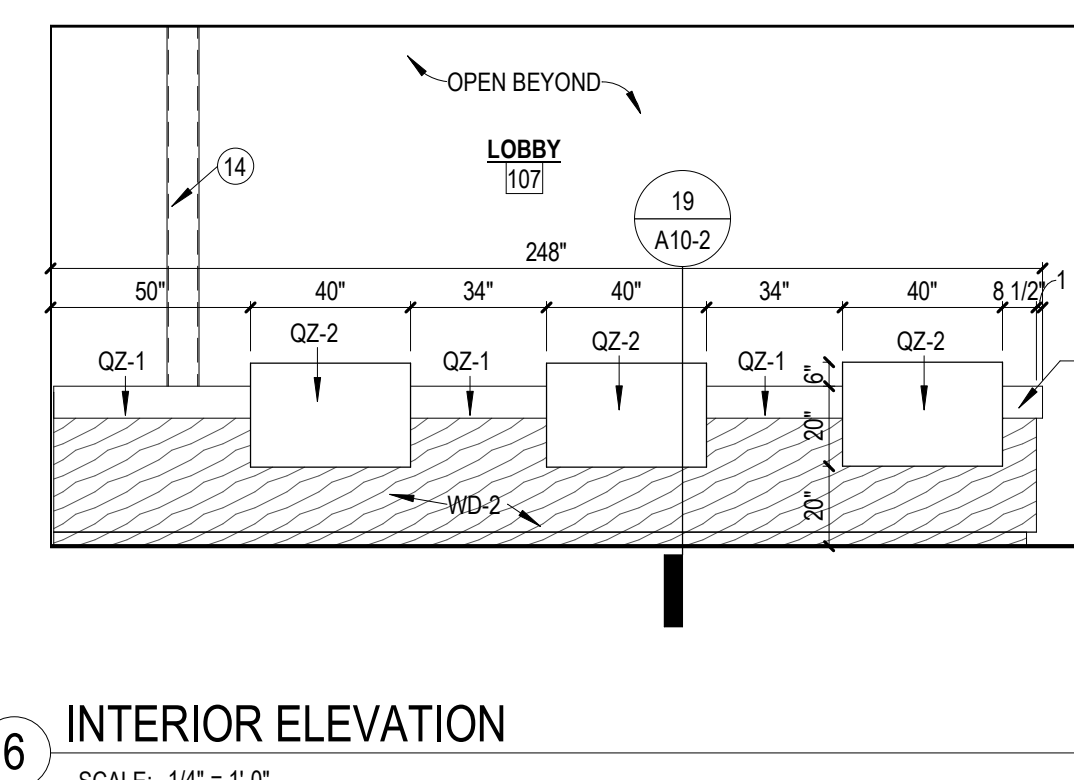
1 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



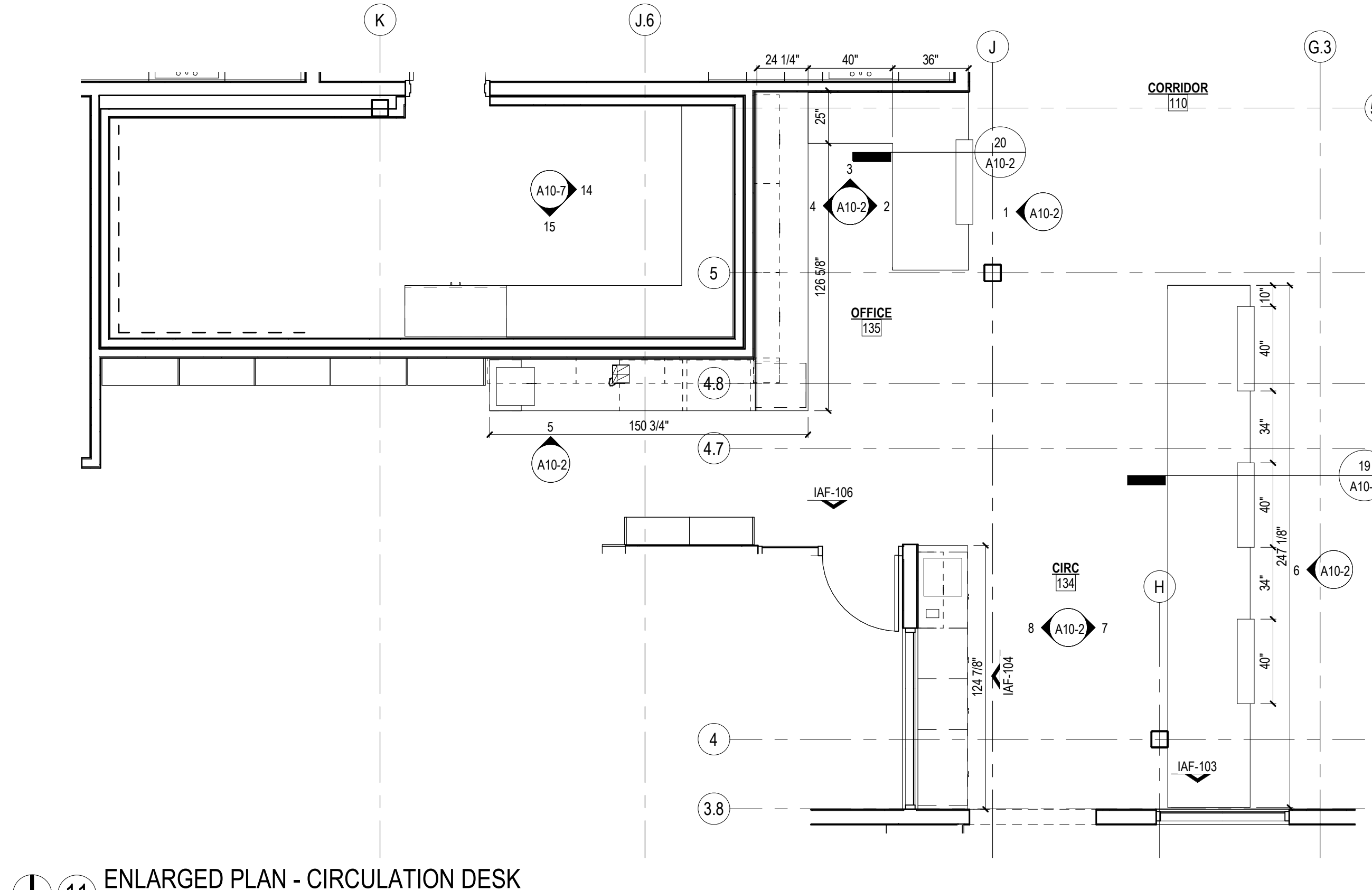
8 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



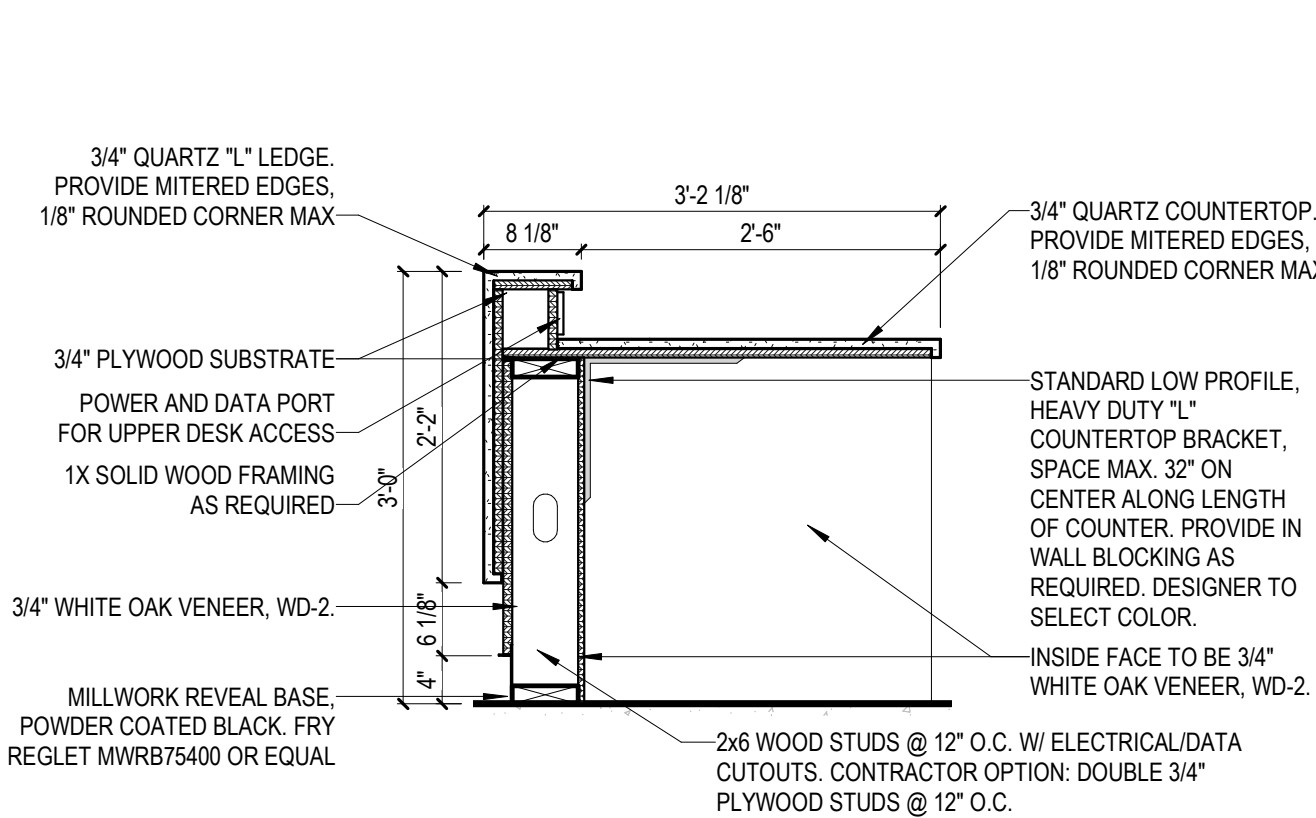
7 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



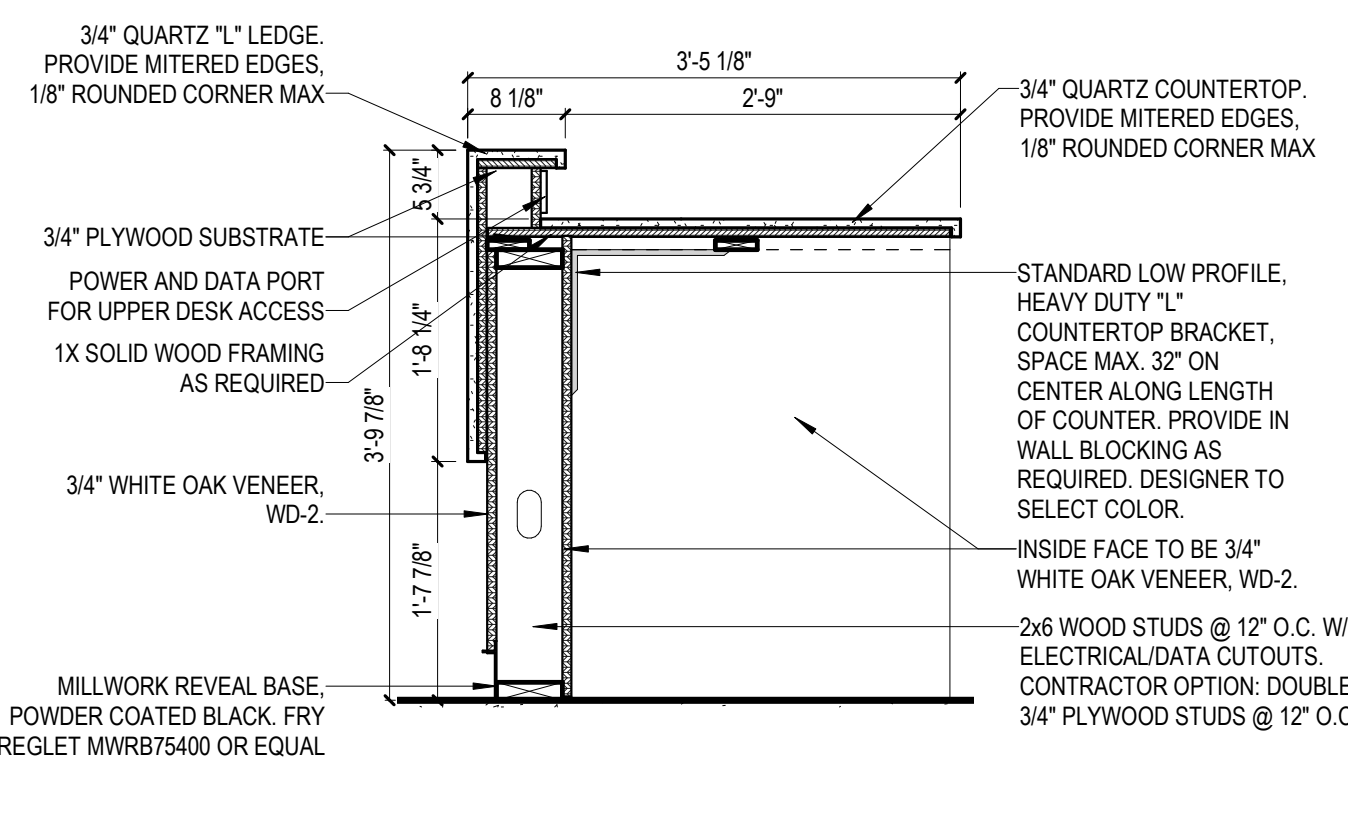
6 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



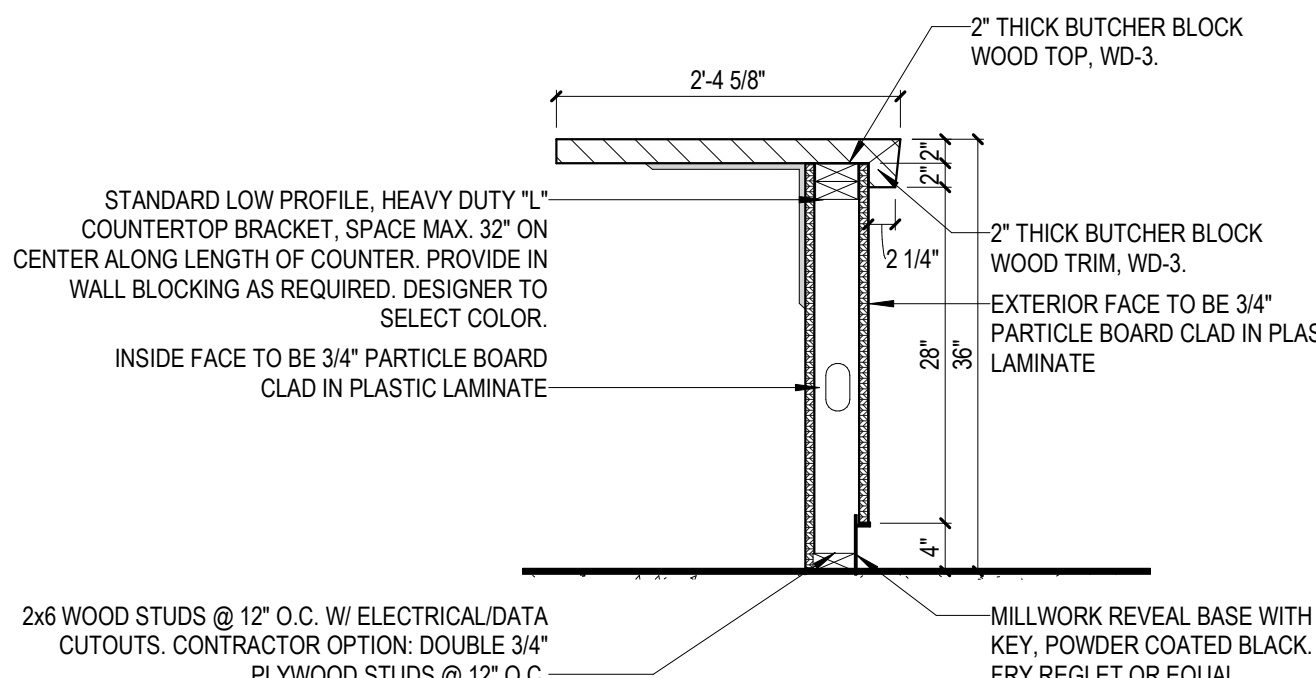
11 ENLARGED PLAN - CIRCULATION DESK
SCALE: 1/4" = 1'-0"



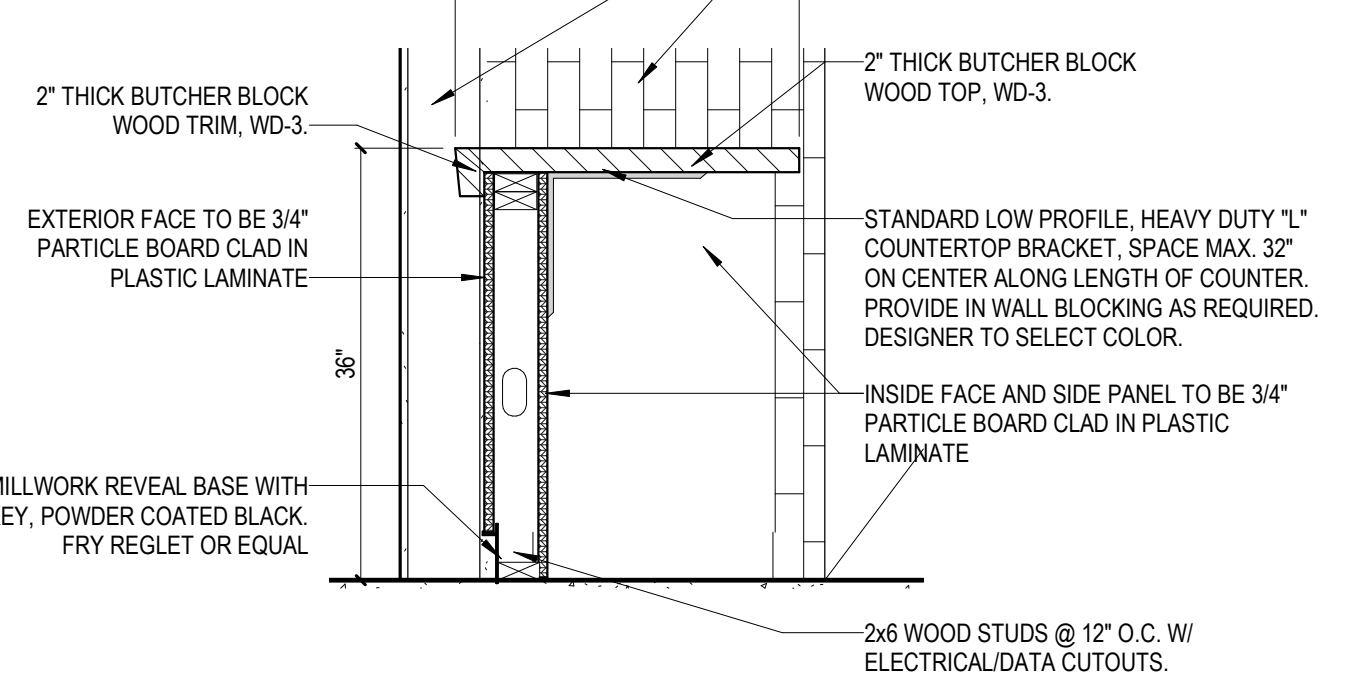
20 CASEWORK DETAIL
SCALE: 3/4" = 1'-0"



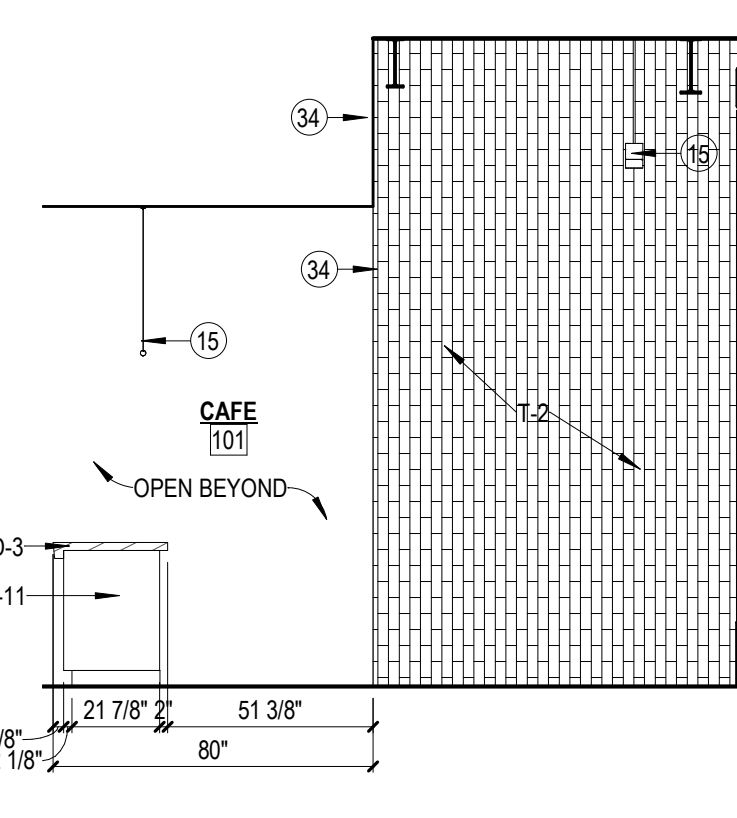
19 CASEWORK DETAIL
SCALE: 3/4" = 1'-0"



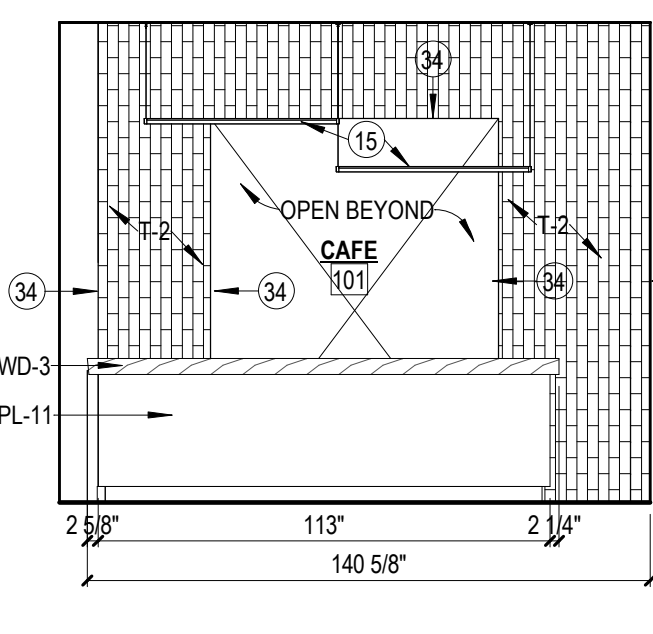
22 CASEWORK DETAIL
SCALE: 3/4" = 1'-0"



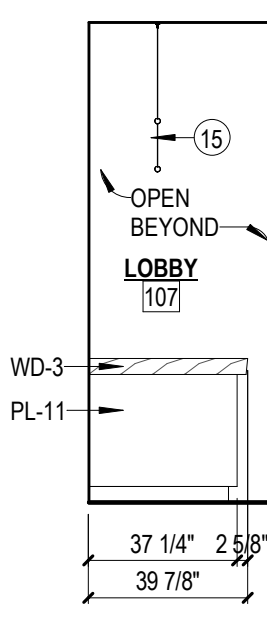
21 CASEWORK DETAIL
SCALE: 3/4" = 1'-0"



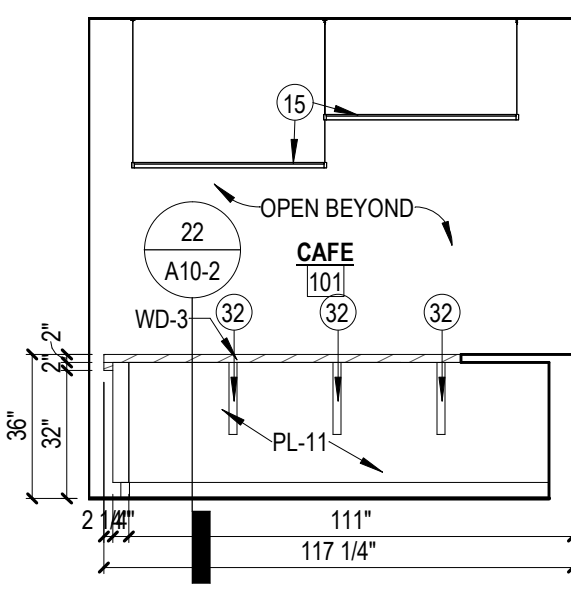
15 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



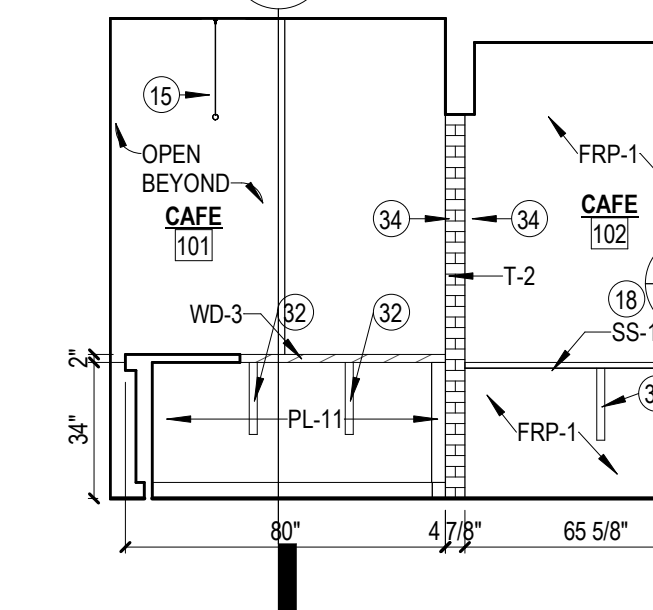
14 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



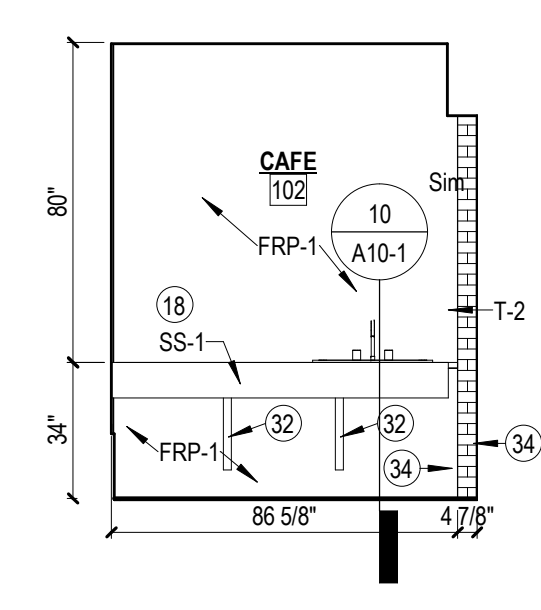
13 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



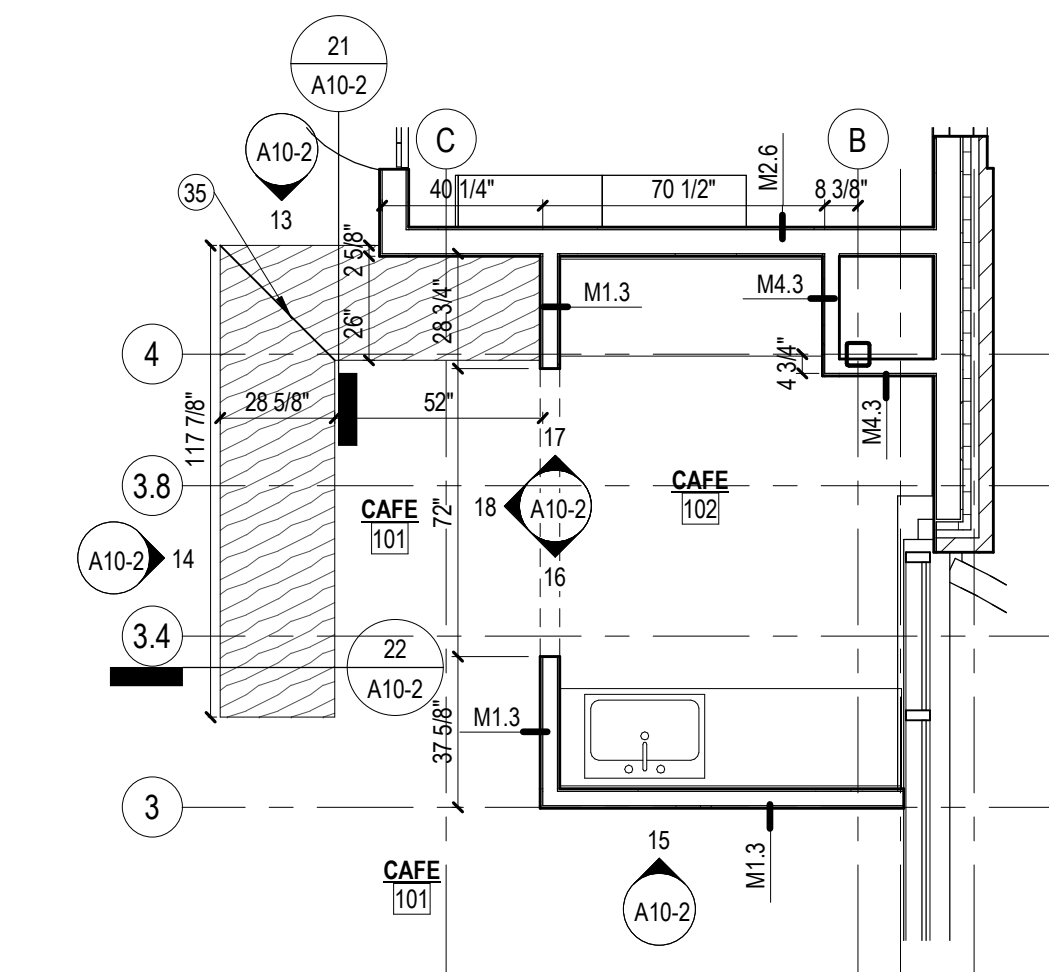
18 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



17 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



16 INTERIOR ELEVATION
SCALE: 1/4" = 1'-0"



12 ENLARGED PLAN - CAFE
SCALE: 1/4" = 1'-0"

ELEVATION NOTES - INTERIOR

1. SECURE DOCUMENT DROP CABINET, OPEN TO THRU-WALL DROP ON BACK, LOCKABLE.
2. TECHNOLOGY CABINET, BUILT INTO MILLWORK WALL. PROVIDE PERFORATED METAL PANEL INSET INTO DOOR FOR VENTILATION, PAINTED TO MATCH ADJACENT.
3. THRU-WALL BOOK DROP SLOT, FRAME OUT IN 3/8" ALUMINUM PLATE, PAINTED BLACK.
4. MAKERSPACE STEAM PEG BOARD, DIMENSIONS AS NOTED IN ELEVATION, COLOR TO BE SELECTED BY DESIGNER.
5. CASEWORK FILLER PANEL, MATCH ADJACENT CASEWORK MATERIAL.
6. CHILDRENS BUILT-IN WINDOW SEAT, COORDINATE AND VERIFY INSTALLED WINDOW DIMENSIONS IN FIELD.
7. UNDERCABINET MICROWAVE CASEWORK, REF. DETAIL.
8. 1/8" HORIZONTAL REVEAL BETWEEN PANELS. FINISH ALL EDGES OF PANELS. PROVIDE FIRE TREATED BLOCKING BETWEEN STUDS DIRECTLY BEHIND PLYWOOD PANELS. PAINT STUDS AND BLOCKING BLACK BEFORE INSTALLING PLYWOOD PANELS ON Z CLIPS.
9. 4" TALL ALUMINUM REVEAL BASE WITH MILLWORK KEY, POWDER COATED BLACK, FRY REGLET MWC8100400 OR EQUAL.
10. 3/4" PARTICLE BOARD CLAD IN PLASTIC LAMINATE, FULL LENGTH BACK PANEL FOR DESK SUPPORT, MATERIAL AS NOTED.
11. METAL STANDARD SHELVING, COLOR WHITE WITH PLASTIC LAMINATE SHELVING, PL-10, REF. SPEC FOR DETAILS.
12. CASEWORK TO HAVE KEY LOCK, ALL KEYS ALIKE.
13. LIBRARY SHELVING, REFERENCE A12-3/4 FOR INFORMATION DETAILS.
14. STRUCTURAL COLUMN, REFERENCE STRUCTURAL PLANS FOR LOCATION AND FIELD VERIFY FINAL PLACEMENT.
15. LIGHTING, REFERENCE ELECTRICAL PLANS FOR INFORMATION DETAILS.
16. CHILDRENS KITCHENETTE PLAY CASEWORK, INCLUDE RIDGE, SINK, OVEN AND CABINET DOOR, WITH TWO DISPLAY SHELVES ABOVE.
17. CHILDRENS BUILT-IN WINDOW TRIM, COORDINATE AND VERIFY INSTALLED WINDOW DIMENSIONS IN FIELD.
18. ALTERNATE 3, CASEWORK.
19. 1/8" HORIZONTAL REVEAL BETWEEN PANELS. FINISH ALL EDGES OF PANELS. PROVIDE FIRE TREATED BLOCKING BETWEEN STUDS DIRECTLY BEHIND PLYWOOD PANELS. PAINT STUDS AND BLOCKING BLACK BEFORE INSTALLING PLYWOOD PANELS ON Z CLIPS. ALIGN JOINT WITH TOP OF MULLION.
20. 1/2" GYP. BD. REVEAL, PAINTED TO MATCH WALL COLOR.
21. 1/8" REVEAL IN PANELS, ALIGNED WITH ADJACENT MATERIAL, FINISH ALL EDGES. PAINT STUDS BLACK BEHIND GAPS.
22. 3/4" PARTICLE BOARD CLAD IN PLASTIC LAMINATE, SIDE PANEL FOR DESK SUPPRT, MATERIAL AS NOTED.
23. 3/4" WOOD TRIM PAINTED TO FRAME TACKABLE WALL TREATMENT, DESIGNER TO SELECT.
24. CUT ACRYLIC LETTERS TO BE 8" H BY 1/2" THICK, PAINTED FACES AND SIDES, COLOR AND FONT TO BE SELECTED BY ARCHITECT, SURFACE MOUNTED TO FACE OF MILLWORK PIECE, CONFIRM LOCATION WITH ARCHITECT AND OWNER PRIOR TO INSTALLATION.
25. NOT USED.
26. MITER OUT OUTSIDE EDGES (DP-2).
27. WESTFIELD WASHINGTON TOWNSHIP TRUSTEE HORIZONTAL LOGO IN PIN-SET BRASS LETTERS, LOGO NOT TO EXCEED 5'-0", CONFIRM LOCATION WITH ARCHITECT AND OWNER PRIOR TO INSTALLATION.
28. 1X POPLAR TRIM, PAINTED P-2, FILL ALL FASTENER HOLES.
29. MAINTAIN 3/8" W OPENING FOR REFRIGERATOR.
30. PROVIDE TRIM PIECE STAINED TO MATCH DP-2 AT MATERIAL CHANGE.
31. CUT ACRYLIC LETTERS TO BE 4" H BY 1/2" THICK, PAINTED FACES AND SIDES, COLOR AND FONT TO BE SELECTED BY ARCHITECT, SURFACE MOUNTED TO FACE OF MILLWORK PIECE, CONFIRM LOCATION WITH ARCHITECT AND OWNER PRIOR TO INSTALLATION.
32. LOW PROFILE, HEAVY DUTY COUNTERTOP BRACKETS @ 32" O.C. MAX.
33. ACCESS PANEL TO MATCH ADJACENT PANEL.
34. PROVIDE SCHLUTER FINEC METAL TRIM ALONG OUTSIDE TILE EDGES.
35. PROVIDE MITERED BUTCHER BLOCK TOP AT CORNER OF DESK LAMINATE STRUCTURE ABOVE, REF. ELEVATIONS AND SECTIONS.
37. CUT ACRYLIC LETTERS TO BE 12" H BY 1/2" THICK, PAINTED FACES AND SIDES, COLOR AND FONT TO BE SELECTED BY ARCHITECT, SURFACE MOUNTED TO FACE OF WALL, CONFIRM LOCATION WITH ARCHITECT AND OWNER PRIOR TO INSTALLATION.
38. 4" TALL ALUMINUM REVEAL BASE WITH MILLWORK, POWDER COATED BLACK, FRY REGLET MWRB75400 OR EQUAL.
39. BUILDING DEDICATION PLAQUES, 3 TOTAL, 2 EXISTING PLAQUES TO BE OWNER FURNISHED, CONTRACTOR INSTALLED, 1 NEW PLAQUE TO BE CONTRACTOR FURNISHED, CONTRACTOR INSTALLED, ASSUMED SIZE OF NEW PLAQUE TO BE 24"x30".