

Request for Proposal Lease/Operation of Restaurant in Fort Piqua Hotel, Piqua, Ohio

The Piqua Improvement Corporation (PIC) seeks to identify interested parties to enter into a lease to operate a restaurant on the first floor of the Fort Piqua Hotel. This downtown Piqua landmark is being completely rehabilitated and converted into a mixed-use building housing the Flesh Public Library, a restaurant, a banquet facility and a small retail store. The construction will be completed in late summer 2008.

Background: Purpose

The Fort Piqua Hotel, located on High Street in downtown Piqua, is currently undergoing a \$15-million rehabilitation. The property is owned by the City of Piqua Downtown Redevelopment Project, L.P. and managed by the Piqua Improvement Corp. The building will house the Flesh Public Library along with a retail space and a banquet facility/mini conference center. The construction project, which is already underway, is expected to last no less than 18-months and will be completed in late August 2008.

1. Capital Improvements: Status

The work on this monumental project is already underway.

2. Pedestrian Traffic

There is significant potential for a profitable restaurant operation in the Fort Piqua Hotel. The Flesh Public Library presently experiences between 9 and 13-thousand visitors during an average month and the location of the building, directly in the center of downtown Piqua, has easy access, high visibility and is an excellent location for a restaurant.

Restaurant Facility and Utilities and services

The proposed restaurant space is 3,000 sq. ft. and is located in the south-east corner of the building. Customers will be able to gain access to the restaurant through an entrance off High Street. At this time there are no plans for an entrance off the building lobby but PIC is willing to negotiate this option.

1. Operating Parameters: Limits and Conditions Utility Systems and Services

The restaurant will be served by separate telephone, water, sewage and electric meters and the cost of these services, as well as appropriate trash removal, will be the responsibility of the lessee. Space heating will be provided. The lessee will be responsible for all routine maintenance and cleaning of leased space and equipment. The City of Piqua will provide routine cleaning and maintenance of the Main Lobby and the outside of the building including sidewalks and parking lots (including plowing). The city will repair any plumbing problems that occur below the floor of the lessee's space or other problems identified as structural in nature.

2. Alcoholic Beverages

It is specifically the intent of the Piqua Improvement Corporation that the restaurant NOT be operated, or give the appearance of being operated, primarily as a bar. However, PIC will permit the service of alcoholic beverages only in support of, and subordinate to, the operation of a restaurant. Alcoholic beverages may be served in the restaurant. Serving alcoholic beverages at this location will be subject to the lessee obtaining appropriate permits from the Ohio Department of Liquor Control.

3. Type of Food

High quality full service restaurant required (no plastic or paper table service allowed). Breakfast, lunch, dinner and evening and weekend service desired (lunch, dinner and weekend service required).

4. Entertainment

Entertainment will be permitted only in support of and subordinate to restaurant operations. The type of entertainment must be appropriate to the clientele of the building, including young children. The hours during which entertainment will be permitted will be regulated by the normal business hours of the Fresh Public Library.

5. Sole Operation

To help ensure the success of the lessee's operations, PIC will not permit another restaurant facility to locate and operate within the Fort Piqua Hotel.

6. Sublease Restrictions

PIC will not permit the lessee to sublease the restaurant facility.

7. Operations and Maintenance

It is the responsibility of the lessee to make any improvements, subject to prior approval of the City of Piqua, and to operate and maintain the restaurant in compliance with all relevant federal, state and local codes, rules and regulations.

8. Smoking

Smoking by restaurant patrons or employees will not be permitted anywhere within the Fort Piqua Hotel building. Smoking will be permitted in the prescribed outdoor area only as permitted by law.

9. Additional Considerations

Outdoor patio (sidewalk dining) is encouraged. Exclusive operation and management of catering service for ballroom and meeting space is negotiable

**Request for Proposal
Response Elements:**

The response for the RFP should include the following information:

- ❖ Identify desired time period of lease and renewal options
- ❖ Description of the concept planned for restaurant operations
- ❖ Include the days the restaurant will be open for business each week and the hours of operation expected for each week and weekend day
- ❖ Provide 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
- ❖ Note whether alcoholic beverages will be served and so describe how such serve will be integrated into the restaurant operation.
- ❖ Note if entertainment is planned as part of restaurant operations and if so describe the type of entertainment and proposed schedule.
- ❖ Describe any improvements planned by the lessee for the restaurant including equipment, furnishings etc.
- ❖ Include a general business plan for restaurant operations and describe any plans for advertising or promoting restaurant operations to the public. Also describe any plans for utilizing the main lobby area for community and/or restaurant related events.
- ❖ 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.
- ❖ Evidence of personal experience of the lessee and principal personnel specifically wit the management and operation of restaurant facilities.
- ❖ 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.

Evaluation Criteria

Criteria for evaluation will include:

1. Primary selection criteria:
 - ❖ Quality of concept and business plan
 - ❖ Fit with redevelopment project principles and objectives
 - ❖ Fit with project and downtown tenant mix
 - ❖ Experience of owner and operator
 - ❖ Financial capability
- Additional criteria:
- ❖ References
 - ❖ Innovate ideas or plans to promote use of the restaurant facility
 - ❖ Other factors deemed relevant by PIC

Selection will be made on basis the Primary Selection Criteria outlined above. Strong consideration will be given to the overall desirability of the proposal, not necessarily on the basis of financial strength. The Owner and PIC have the right to reject any and all proposals.

Proposals will be reviewed by Tenant Selection Committee comprised of Harry Bumgarner, Economic Development Director, Lorna Swisher, Executive Director, Mainstreet Piqua, Inc. and John Brown, PIC Board.

In selecting the lessee PIC 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 PIC may perform.

The financial terms and length of the lease will be negotiated with the prospect lessee, identified through this RFP process.

Response Submission and Timetable

Three (3) copies of the RFP response must be submitted.

Submittals must be received by 3:00 p.m. on July 31, 2007 at the office of Harry Bumgarner, City of Piqua Economic Development Director, 2nd Floor, City of Piqua Municipal Government Complex, 201 W. Water Street, Piqua, Ohio 45356

Any questions concerting the RFP should be addressed to: Harry Bumgarner, City of Piqua Economic Development Director, 201 W. Water Street, Piqua, OH 45356. Telephone (937) 778-8198 E-mail hbumgarner@piquaoh.org

Note the Following

Respondents may be asked to interview during August 2007

Anticipate selection and notification of tentative candidate NLT August 31, 2007

Anticipate lease negotiations started and completed NLT September 30, 2007

Note, these date are approximate and subject to change.

