



REQUEST FOR INTEREST (RFI)

State of Michigan
Department of Natural Resources
Parks and Recreation Division

Anticipated Timeline

RFI Issue date	10:00 a.m. EST	September 21, 2020
Pre-Response meeting and site tour	11:00 a.m. EST	October 21, 2020
Deadline to submit questions	5:00 p.m. EST	October 30, 2020
Date answers to questions will be posted	10:00 a.m. EST	November 3, 2020
Deadline to submit response	5:00 p.m. EST	November 11, 2020
Request for Proposal date (approximate)	TBD	January, 2021

This Request for Information (RFI) seeks proposals for the redevelopment, rehabilitation and management of the facility formerly known as the **Portage Restaurant located at Presque Isle State Harbor**. The Department desires to secure a Partner to operate a restaurant and invest in developing the facility for a variety of uses identified by the Partner and approved by the Department. A new contract for the facility will be issued following a formal bid submittal pursuant to a future Request for Proposal (RFP). Depending on the amount of investment the Partner guarantees to invest, a long-term lease may be issued to allow for more favorable conditions for a return on the Partner's investment.

The contract will provide that a liquor license is available to the facility; however, the Partner will be required to submit, and have approved, an application from the Michigan Liquor Control Commission in order to be eligible for utilization of the facility's liquor license.

The current facility may be rehabilitated and redeveloped in several ways, including improvement of the current facility up to demolition and complete rebuild. The Department will invest a reasonable amount of funding to address code compliance and to assist in the rehabilitation of the facility. The Partner must outline in the submittal its proposed rehabilitation and redevelopment plan and proposed contract terms. The Department prefers that the building be rehabilitated and operational for the 2021 season, or that a temporary restaurant be made available until redevelopment is finalized. A temporary restaurant can consist of a food truck, temporary mobile building,

etc.

The information gathered is intended to assist the Department to: (a) better understand the industry best practices, (b) identify the most appropriate method of rehabilitation and development of the facility and operations, as well as, (c) acceptable funding models for the partnership. This information will be used to build a bidding package that best suits the needs of this new partnership. Following this formal RFI process, the Department will post a formal Request for Proposal (RFP) including the bid request and sample contract. The bid package will be based in part on responses received during the RFI process which assists the Department in identifying operations that are most feasible for the facility and will likely generate the best benefit to the state.

The information in this document is subject to change. Check the following website for the current information: www.michigan.gov/StateParkConcessions



Department of Natural Resources

RFI INSTRUCTIONS

1. **CONTACT INFORMATION FOR THE DEPARTMENT.** The sole point of contact concerning this RFI is:

Lori Ruff
Concession and Lease Manager
(989) 889-9178
RuffL@michigan.gov

2. **QUESTIONS.** Questions concerning the RFI must be *emailed* to RuffL@michigan.gov no later than the time and date specified on the cover page of this document. Answers to questions will be posted on www.michigan.gov/StateParkConcessions

Questions should be submitted using the following format:

Q #	Document and Section	Page# / Requirement#	Question

3. **PRE-RESPONSE MEETING AND SITE TOUR.**

A pre-response meeting and site tour will be held as noted below:

Date and Time:

Wednesday, October 21, 2020 from 11:00 a.m. EST to 12:00 p.m. EST

Meeting Place:

Northeast parking lot, near the restaurant.

During the pre-response meeting, the Department will give an overview of its goals, which includes at a minimum providing customers with enjoyable dining experiences at the facility. Enjoyable dining experiences include food, beverages, and harbor guest services. Attendees at the pre-response meeting will be able to ask questions that will assist in developing the RFI response. All questions and responses will be posted on www.michigan.gov/StateParkConcessions. Following the pre-response meeting, all attendees will be given a group tour of the facilities relating to the proposed contract.

4. **DELIVERY OF RFI RESPONSE.** Please submit your RFI response to RuffL@michigan.gov no later than the date and time located on the second page of this RFI. All documents should be created using tools compatible with the Microsoft Office 2016 Suite standard desktop, without the need for conversion. System prompts for pricing attachments and information can be disregarded.
5. **ORAL PRESENTATION.** The Department reserves the right to invite some RFI submitters for oral presentations.
6. **GENERAL RESPONSE CONDITIONS.** The Department is not liable for any costs incurred in the preparation of the RFI submittal, delivery of the RFI submittal, and any follow-up discussions with the State. This RFI is not an offer to enter into a contract.
7. **FREEDOM OF INFORMATION ACT.** All portions of a response are subject to disclosure as required under the Michigan's Freedom of Information Act, 1976 Public Act 422.
8. **RIGHTS TO INFORMATION CONTAINED IN RESPONSES.** All RFI submittals are considered property of the State.

Department of Natural Resources

Request for Interest (RFI) Restaurant at Presque Isle State Harbor

The purpose for this RFI includes, but is not limited to, collecting market information to better understand best practices used in operating a concession of this nature. The information gathered may be used to assist the Department in developing program strategy and developing a competitive bid package.

1. Program Overview

The Department of Natural Resources (Department) intends to enter into a contract with a Partner or Partners to reestablish and manage the restaurant at Presque Isle State Harbor which includes:

- Restaurant facility
- Immediate surrounding grassy area
- Use of the harbor parking lots
- Concrete pad for placement of a dumpster (across the road from the facility)
- One optional harbor slip for guest use
- Availability of a liquor license

An overview of the Presque Isle State Harbor can be seen at: <https://www.michigan.org/property/presque-isle-state-harbor>

Formerly known as the Portage Restaurant, the facility provides approximately 6,000 square feet of space. A liquor license for the facility is held by the State of Michigan and is available to a partner following the partner's approval of its Liquor License Application by the Michigan Liquor Control Commission.

Challenges identified:

- Food options are limited in this harbor of refuge
- Funding for required facility updates and/or rebuild
- Operation of a restaurant requires specialized training
- Current structure cannot operate year round
- Primary revenue is typically generated during the summer boating season

2. Requirements

The Department would like reestablishment a full-service restaurant and bar offering lunch and dinner menus. Those interested in rehabilitating and redeveloping the facility are required to provide a synopsis of plans that include site design, renovation improvement or demolition with rebuild, as well as cost estimates to make the facility fully operable no later than the 2022 season. The RFI submission may also provide renovation plans and cost estimates to open a temporary restaurant facility in the 2021 season. Any and all construction renovations must be reviewed and approved by the

Park and Recreation Division and the Department of Technology Management and Budget.

3. Performance Measures

Economic – Customers must find the product and/or service valuable.

Punctuality – The Partner must adequately fulfill its contractual obligations in a punctual manner. Customers are the priority.

Reliability and Responsiveness – The Partner must be a reliable and responsive partner with the Department and its customers. A willingness to make periodic adjustments or take adaptive measures for the sake of relationship is essential.

Quality and Consistency – The Partner must consistently offer products and/or service of high quality. While volume may enable a Partner to earn high revenue, a consistently high-quality operation will facilitate long term success.

4. On-site Inspection of Facility

An on-site inspection of the facility will be provided as scheduled on the first page (see anticipated timeline).

5. Historic Operation Schedule

Operating season was Easter weekend through November 1st:

Department of Natural Resources

Request For Information
Restaurant at Presque Isle State Harbor

RESPONSE PREPARATION

Please respond to the following topics and questions in a “Question and Answer” format, providing thorough information for each, when possible.

1. Company full name and address.
2. Name, telephone number, and email address of the individual(s) who will serve as your company’s authorized contact.
3. Please identify who was involved in developing the submittal to this RFI.
4. Please include, as an attachment, the following:
 - Mission Statement
 - Organizational Chart
 - Accreditation or another relevant credential
5. Please provide a comprehensive overview of your prior experience operating, programming and managing this type of project.
6. Describe your vision for this partnership opportunity. What ideas do you have to make the venture successful (i.e. operating season, menu items, etc.)?
7. Provide the organizational structure you would like to implement at the facility.
8. What would be your preferred compensation structure?
9. What additional assets, tools, or expertise would your organization request from the Department?
10. Please provide additional pertinent information.
11. If you have a propose idea for development plan of this property, please provide a written overview of the development and plans if available.
12. If a formal bid is issued for provision of this service, is it likely that your company will bid on it?
 - a. If no, why not?