



**REQUEST FOR PROPOSALS
FOR
OPERATOR FOR HERITAGE OAKS PARK
CONCESSION CAFÉ**

Proposals must be forwarded to Meaghan Stiles, Economic Development Manager, at the following email address no later than April 30th, 2024:

Meaghans@cityofwestsacramento.org

Non-mandatory on-site tour of the facility and informational meeting is scheduled for April 11, 2024, at 9:00am. Please RSVP to Meaghan by April 10, 2024, if you plan to attend.

April 2nd, 2024

**REQUEST FOR PROPOSALS
OPERATOR FOR HERITAGE OAKS CONCESSION CAFÉ**

SECTION I: INTRODUCTION & BACKGROUND

The City of West Sacramento is requesting proposals from qualified and experienced food service operators interested in operating the Concession Café at Heritage Oaks Park located at 1300 Lake Washington Blvd.

The Concession Cafe is located in the Southport area of West Sacramento and is directly adjacent to Heritage Oaks Park and playground with several residential home developments nearby. The park site is part of a larger master plan that will add several amenities to the site over time through a \$3 million grant from the National Park Service Land and Water Conservation Fund. The most current proposed master plan is included in **Exhibit C**.

The cafe is an approximately 1800 square foot facility, which includes 2 single-use restrooms, a storage space, and 1100 square feet of usable outdoor patio space. The indoor space consists of approximately 85 square feet of café counter/lobby/customer area and 275 square feet for storage and preparation. If the operator is in need of additional storage space, the City can accommodate a stand-alone storage facility/container on site. The café was previously built and run as a concession and training area for Tree Top Sac, a ropes course located at Heritage Oaks Park. **Exhibit A** shows the layout of the building.

The café is a limited-service food preparation facility. There are several pieces of equipment in the café that are available for use by the operator and any and all equipment is eligible to be acquired by operator. **Exhibit B** includes a list of the available equipment.

The intended hours of operation are negotiable based on the type of food service proposed, but it is intended to be open a minimum of 7 hours per day, 7 days per week.

The café has not had a tenant other than Tree Top Sac, which has not been in operation since October 2023. The City believes that an operator, with experienced and involved management, along with a sound understanding of the customer base will be able to make the café a successful venture.

SECTION II- SCOPE OF WORK FOR OPERATOR

To help facilitate success and to incentivize strong café operators, the City will not be charging a rental fee first 2 years of service, with a negotiated rate after that time. The term of lease is negotiable but must be a minimum of two years. Additionally, the chosen operator or will be expected to do the following:

1. Operate the café a minimum of 7 hours per day 7 days per week. Longer hours are available and encouraged.
2. Provide proof of worker's compensation and liability insurance in amounts to be approved by the City.
3. Furnish any necessary equipment beyond what is provided in **Exhibit "B."** said equipment will be owned or leased by the operator.

4. Be responsible for operating costs including utilities (water, sewer and refuse) and janitorial services.
5. Provide a list of menu options and pricing.
6. Keep café and outdoor facilities clean and sanitary.
7. Cover the cost for Tenant Improvements required at the site.
8. If the City believes this to be beneficial, secure a permit from the Alcohol and Beverage Control Board (ABC) to serve beer and wine.

SECTION III: CITY OBLIGATIONS

The City agrees to do the following:

1. Lease the café free of charge for the first 2 years of the lease. The lease amount will be subject to renegotiation after 2 years. The initial term of the lease will be for at least 2 years.
2. Keep the park areas outside of the rentable square footage well maintained and clean.

SECTION IV: SUBMITTAL REQUIREMENTS

An interested operator should submit a formal proposal with the following information:

1. Background of the owner/operator detailing experience in the food service industry.
2. Description of your vision for the café along with a short listing of possible food and beverage items that would be available and the approximate prices. (This is simply to get an idea of offerings and is not intended to be viewed as a commitment.)
3. Staffing plan and proposed operating hours
4. Financial capability to operate the space
5. Timeline for when you might be able to open for business
6. Description of the marketing plan for the café.
7. Identification of any challenges that you envision.
 - Indication of whether or not you would be interested in obtaining an ABC permit;
8. Identify any special issues or concerns that you would like addressed.
9. Attached is a sample City Restaurant Lease. Please note any concerns or areas that you would like to discuss. The terms are negotiable.

SECTION V: SUBMITTAL TIMELINE AND PROCESS FOR SELECTION

1. Proposals should be submitted to Economic Development Manager Meaghan Stiles at Meaghans@cityofwestsacramento.org no later than 5:00pm on the designated deadline date. An on-site tour of the facility and informational meeting is scheduled for Thursday April 11, 2024, at 9:00am. Please RSVP for the informational meeting to Ms. Stiles at Meaghans@cityofwestsacramento.org by Wednesday April 10, 2024. This is a non-mandatory pre submittal walk through of the facility.
2. City staff and the West Sacramento Chamber of Commerce will review the submittals and invite the most qualified to an interview.
3. Following selection of a preferred operator, the parties will negotiate a lease.

Exhibit A
(Concession Café layout)

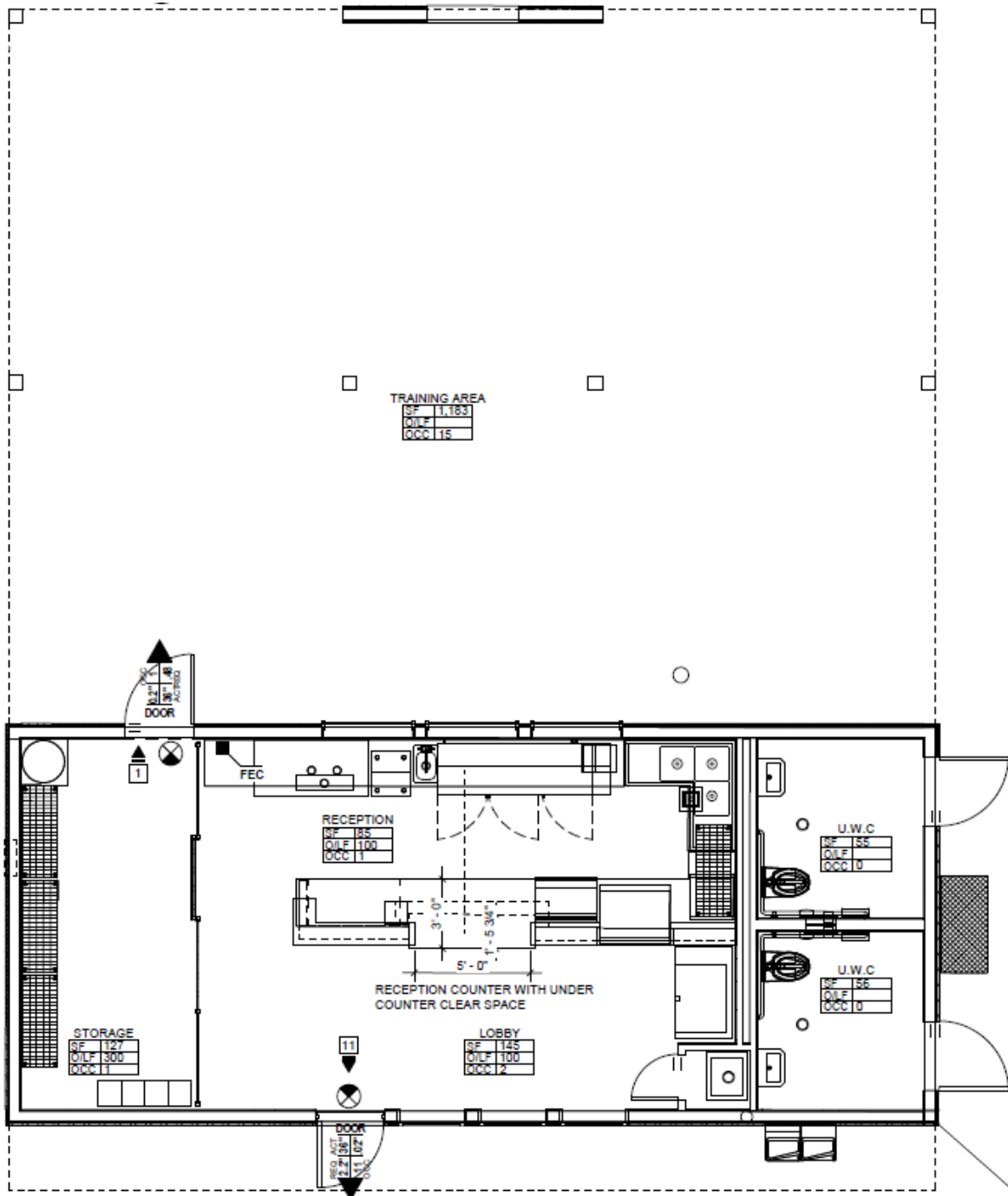


Exhibit B
(List of Café Equipment)

ice machine indirect drain self-cleaning
Bradford commercial kitchen grade water heater
kegerator SSTL counter six taps and manifold
Three-door under counter refrigerator SSTL countertop
pizza warmer, with warming and serving trays
pretzel warmer, amusement style vision glass
Espresso machine, two head programmable café grade
Commercial grade espresso grinder adjustable
Kitchen storage metro shelving 5@ 24"x48"x72" and 1@ 24"x48"x36"
Vintage steel case chairs (2) gray aluminum
folding table - steel legs white top
wooden picnic tables (9) weather seal stained
Health Code approved Commercial Grade three compartment sink
HP printer with scanner
Brunn - iced tea maker, with two SSTL containers and wall mounted filter
lemonade dispenser (2)
Countertop hot dog and bun warmer w/SSTL trays and serving utensils
iPad with locking stand and security cords (2)
Commercial Grade SSTL prep table 24"
Under counter mini freezer
Kitchen trash cans
Kitchen counter prep utensils and sink cleaning supplies
Countertop SSTL Cheese/soup warmer
Misc espresso machine utensils
Cup and lid and straw utensil holders
SSTL Towel dispenser
Mop Closet Commercial broom, mop, pan, brush and cleaning supplies
Heavy Gage extension cords for 100ft, 200 ft
LED rechargeable bar lights and event lighting supplies
Kobalt wheelbarrow
Large Landscape rake (2)
EGO Powerload weed wacker/ edger rechargeable
shovels and standard rakes and hammers
DeWalt 20V drills batteries and charger
Wireless Inseego 5G Router
Vintage steel personnel lockers

Exhibit C

(Heritage Oaks Park Master Plan)



- PRESERVED ELDBERRY**
- 20' MIN SETBACK FROM DRIP LINE
 - 100' SETBACK, COMPLETE AVOIDANCE
 - FENCE PERIMETER
 - PRESERVATION SIGN EVERY 50'

- FITNESS STATIONS**
- VARIOUS EQUIPMENT GROUPING

- INTERPRETIVE PANELS**
- NATIVE PLANTS
 - WELLNESS
 - TRIBAL HISTORY

- MOUNDING & SCREENING**
- CO2 VEGETATIVE SCREEN
 - DRAINAGE SWALE

- WELLNESS PATH**
- REFLEXOLOGY & LABYRINTH
 - BRICK, STONE, WOOD ETC.
 - MEDITATION AREA
 - NATIVE POLLINATOR GARDENS

- SHADED PICNIC AREAS**
- CONNECTIVITY TO PATH
 - UNDER OAK GROVE TREES

- GATHERING SPACE**
- OUTDOOR CLASSROOM
 - SHADE STRUCTURE
 - BOULDER & LOG SEATING
 - TURF MOUND FOR SEATING

- POLLINATOR GARDENS**
- NATIVE PLANTS
 - WINDING PATHS
 - INTERPRETIVE PANELS
 - TRIBAL ART

- RIVER SPRAY GROUND**
- NATURAL RIVER FEEL
 - TILE WATERCRAFT PLAY ELEMENTS
 - ACORN STORAGE WATER DUMP
 - GROUND SPRAYS
 - CLIMBING BOULDER W/ WATERFALL

- CENTRAL GATHERING HUB**
- RESTROOMS & PUMPHOUSE
 - GATHERING CIRCLE
 - TRIBAL ART ELEMENTS AT ENTRY
 - CENTRAL LOCATION

- ADVENTURE VILLAGE**
- PRE-COLUMBIAN CALIFORNIA THEME
 - BARK FALL MATERIAL
 - TRIBAL STRUCTURES & PLAY TOWER
 - CLIMBING BOULDER
 - MUSICAL INSTRUMENTS
 - NATURAL PLAY
 - SWINGS

- ELEVATED BOARDWALK (IF PERMITTED)**
- THROUGH OAK GROVE
 - ELEVATED 2.5'H
 - ADA ACCESSIBLE VIEWING TOWER

- ALL-WHEEL PARK & FLOW TRACK**
- DIRT FLOW TRACK
 - CONCRETE PUMP TRACK & SKATE AREA
 - 10,000 SF - 14,000 SF
 - SPLIT RAIL FENCE
 - ALL-AGES

- MULTI-USE FIELD**
- OPEN REC AREA
 - U10 & UNDER SOCCER FIELD
 - TALLER GRASSES & TREES
 - AT PERIMETER
 - MOUNDING

- MULTI-USE PATHS**
- CONNECTIVITY TO HOMES
 - 1/2 MILE LOOP
 - FITNESS STATIONS

- URBAN PLAZA**
- TREE BOSQUE
 - MARKETS

- CORNER ARRIVAL GATEWAY SIGN**



HERITAGE OAKS PARK
MASTER PLAN - PREFERRED OPTION



0 20 40
 SCALE 1" = 30'

WEST SACRAMENTO, CA

