



**TOWN OF SIMSBURY  
REQUEST FOR PROPOSAL  
SIMSBURY FARMS GOLF COURSE  
FOOD/BEVERAGE CONCESSION PROVIDER**

The Town of Simsbury is seeking proposals from qualified firms or individuals to provide restaurant operator services for the food and beverage concession at the Simsbury Farms Golf Course located at 100 Old Farms Rd., Simsbury, CT. It is the intent of the Town to award a contract for operation of the food/beverage concession.

**SUBMISSION DEADLINE: December 1, 2020, by 11:00 AM.**

**SUBMISSION CONTACT AND ADDRESS:**

Thomas Tyburski  
Culture, Parks and Recreation Director  
Town of Simsbury  
933 Hopmeadow Street  
Simsbury, Connecticut 06070  
(860) 408-4682  
ttyburski@simsbury-ct.gov

Bids received after the time set will not be accepted. The Town of Simsbury reserves the right to reject any or all bids or to waive defects in same if it is deemed to be in the best interest of the Town of Simsbury. A tour can be obtained by contacting the Culture, Parks and Recreation Director at (860) 408-4682.

**BACKGROUND**

The Town of Simsbury was incorporated as Connecticut's twenty-first Town in May 1670. It has a land area of approximately 34.5 square miles and a population of approximately 24,350. Centrally located in the heart of the New York - Boston corridor, Simsbury is an attractive and diverse suburban community. As a part of the beautiful Farmington Valley, Simsbury offers an unmatched quality of life with a traditional New England town atmosphere in a setting of rolling hills, the picturesque Farmington River and extensive trail system. Simsbury is conveniently located 20 minutes northwest of Hartford and

20 minutes southwest of Bradley International Airport. Simsbury operates under a Town Manager-Board of Selectmen form of government with the Town Manager serving as the Chief Executive Officer responsible for overseeing the day-to-day operations of the Town.

The Simsbury Culture, Parks and Recreation Department is staffed by 18 full time employees, both administrative and maintenance, and over a hundred seasonal and part time staff members. The Department staff works with the Simsbury Culture, Parks and Recreation Commission, a nine-member advisory board, to make recommendations on policies and fees.

## **SIMSBURY FARMS RECREATION FACILITY**

Spread out over 235 acres, picturesque Simsbury Farms is the hub of recreational activity in Simsbury. The “Farms” was built on a former orchard in use until 1971. It is operated and maintained by the Simsbury Culture, Parks and Recreation Department. Designed by renowned architect Geoffrey Cornish, the golf course is one of the most popular and scenic in the area. In addition to the 18-hole golf course, the facility consists of four swimming pools, a covered ice skating rink, four outdoor lighted tennis courts, two lighted paddle tennis courts, a wheel-chair accessible playground, two basketball courts, ropes challenge course, fitness trail, and picnic area. The department also provides a wide variety of camps, lessons, educational programs and events that enrich the community

The Department is funded by the general fund for its parks and open space maintenance operations, and the Parks and Recreation Revenue Fund which accounts for all revenue and expenses of the recreational complex.

The Simsbury Farms Golf Course is located adjacent to the Simsbury Farms Pool and Skating Rink. The Golf Course opened in 1971 and is one of the premier public golf courses in the State. The course averages 35,000 rounds of golf per year and hosts numerous outside tournaments and outings.

In December 2019, the Culture, Parks and Recreation Commission, which is appointed by the Board of Selectmen as its advisors, adopted the following vision for the Restaurant.

*The Simsbury Culture, Parks and Recreation Commission believes that offering a full-service, "full entrée-available" restaurant is paramount to the future well-being of the Simsbury Farms Golf Course. In order for a restaurant to be able to maximize its income potential, the restaurant needs to add and/or improve the following amenities, which we as a commission endorse:*

- *Full-Service Bar*
- *Larger Kitchen*
- *Larger Dining Area*
- *Larger Outdoor Dining with Grilling Area*
- *Permanent Outdoor Pavilion*

The Culture, Parks and Recreation Commission recognizes that this vision will evolve over many years. Therefore, for this RFP, the Commission is seeking to partner with a vendor who is willing to begin this journey with the Town. As such, we are open to and encourage creative approaches and responses to this RFP.

## **RESTAURANT FACILITY**

The restaurant located at the Russell Shaw Clubhouse includes a fully equipped commercial kitchen compliant with all local health district requirements. The total area of the restaurant, kitchen, walk-in freezer and loading dock is 2,184 sq.ft. The professional quality commercial kitchen measures 504 sq.ft. and includes the list of equipment described in Appendix A for use by the lessee. The facility to be administered also includes an outdoor patio that measures 1,500sq.ft. and a banquet tent area which can accommodate up to 180 people. The facility can seat up to 60 patrons in the dining room and 60 patrons on the patio. The lessee shall also provide all accessories and utensils for the restaurant operation including plates, silverware, glassware, etc.

## **MINIMUM SCOPE OF SERVICE**

The successful applicant shall be required to furnish the clientele of the Restaurant with a food and beverage service including breakfast, lunch and dinner during the golf season, as well as banquet service for groups up to 180 in the outdoor tent. An optional, modified service may be offered when the course is closed. The menu is subject to the approval of the Director of Culture, Parks and Recreation and shall include dinner fare and lunch selections, to include sandwiches and soups. A limited breakfast selection should also be provided. In addition to food service within the restaurant, the concessionaire shall offer snacks and beverages.

An optional outside food and beverage service for golfers making the turn from hole #9 to hole #10 and hole #18 to hole #1 would be desirable. A food cart unit, owned by the Town, will be provided for this purpose with no further maintenance obligations to the Town. In addition to the optional outside services, the vendor is required to provide at his/her expense a motorized beverage cart to serve golfers on the course during scheduled golf outings. The vendor is highly encouraged to additionally provide this service during other times of high traffic on the course.

Restaurant services and menu offerings need to be structured to complement the golf operation while in season and during the hours of operation. Operations are not limited to supporting the golf operation; the awarded lessee will be required to coordinate with golf course management to provide alternate food opportunities for golf camps, clinics, tournaments and other special golf related events throughout the golf season.

The vendor may also host non-golf events so long as they do not interfere with meeting its obligation to the golfing public. Prior to contracting for such events, the vendor shall coordinate with the Golf Pro Shop so as not to affect golf operations or events.

All restaurant deliveries must be made to the specific area designated at the rear of the building. **NO** motor vehicles will be permitted in front of the Clubhouse and main restaurant entrance.

The concessionaire shall be responsible for maintaining the restaurant facility, rest-rooms and surrounding area in a clean and safe condition at all times. The sale of alcoholic beverages is permitted on the premises. The award of a lease for the facility will be contingent upon the concessionaire securing a liquor license from the State of Connecticut.

## **HOURS OF OPERATION**

The minimum period of operation of the restaurant is April 1- November 30, or whenever the golf course is open for operation.

Minimum daily hours for the Restaurant during the period that the golf course is open shall be:

- Weekdays: 9:00 a.m. to 1/2 hour past sunset
- Weekends: 1/2 hour before the first tee time to 1/2 hour past sunset

The restaurant schedule may be modified by mutual agreement of the Operator and the Culture, Parks and Recreation Director during the period that the golf course is not open.

## **TERM OF LEASE**

Given the long term Vision of the restaurant and the desired partnership with a vendor, the Town is open and flexible with the length and the terms of the Lease. All lease terms are negotiable. For your consideration, the Town is proposing the following options:

Option 1. Three years; renewable for additional three year period(s) upon mutual agreement between the Town and the selected respondent. All base proposals shall reflect this term.

Option 2. Five years; renewable for an additional 5 years. Under this option the prospective lessee will joint venture with the Town of Simsbury on an expansion of the restaurant facility to accomplish the Vision of the Recreation Commission. This would be accomplished through a ground lease on a footprint to be determined by the two parties.-(lessee and Town).

## **FINANCIALS ASSOCIATED WITH THE LEASE**

The lessee shall keep and maintain in good condition all of the equipment, and shall pay for all repairs, maintenance and upkeep for the following: cleaning and operation of all equipment, fixtures, and interior of the restaurant and snack bar, including but not limited to: grease traps; kitchen range hood; ducts and fans; all ceiling and air vents; window washing (interior and exterior); clean-up of any sand build-up and debris from the front entrance to building; floors; carpeting; toilets; sinks; heating zone valves; exhaust fans; emergency service repairs and yearly maintenance of air-conditioning units; all light bulb replacements; light ballasts; circuit breakers and other minor electrical problems; security alarm system and fire protection warning service for clubhouse and snack bar; fire extinguisher service; carpet repairs, cleaning and replacement; furniture repairs and replacement; awning repairs and replacement; equipment repairs and replacement; monthly extermination. Lessee is responsible for costs associated with garbage removal and dumpster rental. The lessee will share costs of trash services with Golf Professional. The costs of utilities (electric/water/gas) will be paid by the Town but should be factored by the lessee into the proposed rent of the facility.

The lessee covenants and agrees that it will furnish all labor, services, material, supplies and equipment necessary to maintain the leased premises in a clean, orderly and inviting condition satisfactory to the Director of Culture, Parks and Recreation. The leased premises include, but are not limited to, the snack bar, picnic area, and its immediate surrounds.

The TOWN will not obtain any General Liability, Auto or Worker's Compensation Insurance to provide coverage for the lessee or employees of the lessee.

The selected firm will be required to furnish certificates of insurance, including general liability, umbrella liability, automobile, and workers compensation with the following minimum limits:

<u>General Liability:</u>	\$1,000,000
<u>Umbrella Liability:</u>	\$5,000,000
<u>Auto Liability:</u>	\$1,000,000
<u>Professional Liability:</u>	\$1,000,000
<u>Worker's Compensation:</u>	Statutory
<u>Employer's Liability:</u>	\$1,000,000

Lessee coverage shall be primary and non-contributory. The Town of Simsbury shall be named as additional insured on the general liability, umbrella liability and automobile liability policies. Each policy shall include a waiver of subrogation in favor of the Town. All policies shall be kept in force throughout the duration of the project, with an extended reporting period of 36 months after the agreement terminates.

To the fullest extent permitted by law, the consultant shall indemnify, defend and hold harmless the Town of Simsbury and its agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees to the extent caused by the negligent acts, errors or omissions of the consultant, or those for whom the consultant is legally responsible in the performance of the work.

## **SUBMISSION AND DEADLINE**

Questions regarding this RFP should be directed to Director of Culture, Parks and Recreation Tom Tyburski at [ttyburski@simsbury-ct.gov](mailto:ttyburski@simsbury-ct.gov). In order to receive consideration, all questions must be submitted by **12:30pm on November 17, 2020**.

A response to all relevant questions will be provided prior to the close of business on November 19, 2020 via addendum that will be posted on the Town website at: <https://www.simsbury-ct.gov/finance/pages/public-bids-and-rfp>

Respondent's completed submissions to this RFP are due by:  
**11:00AM on December 1, 2020.**

### **SUBMISSION CONTACT AND ADDRESS:**

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Culture, Parks and Recreation Director  
Town of Simsbury  
933 Hopmeadow Street  
Simsbury, Connecticut 06070  
(860) 408-4682  
[ttyburski@simsbury-ct.gov](mailto:ttyburski@simsbury-ct.gov)

It is the intention of the Town to have a fully operational restaurant open when the Golf Course reopens in the spring of 2021.

## **SELECTION CRITERIA**

Candidates will be evaluated based on the following criteria:

The Town of Simsbury shall select the responsible and responsive Proposal which is determined by the Town to be the best suited, most advantageous, and provides the best value to the Town on the basis of the criteria included in this Request for Proposal. The Town expressly reserves the right to negotiate with the selected firm prior to an award of any contract pursuant to this RFP. Best value shall be determined by consideration of the following factors.

- Overall quality, thoroughness, and responsiveness to the Town's requirements as summarized herein.
- Proof of competency: The required statement of qualifications and demonstrated experience of the firm, the designated account representative, and other key staff to be assigned to the restaurant operation.
- Successful performance and positive working relationships with other clients including a complete list of restaurants managed or leased. Include business and financial references.
- Statement of Approach to providing restaurant services at the Simsbury Farms Golf Course.
- Ability to meet the schedule identified herein.
- Demonstrated financial resources and terms and conditions of the proposal including cash flow and pro forma analysis.
- Required State of Connecticut food service license/certifications.
- Status of company, corporate, partnership, etc.
- Proposed financial structure of the potential lease.
- Request for capital improvements (if any).
- Involvement in any projects that may result in any conflict of interest or dilution of commitment.
- The number, scope, and significance of conditions or exceptions attached or contained in the proposal.







**ANNUAL FOOD AND BEVERAGE MANAGEMENT FEE PROPOSAL FORM**

The undersigned hereby makes a proposal to pay the Town of Simsbury the following amounts annually for the management of the Simsbury Farms Golf Course Food and Beverage Operations.

	<b>Annual Proposed Rent</b>	<b>Written Amount</b>
1. Season 2021	\$ _____	_____ Dollars
2. Season 2022	\$ _____	_____ Dollars
3. Season 2023	\$ _____	_____ Dollars
4. Season 2024 (if submitting 5 year proposal)	\$ _____	_____ Dollars
5. Season 2025 (if submitting 5 year proposal)	\$ _____	_____ Dollars

**Alternative Lease Proposal:**

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**NON-COLLUSION AFFIDAVIT:**

By submission of this proposal, the Respondent certifies that it is being submitted without any collusion, communication, or agreement as to any matter relating to it with any other respondent or competitor. We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

**CODE OF ETHICS (Appendix B):**

I / We have reviewed a copy of the Town of Simsbury’s Code of Ethics and agree to submit a **Consultant Acknowledgement Form if I /We are selected.** Yes \_\_\_ No \_\_\_\_\_\*

\*Respondent is advised that the Town of Simsbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

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## APPENDIX A

### EQUIPMENT INVENTORY

#### Golf Course Clubhouse Restaurant

Refrigerator-2 door Traulsen, on casters  
Walk-in cooler/freezer, 8' x 12' w/outside remote condensing units  
Dishtable w/pre-rinse sink, spray hose and bracket  
Oval tray rack  
Commercial dishwasher-upright Hobart rack machine with tall chamber  
Steam table-3 well water bath  
Bread box-4' maple top w/4 drawers  
Sandwich unit-5' mega top, 2 doors, 18 pans  
Fryers (2)-40 lb., stainless steel tank, gas, on casters  
Charbroiler-24'' coal style, with lower rack and splash guard  
Convection oven-single deck, gas, speed fan, on legs  
Range-72'' w/2 ovens, 6 burners, 36'' grille, Vulcan, on casters  
Worktable-8' w/2 drawers, 2 undershelves, on casters  
Worktable-7' w/sink, undershelf, no drip edge  
Portable cart w/lift up sideboards  
Store room shelving, 5 tier, chrome wire, on casters  
Soda rack  
Cook n'hold oven-Alto Shaam, 2 compt, on casters  
Pot sink-3 compt w/1 drainboard and spray hose faucet  
Mop sink-floor style, stainless w/service faucet  
Drying rack-20'x60', wall mounted  
Wall shelves-assorted sizes, above dishtables, serving line and prep sink  
Exhaust hood-15', exhaust only w/lights, filters-UL listed  
Wall panels-stainless steel, installed behind hood on left wall  
Fire suppression system, installed w/gas valve  
Ice machine-400 lb. Capacity w/bin  
Wall panel-between ice machine and prep sink  
Waitress station-cabinet with doors, drawers  
Tables-12 :&B Products 30'' laminated tables w/cross bases  
Chairs-50 cherry side chairs

APPENDIX B



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**CODE OF THE TOWN OF SIMSBURY, CONNECTICUT  
PART I ADMINISTRATIVE LEGISLATION / Chapter 13, ETHICS, CODE OF /  
Acknowledgment Form and Charter Section 1003**

I have read Section 1003 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a consultant retained by the Town of Simsbury, and I am in compliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before a town board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1003 of the Charter.

Areas of Exception:

**CONFLICTS OF INTEREST - SECTION 1003**

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission shall disqualify such elected or appointed official or such member of a board or commission or such Town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Name (Please Print)

Telephone (860) 658-3200  
Facsimile (860) 658-9467

[www.simsbury-ct.gov](http://www.simsbury-ct.gov)  
An Equal Opportunity Employer

8:30 - 7:00 Mondays  
8:30 - 4:30 Tuesday through Thursday  
8:30 - 1:00 Friday