



Viera East Community Development District Request for Proposals (RFP)

Viera East Restaurant

Viera East Community Development District (CDD) is soliciting proposals to operate a restaurant and provide catering services at the CDD's Golf Course Clubhouse in Rockledge, Florida.

Proposals must be received no later than 3:00 pm on Friday, August 20, 2021. Proposals shall be addressed to:

Jason Showe, District Manager
Viera East CDD
219 E. Livingston St.
Orlando, FL 32801

Interested parties should submit a completed response that can be transmitted via electronic mail to the CDD Board of Supervisors. Proposals can be hand-delivered, mailed or sent via electronic mail to jshowe@gmscfl.com but must be received by 3:00 p.m. on Friday, August 20, 2021.

All questions and inquiries regarding the RFP should be submitted via electronic mail to jshowe@gmscfl.com and received no later than 5 p.m. on Monday, August 9, 2021. All questions and answers will be provided to all proposers who pick up an RFP package. The questions and answers, when posted, become part of the RFP. Proposers are responsible to keep informed of questions and answers.

The objective of this RFP is to enter into either a management agreement or a lease agreement to provide full-service bar and restaurant operations at the Viera East CDD Golf Course Clubhouse.¹

Meeting and Tour of the Facilities

All prospective proposers can tour the Clubhouse restaurant and facilities with an appointment made in advance by calling or e-mailing Tim Melloh at 321-639-6500 or tmelloh@vieraeastcdd.com. All tours must be scheduled prior to the question deadline.

¹ The terms of any management and/or lease agreement shall be subject to CDD counsel review and approval.

Introduction

Viera East CDD is set on the East Coast of Central Florida. It is located just off Interstate 95 in Rockledge, Florida. The CDD operates recreational faculties including an 18-hole championship golf course and an onsite restaurant, which provides full-service bar and dining opportunities.

BACKGROUND AND PURPOSE:

The golf course and restaurant are an integral part of the Viera East lifestyle. The restaurant is enjoyed by both community residents and non-community individuals and groups; however, CDD golfers and residents are the target market. CDD Board of Supervisors is seeking an operator/lessee that will also assist with expanding lifestyle amenities through events at the restaurant.

RESTAURANT:

The restaurant space is approximately 1,781 sq. ft. and is located in the Viera East Golf Clubhouse. The restaurant seats 104 guests. Customers can gain access to the restaurant through the main entrance of the Clubhouse at 2300 Clubhouse Dr, Viera Florida 32955.



Parking is available immediately adjacent to the Clubhouse in the south for vehicles.

Operating Parameters: Limits and Conditions, Utility Systems and Services

The restaurant is served by separate propane gas for kitchen equipment. The restaurant operator will be responsible for the cost of the propane. The restaurant operator is required to maintain and pay for a pest control program for the entire restaurant facility. The restaurant operator is also responsible for grease collection and removal. CDD would expect operator to pay for all utility costs associated with restaurant operation.

The restaurant operator will be responsible for coordination of routine cleaning and maintenance of all restaurant space (indoor and outdoor dining areas), catered events, and for all restaurant and catering equipment; the appearance of the dining room must be maintained to a first-class standard.

Professional contracts are required to provide preventative maintenance on all kitchen and bar equipment. The operator/lessee will also be responsible for managing the point-of-sale system. New point of sale equipment may be supplied by CDD.

Restaurant Equipment

Viera East CDD owns all furniture, fixtures, and equipment necessary to operate the restaurant, including but not limited to tables, chairs, commercial ovens, prep stations and dishwashers. CDD also owns dishes, serving ware and glassware. The kitchen is equipped with commercial equipment, including a walk-in cooler/freezer and multiple cooking appliances. A complete inventory is available upon request. CDD owns and maintains a point-of-sale system including several terminals and printers. All of this is available to the restaurant operator. CDD will provide a roving food and beverage cart, at a cost to be negotiated in the contract. Lessee will provide on course food and beverage service with the roving cart seven days a week during the summer rate period for the hours of 9:00 A.M. to 1:00 P.M. and for the winter rate period (excluding Thanksgiving/Christmas Day and days of golf course closure), for the hours of 9:00 A.M. to 3:00 P.M. Hours of operation may change with prior approval of CDD.

Alcoholic Beverages

Viera East CDD will permit the service of alcoholic beverages only in support of, and subordinate to, the operation of a restaurant and catering events. Alcoholic beverages may be served by the restaurant and bar and through cart sales on the golf course. Serving alcoholic beverages at all locations will be subject to the lessee obtaining appropriate permits and insurance.

Type of Food & Hours of Operation

A casual, yet high-quality, full-service restaurant and bar satisfying the Viera population is required. Breakfast, lunch, dinner and Sunday brunch are all desirable services. Restaurant offerings should include both a set menu and weekly specials. Hours of operation are at minimum 10:30 AM through 8 PM (extended to 9 PM during peak season and/or community events), seven days per week, except on Thanksgiving and Christmas Day. Different hours of operations may be considered by the CDD, if alternatives are provided clearly in the response with rationale for such hours. Any changes to hours of operation after the beginning of the lease or contract, will occur with written approval from the CDD Board of Supervisors or their designee.

No private events shall be scheduled, without prior written consent of the CDD Board of Supervisors or their designee. Minimum 2-weekly events combined with golf course open and advertised to the public – (Examples: dine and nine, specials of food/drinks combined with course events). Minimum 2 monthly (weekly preferred) events that occur in evening hours open to the public – (examples; Trivia, beverage tastings, bingo, karaoke, bridge or Texas Hold 'Em). Restaurant will also serve customers not

participating in these events during the events. No mock gambling events (like Texas Hold 'Em) will be conducted when the Golf Course is open without prior written approval from the CDD.

Restaurant and staff should have a professional attitude and appearance and be skilled in tactfully resolving resident and guest concerns.

The restaurant operator/lessee shall coordinate with the district on special events as needed by the CDD for restaurant market prices/fees.

The restaurant operator/lessee should also be prepared to provide food delivery services. Grab and Go options available for morning and afternoon sales. Restaurant food coolers and warmers will be provided by CDD but maintained by lessee.

Operations and Maintenance

The operator shall operate and maintain the restaurant in compliance with all relevant federal, state, and local codes, rules and regulations.

Additional Considerations

Outdoor patio dining is encouraged, and food and beverage service shall extend to this area. The outdoor area can accommodate outdoor entertainment and special events subject to reasonable limitations. Although the outdoor patio is managed and scheduled by restaurant staff, that patio can be reserved by residents and is not for the exclusive use of restaurant operations.

Lessee will coordinate marketing efforts with the District Community Lifestyle Coordinator in a timely manner and will work together to support golf course/CDD District events.

No private events during business hours without CDD prior written consent. All restaurant events will be open to and marketed to the entire CDD District.

Lessee will provide monthly financial statements to CDD.

Lease will annual renewal, which will require a security deposit upon contract execution.

Restaurant décor will be of a golf nature, with CDD Board to choose and supply color scheme/flooring for the interior.

Necessary renovations may be completed by CDD prior to the start of lease to the extent possible. Larger improvements (bar renovations, cooler/heater installation) may be completed during the lease, trying to minimize business interruption. Business interruption payment to the Lessee during this time is negotiable.

Should CDD lifestyle amenities/operations be expanded in the future (i.e. community putting greens, Top Golf type activities), operation/lease terms may be subject to negotiation to reflect increase in available patrons at restaurant.

Operator/Lessee shall have a professional manager or combination of management staff to manage and conduct day-to-day operations on the Premises. A manager shall be present at the Premises during all times the Operator/Lessee is open for business.

Expected Insurance Requirements:

- Commercial General - \$1,000,000 per occurrence and \$2,000,000 general aggregate
- Excess Liability - \$2,000,000 per occurrence
- Property Insurance – Minimum 80% of full replacement value of all restaurant furnishings, and equipment.
- Workers Comp and Employee Liability – Cover all employees of LESSEE to state requirements
- Liquor Liability/Dram Shop Insurance – to same levels as those under Commercial

RFP RESPONSE ELEMENTS:

The response for the RFP should include the following information:

- ❖ Identify whether a lease (payment from vendor to CDD) or management option is desired and provide and requirements or preferred terms for such option. If another operating alternative is desired, please provide details with specific terms and provisions for operations discussed.
- ❖ A detailed business plan describing the concept planned for the restaurant and catering, including:
 - A resume that details professional food and beverage service-related experience, accomplishments and education for the principal(s) or manager(s). If not integrated as part of the resume, an attachment should be added that includes background and experience hiring, training, coaching and managing food service personnel.
 - Articulate and respond to three challenges inherent in operating a restaurant within an golf course community and how these challenges can be met and overcome.
 - A proposed menu for the restaurant including detailed descriptions, portions or serving sizes and prices.
 - How bar service and alcoholic beverages will be integrated into the restaurant operation. Note if the applicant possesses a current liquor license, that can or will be transferred.
 - Proposed staffing for the restaurant dining room, bar, kitchen, golf course cart sales, and special events.
 - Proposed personnel policy that includes alcohol/drugs, appearance and conduct guidelines.
 - Proposed strategy for hiring and training new personnel, include background check information/experience.

- A proposed twelve (12) month budget, including all fees paid to the CDD for use of the facility.
- Names, address and telephone numbers of at least three (3) references of individuals with direct knowledge of the experience of the proposer's involvement in restaurant and catering management and operation. One reference must be the proposer's principal banking organization and one of the references must be the proposer's principal food supplier.
- The restaurant is expected to be available for occupancy approximately October 1, 2021. Please include an estimated opening date (please note all dates are for communication purposes only and are subject to change).

Evaluation Criteria:

Regardless of the proposed operating arrangement, the Board of Supervisors will use the following criteria in the evaluation process:

Primary Evaluation Criteria:

- Fit with the community.
- Related experience and successful track record of owner/operator.
- Quality of concept for menus and bar service.
- Ability to lead a team of employees.
- Knowledge of food service industry standards and strategies.
- References.
- Payments to the CDD.

Additional Criteria:

- Other factors deemed relevant by Viera East CDD Board of Supervisors.

Selection will be made on the basis of the Primary Evaluation Criteria outlined above, as well as any additional criteria deemed relevant by the Board . **Viera East CDD has the right to reject any and all proposals, and/or to request additional information from any or all proposers.**

In selecting the operator/lessee, the Viera East CDD will consider all of the information provided by the respondents to the RFP as well as reference checks and other information derived from any investigation that the Viera East CDD may perform, including, but not limited to, background checks and credit checks.

A Management Agreement, Lease Agreement or other contractual arrangement will be negotiated with the prospective operator selected by the Board. The agreement, and its terms, are subject to approval by the CDD's attorney, which terms may include the certain provisions required due to the financing/tax issues specific to the CDD.

Additional Information:

The Board of Supervisors will meet Thursday, August 26, 2021 at 7 pm to review and discuss responses at a public meeting. Those who submit a proposal should plan to attend the meeting and interact with the Board of Supervisors.

All dates and schedules are subject to change. Viera East CDD reserves the right to reject any and all proposals, to waive irregularities and to award that proposal which is deemed to be in the best interest of the Viera East CDD. Additionally, the Viera East CDD also reserves the right to extend any and all timelines and timeframes but not to exceed forty-five (45) days.