

Request for Statement of Qualifications and Proposed Scope of Services
for
Management Services for Catering and Food Service Operations
April 3, 2019

The Former Wicked Woods Golf Course Banquet Facility



*Geauga Park District
Board of Park Commissioners*



Property Location | 14085 Ravenna Road (State Route 44), Newbury Township, OH

Contact:

John Oros
Executive Director
9160 Robinson Road
Chardon, OH 44024

Phone | 440-279-0833
joros@geaugaparkdistrict.org

Mission Statement

The mission of the Geauga Park District (GPD) is to preserve, conserve and protect the natural features of Geauga County and to provide outdoor recreational experiences to our residents of every age, every ability, and at all times of the year.

For more information regarding Geauga Park District please go to www.geaugaparkdistrict.org.

Introduction

In continuing to provide the residents of Geauga County with high quality experiences within a park setting, Geauga Park District (herein referred to as District) is seeking qualifications for a Manager (herein referred to

as Manager) for the provision of food service and catering at the former Wicked Woods golf course banquet facility.

Site Descriptions

The Former Wicked Woods Golf Course Banquet Facility:

Located at 14085 Ravenna Rd., Newbury Township, Geauga County, Ohio. The facility is a 2-level former golf clubhouse and banquet facility. The building is 7,560 square feet with a first and second floor. The upper level second floor is an open area with seating for approximately 100+ guests. The space has a dance floor, wood burning fire place, a full service bar, and mens and womens restroom. This floor retreats to an outside deck with views of the park property to the east. The area is easily accessible to guests with a paved drive leading to a large double door. The lower level first floor of the facility consists of an open area used for seating guests, counter space, office and storage space, mens & womens restroom, and a kitchen with commercial grade equipments. This floor also retreats to an outside patio area with views of the park property to the east. The facility is easily accessible from Ravenna Road, State Route 44. The facility is centrally located in the County within easy driving distance of local communities. It is within 3 miles of Newbury, 3/1/2 miles of Burton, 7-miles of Chardon, and 7.5-miles of Middlefield.

The Former Wicked Woods Golf Course:

Located in Newbury and Burton Townships, Geauga County, Ohio. The 180-acre property was purchased by the District in December of 2018. The property is currently open to the public as one of the newest Geauga Parks, now totaling 25-parks across Geauga County. On the east side of the property, the park is bordered by the West Branch of the Cuyahoga River. Current offerings to park guests include opportunities to view nature and to walk, hike, and run on asphalt trails throughout the park. The park is open to guests, 365-days a year between the hours of 6:00 am and 11:00 pm. The park is currently being considered as a special place to honor Veterans of the Armed Services. Future park improvements are planned within the next five-years.

Project Description & Goals

The former Wicked Woods golf clubhouse and banquet facility is a contemporary facility in central Geauga County with significant potential for hosting a food service venue. The District is seeking a qualified Manager for the development and provision of a daily food menu with consideration for breakfast, lunch, and dinner options. The District is also seeking a Manager to host catered events with a focus on providing quality meals and a quality experience. The District envisions the opportunity for the residents of our County to utilize the facility for a variety of dining experiences and catered events. These may include weddings, family reunions, birthday parties, corporate retreats, non-profit retreats, and in general, an exciting place to gather with family and friends for a memorable dining experience .

Statement of Qualifications and/or Proposed Scope of Services

The following items are required in your written submission. Please bind and number each page associated with your written submission.

Provide either a Statement of Qualifications or a proposed Scope of Services for the following:

- **General Information:**
 - History & number of years in business.
 - Background & experience on similar projects (minimum of three).
 - Company locations, facilities, venues, or clients.
 - Past financial success, current financial capabilities, projected financial growth.
 - Experience in managing a liquor license for beer, wine, and/or liquor.
 - Principal owners and key staff including:
 - Organizational structure, management team (management team gaps), key personnel.
 - List of any sub-consultants, managers, firms, companies, and/or corporations that your company utilizes and their experience on similar projects

- References: Minimum of three contacts specific to work experience in food service and/or catering.
- Menu and Rates: A proposed menu and corresponding prices for menu items:
 - Include the pricing of food and beverage for both the daily food menu (breakfast, lunch, and dinner) and the catering menu.
 - Menus Seasonal, Local, Fresh, & Healthy: Menu preference for local and regional fresh product (“farm to table”) based on seasonality and availability.
 - Other Menu Preferences: Whole, non-processed foods. Organic ingredients. Non GMO. Vegetarian options. No MSG. No trans fats including hydrogenated or partially hydrogenated oils. Utilize real butter, olive, safflower, or sunflower oils utilized. No high fructose corn syrup. Food production is chemical free as a preferred practice. Meat and Dairy with no hormones or antibiotics and grass fed options. Eggs are used and produced cage-free and free range. Seafood purchases, wild and farmed.
 - Menu Sampling: The District may, in its discretion, interview Manager(s) and/or request a sampling/taste-testing of foods prepared by Manager.
- Materials & Supplies: Use of products, equipment and methods to have limited impact.
 - Disposables are a second choice to china/glass/silver with dishwashing facilities available. When disposables are essential they will be biodegradable. Provide bulk servings instead of typical single serve packages (water bottles, coffee creamers, sugars, juices, etc.) to reduce waste. Ware washing and janitorial processes include soaps and detergents with limited impact to on-site septic system (phosphate free, etc.). Use of local suppliers where feasible.
- Waste Management: Managing waste responsibly.
 - Recycling options for plastic, aluminum, paper, cardboard, glass, etc. Proposal for organic disposal of all compostable kitchen scraps and leftover food items. Proposal for leftover food items donated to food bank or shelter. Proper disposal and/or recycle cooking oil. Minimize waste by careful planning of ordering and production.
- Schedule of Operations: Provide an anticipated schedule to include:
 - Days and hours of operation for the food service venue (breakfast, lunch, and dinner).
 - Proposed schedule for catered events (based on District days/hours of operation in Site Description listed above).
- Products and Services: Provide a description or supporting documents of services offered including:
 - Company sales literature.
 - Company marketing and promotions.
 - Sourcing and fulfillment of food, beverages, and supplies necessary to sustain the management of services.
 - Technology or proprietary offerings that contribute to your business.
 - Vision statement for future food products and services.
- Market Analysis Summary: Provide a description or supporting documents related to market analysis to include:
 - Target market segment strategy, market needs, market trends, market growth, industry analysis, industry participants, distribution patterns, competition and buying patterns, main competitors.
- Strategy and Implementation Summary: Provide a description or supporting documents related to strategies for implementation to include:
 - Value proposition, competitive edge, positioning statements, pricing strategy, sales strategy/program/forecast, strategic collaborations/alliances, milestones, and website strategy.
- Other: The Statement of Qualifications & Scope of Services Packet should include any additional data or information that the responder considers pertinent.

RFQ Process

- Statement of Qualifications & Proposed Scope of Services: Provide by mail or in person, in a sealed envelope, by **Friday May 3, 2019 at 4 pm** to:

Geauga Park District
Meyer Center
Attn: Wicked Woods RFQ
9160 Robinson Road
Chardon, Ohio 44024

- Facility Inspection: An inspection of the facilities/areas to be managed for the District as referenced herein will be conducted on the following date and time:

Wicked Woods
14085 Ravenna Road (State Route 44)
Newbury Township, Ohio 44065
Wednesday April 10, 2019 at 9:00 am

Selection Process

Firms will be ranked by District Staff based on responsiveness and accuracy to the Statement of Qualifications and Scope of Services. The District will select the most-qualified Manger. The District will attempt to negotiate an acceptable contract with the most qualified Manger. If the firm and District are unable to reach an agreement, Geauga Park District will then negotiate with the second ranked Manger. If unsuccessful, the District will negotiate with the third-ranked Manger.

Acceptance of qualifications shall give rise to no liability or obligation on the part of the District, the District reserves the right, in its sole discretion, to request other qualifications in the future for these management services. In awarding an agreement pursuant to the qualifications, the District reserves the right to consider any and all factors relating to a determination of the ability and suitability of the Manager, their respective agents or representatives. The selection process will include **negotiations** to maximize the operational and financial position of the District and the Manager(s). The District reserves the right to negotiate with as many, or as few Managers as it deems necessary to choose the most qualified Manager. Any submission which, in the opinion of the District, is incomplete, conditional, obscure or which contains irregularities of any kind, or for any other reason, may be rejected. **The final agreement entered into between the District and the successful Manager will be the result of negotiations. Negotiations will take place afther submission of the Statement of Qualifications and Scope of Services.**

The District reserves the right to reject any proposal in which the Manager takes exception to the terms and conditions of the request for qualifications; fails to meet the terms and conditions of the request for qualifications, including but not limited to, the standards, specifications, and requirements specified in the request for qualifications; or submits prices that the District considers to be excessive, compared to existing market conditions.

The District reserves the right to reject, in whole or in part, any portion of the Statement of Qualifications or Scope of Services that the District has determined, and to waive any informalities if, in the Board of Park Commissioners judgment, the best interest of the District will be served using the factors and criteria the District develops, would not be in the best interest of the District. The District is not responsible for any cost incurred by prospective Manager(s) prior to the project award and signing of a contract for the requested professional services.