



October 27, 2022

Request for Proposal for Cedarholm Community Building and Golf Course Grill/Kitchen Service

You are invited to submit a proposal for our **Cedarholm Community Building grill/kitchen** in accordance with the requirements set forth in the attached Request for Proposal (RFP).

The City of Roseville owns and operates the Cedarholm Community Building and Golf Course which includes a full-service dining area, an up-to-120-seat banquet/meeting space that can be divided into two areas and a par-three nine-hole golf course that sits on 22 acres in the heart of Roseville. The Community Building and Kitchen is a state-of-the-art facility that was constructed in 2018. It is strategically located along Highway 36 directly adjacent to the Hamline Avenue exit ramp.

Cedarholm Community Building Vision

The city envisions the Cedarholm Community Building as a vibrant, year-round activity space that allows Roseville community members to enjoy a broad variety of recreational activities. Whether enjoying a beverage on the patio, watching live music in the building, meeting family and friends for dinner and board games, or gathering for some post-game banter after completing nine-holes, the city envisions the Community Building as having something for everyone. Roseville is seeking a food and beverage vendor to serve as a partner in this endeavor.

The city is exploring options for potential vendors, community groups and other possible proprietors to operate the kitchen including the grill/kitchen area. Specifically, the city is seeking an operator to provide food and/or beverage services with the owner/operator leasing the space from the city. Below is an anticipated schedule of the proposal process:

- **October 27, 2022:** Request for proposals sent to potential vendors
- **December 15, 2022:** Deadline to submit proposals to the City of Roseville
- **January 2023:** Interviews with qualified proposer(s)
- **January/February 2023, Clarification Meeting(s):** Interview with the identified “preferred” proposer to clarify any unknowns within the proposal.
- **February 2023:** Agreement considered by the Roseville City Council
- **April 2023:** Vendor begins service (depending on specifics of the agreement)

If you intend to respond to the RFP, I encourage you to contact me to set up a tour of the space with Cedarholm staff. A letter of intent, which is neither binding nor required, but will greatly assist in planning for proposal evaluation, may also be submitted in addition to the official proposal. Your proposal must be received no later than December 15 at 4:00pm. The city reserves the right to reject any and all proposals, to waive irregularities and technicalities, and to award a contract in the best interests of the community as a whole.

It is anticipated that the vendor whose proposal is the best fit for our project will be selected by February 2023. We will notify all providers, whether they have been selected or are otherwise unsuccessful. The point of contact for all inquiries and correspondences is listed below.

Thank you for your time, effort, and interest in our Community Building grill/kitchen service. We greatly appreciate your consideration of the request, and we are looking forward to hearing from you in the near future.

Respectfully,

Carrie Anderson
Assistant Parks & Recreation Director
(651) 792 – 7102
carrie.anderson@cityofroseville.com
2660 Civic Center Drive
Roseville, MN 55113

Request for Proposal Cedarholm Community Building Kitchen

Overview

Cedarholm Community Building is a multi-use community building constructed in 2018. The Cedarholm Community Building is host to recreational activities such as a regular *Open Mic Night*, *Candle Light Snowshoeing*, *Cocoa with Kris Kringle* and more. The Community Building also hosts more than 150 private rentals per year ranging from wedding receptions to corporate trainings and Roseville-based community groups.

Cedarholm Golf Course is a par-three, nine-hole course conveniently located between St. Paul and Minneapolis. The course is lined with beautiful gardens and mature trees and can consistently be played in less than two hours by golfers of all ages and abilities. It has been owned by the City of Roseville since the 1960's.

Cedarholm Golf Course Overview

- The Cedarholm Community Building and Golf Course is conveniently located six blocks from the Rosedale Mall and directly adjacent to the Highway 36 and Hamline Ave on/off ramp.
- On average, 25,000 rounds of golf are played per year at Cedarholm.
- 750 golf league members participate in weekly leagues at Cedarholm.
- 10 to 15 Roseville Parks and Recreation events per year are held in the Cedarholm Community Building including league socials, Candlelight Snowshoeing, Open Mic Series and Cookies and Cocoa with Kris Kringle.

Community Building and Golf Clubhouse Overview

- New construction, opened in June of 2018.
- A full catering kitchen (specs listed below).
- Drive-up access to the catering kitchen.
- Dining area with seating for 26 people.
- Outdoor patio with seating for 40 guests, a television, fireplace, breathtaking view of the first tee and ninth green.
- Event space for 120 guests or two spaces for 50 guests each. Event space includes top of the line AV equipment, fire place and second-to-none views of Cedarholm Golf Course. Hosts nearly 150 events annually.
- 10 to 15 Roseville Parks and Recreation events per year are held in the Cedarholm Community Building.
- 80 stall parking lot with additional overflow parking available.

The City of Roseville is seeking a food and beverage vendor to anchor the Community Building space and serve as an attraction to both golfers and non-golfers alike.

Kitchen Specifications

Approximate area: 25' x 12' food preparation/cooking area, 12' x 12' dishwashing/storage area (kitchen specs are estimated, proposer is expected to conduct an onsite visit to confirm space).

- **Southbend Model HDO-24** Hotplate countertop stove
- **Southbend HDG-48** 48" x 24" gas countertop griddle
- **Blodget Oven Model No. SHO-100-G Dbl** double gas convection oven
- **Southbend P36-NFR** broiler.
- **Pitco Frialator Model No. SG14-S** fryer
- **Delfield Model GBF1P-S** reach in freezer
- **Glastender Model BB108** cabinet refrigerator
- **Dellfield Model 18691PTBMP** pizza refrigerator
- Dishwasher
- Stainless worktable and storage

- Exhaust/ventilation system
- Heat lamps
- Food warmers
- Hand sink
- *Provider will be permitted to use the Cedarholm Community Building kitchen to prepare food for sales off site (food truck or other catering events).*

Service Area Specs

- Bar taps
- Keg refrigerator
- Soda fountain
- Warm holding display cabinet
- Full service bar back
- 3 pot Bloomington coffee maker
- Dump sink
- Counter refrigerated display case

Images Included in Appendix I. Building floor plan in Appendix II.

Objectives

The objective of the Cedarholm Community Building kitchen/grill is to provide quality, affordable and consistent food and beverage service that enhances the Cedarholm user experience. This objective would be attained by meeting the following guidelines:

- A. Food and/or Beverage
 - a. Fresh, appetizing food fitting the needs of users.
 - b. Quick turnaround menu for golfers on the go.
 - c. Menu items that are appealing to other members of the Roseville Community (i.e. – lunch crowd).
 - d. Capability of meeting the needs of large groups – up to 120 people.
- B. Customer Service
 - a. Friendly service with a smile.
 - b. Prompt service that meets the needs of users.
 - c. Neat clean presentation of the facility.
- C. Alcohol
 - a. Administer alcohol service in adherence to the terms of vendor’s alcohol license.
 - b. Strictly control the excessive consumption of alcohol. The Cedarholm Community Building and Golf Course is family friendly and open to all users.
- D. Management
 - a. Effective management that includes well-trained, customer service oriented staff.
 - b. Consistent year-round hours of operation and services.
 - c. Consistent food quality.
 - d. It is preferred that the lessee provide an onsite kitchen manager.
 - e. Cooperation with community building and golf course operations is a necessity.

Lease

The city is seeking a long-term partnership where in which both parties work to develop a sustainable business at Cedarholm. The City would prefer a two to three year lease agreement but will consider all proposals.

Season

The city's preference is for the selected vendor to remain open and provide service year-round. The city would envision the Community Building Kitchen to be open to users **11am to 6pm in April, May, September and October** and **11am to 8:30pm in June, July and August**.

However, the City would be receptive to an expert vendor's proposal that may differ from the above with some kind of accommodation to ensure that the City can offer some service to golfers during non-open hours.

City Responsibilities

During the term of the lease agreement, the city would be responsible for the following:

- A. Grant the vendor exclusive rights to sell food and/or beverage in the facility, excluding private events where other caterers may be used or times when the operator is not open for service.
- B. Maintain the building and grounds in a high-quality manner.
- C. Provide, at the city's expense, heating, ventilation, cooling, electric, water and sewer for the Community Building.
- D. Undertake snow removal for the parking lot.
- E. Provide the necessary tables, chairs and furniture and maintain them in acceptable condition.
- F. Provide the necessary kitchen grill and bar equipment to operate and assume responsibility for replacements.
- G. Cleaning of the restrooms.
- H. Annual cleaning of the carpets.

Kitchen/Grill Operator Responsibilities

In addition to operating the kitchen and providing full food and beverage services, the operator would be expected to:

- A. Obtain, update and have onsite a proper food licensing.
- B. Provide liability insurance naming the city and city staff as additionally insured.
- C. Provide daily janitorial service for kitchen, dining area and patio.
- D. Provide regular/annual service maintenance to the kitchen, bar and equipment in accordance with manufacturer recommendations.
- E. Leave the kitchen and service area as it was found originally upon separation.

Special Events and Private Rentals

The Cedarholm Community Building hosts 150 private events per year, ranging from weddings, to community group meetings, to corporate trainings. Open (unrestricted) catering is currently allowed for all private rentals. The preference is to continue this practice, but other approaches will be considered.

A proposal that includes alcohol sales may include exclusive alcohol privileges for private events at the Cedarholm Community Building.

Required Submittals with Response

Proposers are encouraged to creatively develop a proposal that aligns with the vision on page 1. The city will rely upon the proposer's expertise in crafting a relationship that is mutually beneficial for both the proposer and city, while continuing to establish the Cedarholm Community Building as a recreational destination for Roseville community members.

Prospective operators are asked to submit the following:

- A. Proposed scope of operations. Items may include:
 - a. Food service in grill/kitchen area
 - b. Non-alcoholic beverages
 - c. Alcoholic beverages, including catering
 - d. Event catering
 - e. Access to other Roseville Parks and Recreation events/facilities
- B. A narrative regarding their proposal and approach to operation. In the narrative, the operator should address any exceptions or modifications they would propose to the above proposal points.
- C. Proposed hours of operation.

- D. Resumes of owner and manager, including past kitchen experience.
- E. Tentative menu with possible additional items, including proposed food pricing
- F. Statement regarding proposed compensation terms.

Proposals should be submitted by **Thursday, December 15 at 4:00pm** to:

Carrie Anderson
Assistant Parks and Recreation Director
2660 Civic Center Drive
Roseville, MN 55113
carrie.anderson@cityofroseville.com

If you have any questions or desire additional information regarding the request for proposal or the selection process, please feel free to contact Carrie Anderson at 651-792-7102 or carrie.anderson@cityofroseville.com at your convenience.

Appendix I - Photos



Appendix II - Community Building Site Plan

