



October 1, 2019

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

You are invited to submit a proposal for our **Cedarholm Community Building Grille/Restaurant** 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 brand new, 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 Community Building as having something for everyone. Roseville is seeking a food vendor to serve 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 grille/restaurant 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 1, 2019:** Request for proposals sent to potential vendors
- **November 1, 2019:** Deadline to submit proposals to the City of Roseville
- **November 2-15, 2019:** City reviews proposals
- **November 15 – 30, 2019:** Interviews with proposer(s)
- **December 2, 2019:** Operator recommendation presented to City Council
- **January 2, 2020:** Selected vendor moves into space

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 November 1 at 4:00PM.

It is anticipated that the vendor whose proposal is the best fit for our project will be selected by December 2. 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 Grille/Restaurant service. We greatly appreciate your consideration of the request, and we are looking forward to hearing from you in the near future.

Respectfully,

Matthew L. Johnson  
Assistant Parks & Recreation Director  
(651) 792 – 7102  
Matthew.johnson@cityofroseville.com  
2660 Civic Center Drive  
Roseville, MN 5511

## 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 Snow Showing*, *Cocoa with Kris Cringle* 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 just 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 Snow Shoeing, 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 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. Banquet space hosts nearly 150 events annually.
- 10 to 15 Roseville Parks and Recreation events per year are held in the Cedarholm Community Building including league socials, Candlelight Snow Shoeing, Open Mic Series and Cookies and Cocoa with Kris Kringle.

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

### Kitchen Specifications

Approximate area: 24' x 12' food preparation/cooking area, 12' x 12" dishwashing/storage area (see attachment a)

- **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
- **Delfield 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 (forthcoming)

- Kitchen
- Patio
- Full Event Space
- Blueprint Overview

### **Objectives**

The objective of the Cedarholm Community Building Restaurant/Grille 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 (optional)
  - 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 hours of operation.
  - c. Consistent food quality.
  - d. It is preferred that the lessee provide a full time onsite kitchen manager.
  - e. Cooperation with community building and golf course operations is a necessity.

### **Lease**

The City has never leased the Community Building Kitchen to a private operator. The City would request a two to three year lease agreement.

### **Season**

The City's preference is for the selected vendor to remain open and provide service year-round. At minimum, the City would expect the Community Building Kitchen to be open to users a minimum of **11am to 6pm in April, May, September and October** and **11am to 8:30pm in June, July and August**. In addition, the City would like the Grille to be open by request for select recreational events.

### **City Responsibilities**

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

- A. Grant the Cedarholm Community Building kitchen operator exclusive rights to sell food and/or beverage in the facility, excluding caterers renters may use for private events in the banquet/meeting rooms.
- 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 and sidewalks.
- 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.

### **Restaurant/Grille Operator Responsibilities**

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

- A. Obtain & update proper food licensing.
- B. Provide liability insurance naming the City and Cedarholm staff as additionally insured.
- C. Provide daily janitorial service for kitchen, dining area, patio.
- D. Provide regular/annual services 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 Grille/Restaurant 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. Resumes of owner and manager, including past restaurant experience.
- D. Tentative menu with possible additional items, including proposed food pricing.
- E. Statement regarding proposed compensation terms.

Proposals should be submitted by **November 1 at 4:00pm** to:

Matthew L. Johnson  
Assistant Director of Parks and Recreation  
2660 Civic Center Drive  
Roseville, MN 55113  
[Matthew.johnson@Cityofroseville.com](mailto:Matthew.johnson@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 Matthew Johnson at 651-792-7102 or [matthew.johnson@cityofroseville.com](mailto:matthew.johnson@cityofroseville.com) at your convenience.