



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

January 10, 2023

REQUEST FOR PROPOSAL

RFP 2023P004

Operate a Subleased Space for a Coffee Shop in City Hall

The Municipality of Anchorage is an equal opportunity employer.

Enclosed is pertinent information for use in preparing your proposal.

Pre-Proposal Conference: **N/A**

Site Visit: **10:00 A.M. Local Time, January 26, 2023**

Questions Due: **12:00 P.M. Local Time, January 27, 2023**

Proposals Due: **5:00 P.M. Local Time, February 13, 2023**

ONE SIGNED ORIGINAL, single sided, unbound, plus five (5) complete copies of your proposal must be submitted. In addition to the copies, a flash-drive containing a PDF copy of the complete proposal, including attachments must also be provided.

If applicable, the call-in phone number for Pre-Bid Conferences is 907-343-6089. Conference lines are opened 5 minutes prior to the Pre-Bid Conference times. To attend meetings in person; you may do so at 632 W. 6th Avenue, Suite 520, Anchorage, AK 99501. FOR AUXILIARY AIDS, SERVICES, OR SPECIAL MODIFICATIONS TO PARTICIPATE PLEASE CONTACT THE PURCHASING DEPARTMENT TO REQUEST REASONABLE ACCOMMODATIONS AT 907-343-4590; OR wwpur@muni.org

For further information contact Purchasing at (907) 343-4590 or email wwpur@muni.org. All correspondence should include the **RFP** number and title.

The Municipality of Anchorage reserves the right to reject any and all proposals and to waive any informalities in procedures.

Sincerely,



Chris Hunter
Deputy Purchasing Director

**REQUEST FOR PROPOSAL
TO
OPERATE A SUBLEASED SPACE FOR A QUICK
COFFEE/ESPRESSO AND QUICK
BREAKFAST/SANDWICH/SOUP/SALAD SHOP
IN CITY HALL**

Section 1 - General Information

Section 2 - Rules Governing Competition

Section 3 - Scope of Work

Section 4 - Proposal and Submission Requirements

Section 5 - Evaluation Criteria and Process

Section 6 - Selection Process

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1.0 GENERAL INFORMATION

1.1 Purpose

The Municipality of Anchorage (MOA) as Sublessor is seeking proposals for the operation of an espresso/coffee shop with breakfast and lunch options in City Hall, located at 632 West 6th Avenue, in Downtown Anchorage. The sublease period will be two (2) years with two optional one-year extensions by mutual agreement of the parties.

1.2 Background

The MOA leases City Hall from Anchorage Public-Private Partners, LLC (APPP) and has 349 square feet (including an agreed load factor) of building space located on the first floor of City Hall that has been sublet to vendors for purposes of operating an espresso/coffee and quick breakfast/sandwich/soup/salad shop. The Exclusive Use Area includes an area approximately 20'x15' and a 7'x7' vestibule (total of 349 sq. ft.) located at the south entrance of the building, and a Non-exclusive Use Area comprising ingress and egress through the common doorways, entry areas, foyer and lavatories of the first floor. Excluded areas include any areas on the first floor that are not common areas.

The Exclusive Use Area will be a “vanilla shell” plumbed with common and customary utilities, however there may be “fixed” improvements remaining from a previous subtenant.

There is an excellent opportunity for a food/expresso/coffee vendor to capitalize on downtown City Hall employee and visitor traffic to operate a successful year-round business in this space. There is also opportunity to provide catered food and beverage service to users of City Hall conference rooms.

1.3 Questions

Any questions regarding this Request for Proposal are to be submitted in writing to:

Municipality of Anchorage
Purchasing Department

wwpur@muni.org

For ease of identification please identify the RFP number in the subject line of any correspondence.

Purchasing Office hours of operation are: 8:00 a.m. to 5:00 p.m. local time Monday through Friday, excluding Municipal holidays. All questions must be received prior to the deadline indicated on the RFP cover letter.

1.4 Preparation Costs

The Municipality will not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

2.0 RULES GOVERNING COMPETITION

2.1 Examination of Proposals

Proposers should carefully examine the entire RFP and any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within 30 calendar days, although all offers must be complete and irrevocable for 60 calendar days following the submission date.

2.3 Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time the selected proposal is open for review. After the award of the Contract, all proposals will then become public information.

2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be concentrated on

- 1) conformance to the RFP instructions;
- 2) responsiveness to the RFP requirements;
- 3) completeness and clarity of content.

2.5 Signature Requirements

All proposals must be signed by: an officer or other agent of a corporate vendor if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent if properly authorized by a power of attorney or equivalent document. Signature on the "Letter of Transmittal" will meet this requirement.

Failure to sign the Proposal is grounds for rejection. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

2.6 Proposal Submission Requirements

2.6.1 ONE ORIGINAL, single sided unbound, plus five (5) complete copies of the proposal must be received by the Municipality prior to the date and time specified in the cover letter. Copies may be bound or enclosed in folders/binders.

2.6.2 IN ADDITION to the copies required by paragraph 2.6.1 above, provide a flash drive containing a PDF copy of the complete proposal, including attachments.

2.6.3 All copies of the proposals shall be submitted in a single sealed cover which shall be plainly marked as a Request for Proposal Response with the Number and Title prominently displayed on the outside of the package.

2.6.4 Proposals must be delivered or mailed to:

Physical Address
Municipality of Anchorage
Purchasing Department
632 W. Sixth Avenue, Suite 520
Anchorage, AK 99501

2.7 News Releases

News releases by or on the behalf of any Proposer pertaining to the award resulting from the RFP shall not be made without prior written approval of the Municipal Purchasing Officer.

2.8 Disposition of Proposals

All materials submitted in response to this RFP will become the property of the Municipality of Anchorage. One copy of the submitted material shall be retained for the official files of the Purchasing Department and will become public record after award of the Contract.

2.9 Oral Change/Interpretation

No oral change or interpretation of any provision contained in this RFP is valid whether issued at a pre-proposal conference or otherwise. Written addenda will be issued when changes, clarifications, or amendments to proposal documents are deemed necessary by the Municipality.

2.10 Modification/Withdrawal of Proposals

A Proposer may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The Proposer may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written will not be considered. A final proposal cannot be changed or withdrawn after the submission date, except for modifications requested by the Municipality after the date of receipt and following oral presentations.

2.11 Late Submissions

PROPOSALS NOT RECEIVED BY THE DATE AND TIME AND AT THE LOCATION SPECIFIED IN THE RFP COVER LETTER WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED.

2.12 Rejection of Proposals

The Municipality of Anchorage reserves the right to reject any or all proposals if determined to be in the best interest of the Municipality.

2.13 Equal Employment Opportunity Contract Compliance

2.13.1 Every municipal contract shall include language substantially the same as the following: "The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability. The contractor will comply with all laws concerning the prohibition of discrimination including, but not limited to, Title 5 and Title 7 of the Anchorage Municipal Code."

2.13.2 Every municipal contract shall state, in all solicitations or advertisements for employees to work under the contract, that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, marital status, or physical or mental disability.

2.14 Confidential/Proprietary Information

The content of proposals will be kept confidential until the selection of the Contractor is announced. At that time, the selected proposal is open for review to the competing proposers only (except for information properly identified as being proprietary). After the award of the contract, all submitted proposals shall become public information except for properly identified proprietary information. If a proposer wishes individual pages, which contain actual business, proprietary information to be held confidential, each page must be marked and an explanation furnished of its proprietary nature. In addition to marking individual pages, the Proposal's Cover must also be annotated with the words "THIS PROPOSAL CONTAINS PROPRIETARY INFORMATION". "Confidential and Proprietary" information is not meant to include any information which, at the time of disclosure, is generally known by the public and/or competitors. MOA's ability to treat information submitted as confidential is limited by Anchorage Municipal Code. Proposers concerned with the confidentiality of information submitted should familiarize themselves with the following Anchorage Municipal Code provisions:

AMC 3.90 Access to Public Records
AMC 3.90.010 Policy
AMC 3.90.020 Definitions
AMC 3.90.030 Information Available to the Public
AMC 3.90.040 Exemptions for Particular Records

3.0 SCOPE OF SUBLEASE

3.1 Overview

The scope of the Sublease and required services consist of operating an espresso/coffee shop with breakfast and lunch options on the first floor of City Hall, located at 632 West 6th Avenue, Anchorage. The espresso/coffee shop is to enhance the City Hall environment and provide service for the enjoyment of the public, City Hall patrons, visitors to downtown Anchorage and Municipal employees. In addition to operating during the building's Hours of Operation (Section 3.2.1), the business may also provide services for public meetings in City Hall outside those restricted hours.

3.2 Proposed Services Required

3.2.1 Hours of Operation:

At a minimum the espresso/coffee shop should be open when the Municipal offices are open.

Monday – Friday 7am to 4pm
Saturday and Sunday – at discretion of proposer

Note: Municipal offices are closed on weekends and all MOA holidays.

The MOA reserves the right to change operating hours without notice.

There is opportunity for added business revenue associated with the public meeting room use outside of the hours identified above. Extending the Hours of Operation beyond those identified are at the operator's discretion.

3.2.2 Seating and Signage

Proposer may provide tables and chairs in available space per Fire Inspector approval. Signage shall not obstruct common area foot traffic. The MOA reserves the right to reject furniture of substandard quality.

3.2.3 Custodial

All cleaning services for the leased space are at the cost of the proposer. Periodic services are required to assure that empty beverage cups and food materials do not accumulate in the trash receptacles. Adequate trash receptacles of an appropriate size equipped with plastic liners are required at the expense of the operator in areas where the beverages are consumed excepting staff areas.

Sink drains in leased area shall be annually cleaned/serviced by a professional firm at the proposer's expense.

3.2.4 Customer Service Representative

Proposer shall provide a specific customer service representative to the MOA account. This person shall respond to and resolve MOA questions and concerns in a timely manner.

3.2.5 Rent payment

Proposers shall submit a proposed rent amount not lower than \$2.00 per square foot per month. Rent includes electricity, gas, water, sewer and garbage. Janitorial service is to be paid by proposer.

3.2.6 Construction

Any Tenant Improvements made by the Proposer to the space will be the responsibility of the successful Proposer. All construction must follow all applicable fire and building codes as well as meet State and local Health Department regulations, receive approval for any Tenant Improvements by the APPP (Lessor) and MOA (Lessee), and the Sublessee must obtain a building permit prior to any construction. All improvements completed by the Proposer will be maintained by the Proposer other than mechanical, electrical and plumbing services to the area. Maintenance of walls, floors, counters, equipment, etc., installed by the Proposer will be maintained by the Proposer. All fixed improvements shall remain the property of the MOA at the completion of the lease period.

3.2.7 Employee Standards

Service shall be prompt and courteous. Proposer will recruit, train, supervise, direct and deploy the optimum number of employees to match the work requirements. Public restrooms are available for use by the Proposer's employees.

3.2.8 Deliveries

Deliveries to be made before 9am. Deliveries need to be hand-trucked into the building and to the subleased area. MOA will not accept deliveries at shipping and receiving, nor assume responsibility for any products left in the loading dock or shipping area.

3.2.9 Menu and Pricing

Operator will charge reasonable prices for all food and beverages. Menu Profile: Espresso/coffee drinks, tea, sodas, juices, water, fruit, fresh pastries, freshly prepared sandwiches, soups, salads and the like. The sale of alcohol is strictly prohibited.

3.2.10 Food Quality

Operator will ensure that only the highest quality of food is sold.

4.0 PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed fifteen (15) pages in length (excluding letter of transmittal, resumes, title page(s), index/table of contents, required attachments, or dividers). One page shall be interpreted as one side of a single-spaced, letter size sheet (8-1/2" X 11"). Excess pages will be removed prior to evaluation, which could result in incomplete responses and lower scores.

4.1 Title Page

Show the RFP number and subject, the name of your firm, address, telephone number(s), name of contact person, contact information (phone number, email address), and date.

4.2 Table of Contents

List the proposal's sections with page numbers. Include the RFP Evaluation Criteria.

4.3 Letter of Transmittal (Limited to two (2) pages).

4.3.1 Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified.

4.3.2 List your company's contact for this RFP along with their phone number and email address.

4.3.3 Provide the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, and telephone numbers.

4.3.4 **The letter of transmittal must be signed by a corporate officer or other individual who has the authority to bind the firm.**

4.4 Experience

4.4.1 Firm Qualifications and Experience

- Detail the firm's experience in the same or similar areas of expertise, stability, and its adaptability to providing the required services.
- Provide at least three (3) references for which your firm has provided the same or similar services. Include a point of contact, telephone number, and a brief description of the services provided.
- Proposers shall have one or more years of continuous experience within the last five (5) years in ownership, management and operation of one or more specialty coffee facilities that also served food to go. Description of service abilities must be included.

4.4.1 Licensing

Provide a copy of Alaska Business License and copies of any applicable federal, state or local government licenses/permits required for this type of business or state ability to produce such documents prior to opening of business.

4.4.2 Sublessor Availability

Describe the availability of the firm's Manager/Owner to meet in person with Department personnel or to contact them by telephone or other means when required during the lease.

4.4.3 Business Plan and Approach

Provide detailed information on the firm's business plan in meeting the scope of service requirement identified in Section 3. Describe overall approach to include any special considerations which may be envisioned. Include in this plan, the proposed menu and costs for various drinks and food items.

4.4.4 Design and Layout

Provide sketches or drawings of proposed design that identifies how the space would be configured, placement of furniture, signs, counters, appliances, servicing and cashier arrangements. Drawings are not to be subject to the fifteen (15) page limit.

4.4.5 Rent Payment

Proposers shall submit a proposed rent (Attachment B) no lower than \$2.00 per square foot per month (see Section 3.2.5).

5.0 EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria Weighting

The criteria to consider during evaluations, and the associated point values, are as follows:

| | |
|-------------------------------|------------------|
| 1. Experience | 30 points |
| 2. Licensing | 10 points |
| 3. Sublessor Availability | 5 points |
| 4. Business Plan and Approach | 30 points |
| 5. Design and Layout | 5 points |
| 6. Rent Payment | <u>20 points</u> |
| Total Points Available | 100 points |

5.2 Qualitative Evaluation Criterion

Firms will be ranked using the following qualitative rating factors for each RFP criterion:

- 1.0 Outstanding
- .8 Excellent
- .6 Good
- .4 Fair
- .2 Poor
- 0- Unsatisfactory

The rating factor for each criteria category will be multiplied against the points available to determine the total points for that category.

EXAMPLE: If an evaluator decides that the response provided for a criterion that has a maximum of 30 points was “Good,” they will assign a “qualitative rating factor” of 0.6 to that criterion. The qualitative rating factor is then multiplied by the maximum points available (30) for a resultant 18 points.

5.3 Evaluation Process

A committee of individuals representing the MOA and APPP will perform an evaluation of the proposal(s). The committee will rank the proposal(s) as submitted. The Municipality of Anchorage reserves the right to award a contract solely on the written proposal.

The Municipality also reserves the right to request oral interviews with the highest ranked firms (short list). The purpose of the interviews with the highest ranked firms is to allow expansion on the written responses. If interviews are conducted, a maximum of three (3) firms will be short-listed. A second score sheet will be used to score those firms interviewed. The final selection will be based on a combination of written proposals and interviews. The same categories and point ranges will be used during the second evaluation as for the first. The highest ranked Proposer after the second scoring, if performed, may be invited to enter into final negotiations with the Municipality for the purposes of contract award.

6.0 SELECTION PROCESS

The Proposer with the highest total evaluation points may be invited to enter into contract negotiations with the Municipality of Anchorage. If an agreement cannot be reached, the second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the Municipality reserves the right to terminate negotiations with any Proposer should it be in the Municipality's best interest. The Municipality of Anchorage reserves the right to reject any and all proposals submitted.

7.0 SAMPLE SUBLEASE

All Proposers must carefully read and review the attached Sample Sublease (ATTACHMENT C). The final Sublease with the Municipality of Anchorage will be substantially similar to it.

If a Proposer wishes to make changes to the Sample Sublease, the proposed changes must be submitted with the proposal. All desired changes must be submitted in a separate document, and must be clear, legible, and conspicuous. The Proposer must also provide the rationale for all proposed changes. No changes will be considered until after the highest scored proposal(s) has been determined.

IF NO CHANGES ARE SUBMITTED WITH THE PROPOSAL, IT IS UNDERSTOOD THAT THE TERMS AND CONDITIONS OF THE SAMPLE SUBLEASE HAVE BEEN ACCEPTED.

8.0 ATTACHMENTS

Attachment A City Hall 1st Floor layout

Attachment B Rent Payment

Attachment C Sample Sublease