



Questions and Answers Request for Proposals Community Center Café Operator

Date: April 16, 2024

Q1: Is the Operator to manage the current Café that is in the space or is it to manage and operate their own business?

A1: The RFP is seeking a tenant to operate their own café business in the space at District56.

Café Operator Site Walk Q&A

Q2: What would the start date and transition look like between the existing and new operator?

A2: The current Café contract expires in July or August of 2024. We would work with the new operator on a transition timeline as part of the contract negotiations.

Q3: The application says it needs to be ADA compliant. What does that entail?

A3: The proposal needs to adhere to the font and font size listed in the guidelines for the proposal to ensure it is consistent.

Q4: What is the City looking for in an operator?

A4: Per our Purchasing guidelines, we need to seek new vendors for services from time to time to see what the market is like. Sometimes that means better pricing and products for the City and the taxpayers. Overall, we want an operator that provides a customer service oriented amenity for the District56 campus.

Q5: How many events does the Center host each year?

A5: We mostly host private events and primary on weekends but have steady stream of weekday uses as well. A good estimate is probably 200-250 events per year with many bringing in their own catering.

Q6: How does the process for catering work?

A6: We let any reservation know that they are allowed to bring in their own catering. One option is to use the Café which is convenient as it is on-site, but not required. Any contract between a reservation and the Café for catering is negotiated by them, we are not involved in those negotiations.

Q7: Do you provide custodial?

A7: The City provides custodial services for shared areas like the lobby, restrooms, and our rooms that are reservable. The Café operator is responsible for the café area including the back of the house and seating.

Q8: Can you verify what equipment is provided?

A8: The kitchen equipment list is provided in the RFP.

Q9: Can the café operator use the commercial kitchen?

A9: This can be negotiated for use for a rental price and based on reservations.