

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

Resolution or Ordinance (Blue) _____
Recommendations of Boards, Commissions & Committees (Green) _____
Other Business (Pink) _____
Waiver of First Requested

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager

DATE: September 10, 2008 (B of T) Date: September 18, 2008

TITLE: Train Station Coffee Vendor Request for Proposals (RFP)

SUBMITTED BY: The Department of Community Development *WLD*

BACKGROUND/POLICY IMPLICATIONS:

The Economic and Community Development Committee (ECDC) transmits for your consideration a request to authorize staff to issue the proposed Train Station Coffee Vendor RFP. (DISTRICT #1)

The ECDC recommended approval of this request with one stipulation.

Please place this item on the September 18, 2008 Board of Trustees agenda.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X

Finance Director X

Village Manager X

David A. Hulseberg
David A. Hulseberg

Date

9/10/08

Date

9/11/08

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



MEMORANDUM

TO: David A. Huliseberg, AICP, ICMA-CM, Village Manager

FROM: William J. Heniff, AICP, Acting Director of Community Development *WJH*

DATE: September 18, 2008

SUBJECT: Train Station Coffee Vendor RFP

BACKGROUND

At its September meeting, the Economic and Community Development Committee discussed a draft Request for Proposals for a train station coffee vendor. This draft was based upon desired criteria for the vendor that had been discussed at the EDC's May meeting. Upon selection of a vendor, a vendor agreement will be prepared for Village Board approval.

The EDC recommended that the RFP be issued with the stipulation that if no eligible vendor from the Downtown Lombard TIF District responds to the initial RFP, the RFP shall be re-issued. In this re-issue, "Section C – Eligible Parties" shall be modified so that any Lombard business shall be eligible to respond to the RFP provided that business has a valid food-handlers license issued by the Village.

Prior to the RFP being sent out, staff will ensure compliance with any applicable agreements between the Village, Metra, and the Union Pacific Railroad as well as coordinating the RFP with any scheduled train station enhancements.

ACTION REQUESTED

The EDC recommends that the Village Board authorize staff to send out the attached Downtown Lombard Train Station Vendor RFP.



MEMORANDUM

TO: Trustee Dana Moreau, Chairperson
Economic and Community Development Committee

FROM: William J. Heniff, AICP, Acting Director of Community Development *wjh/208*

DATE: August 6, 2008

SUBJECT: Train Station Coffee Vendor RFP

BACKGROUND

At its May meeting, the Economic and Community Development Committee discussed desired criteria for a train station coffee vendor and directed staff to develop a draft Request for Proposals for the vendor. Attached is a draft RFP for the EDC's review. Also attached for reference purposes is the RFP used by the Village of Bartlett in its search for a Metra station vendor, which includes a sample agreement. Staff proposes that the Bartlett agreement be used as a template for Lombard's vendor agreement.

ACTION REQUESTED

Staff requests that the EDC recommend that the Village Board authorize staff to send out the attached Downtown Lombard Train Station Vendor RFP.

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**DOWNTOWN LOMBARD TRAIN STATION VENDOR
Request for Proposals (RFP) - Draft**

A. Background

The Village of Lombard, Illinois, located twenty miles west of downtown Chicago has been involved in an ongoing program to upgrade the quality of its historic downtown area. These improvements include storefront facade improvements, parking lot redevelopment, business attraction programs and the creation of public open spaces, which reflect the success of these efforts. The area continues to experience investment and revitalization through the efforts of both the public and private sectors.

A cornerstone of the downtown is the existing Lombard Metra commuter station, which was constructed in 1978. The Lombard station is located along Metra's Union Pacific west line, with over 1,200 daily boardings. The station includes a seating area and a ticket office, which has been open during weekday morning hours. An approximately 102-square foot coffee stand was created out of the seating area in 1983. The station also has restroom facilities, although these facilities have not been open to the public in the recent past.

B. Project Description

A Request for Proposal (RFP) is a method of procurement permitting discussions with responsible business entities. The Village of Lombard is requesting proposals from qualified retailers and service providers for the lease of an approximately 1,570-square foot space within the existing train station. This area includes the seating area, restroom facilities, and the 102-square foot vendor area. The Village is seeking a high-quality, retail or service tenant with an excellent operating record, whose use of the train station will, in addition to serving Metra commuters and Lombard residents, provide ancillary maintenance activities within the station itself.

C. Eligible Parties

To ensure that the selected operator contributes to the vitality of the downtown Lombard area, the RFP shall be limited to any business establishment located within the boundaries of the Downtown Lombard Tax Increment Financing (TIF) district on the date of submittal of the proposal and must possess a valid food-handlers license issued by the Village.

D. Vendor Requirements/Expectations

In order to ensure that the business vendor meets the objectives set forth within the proposal, respondents to the RFP will acknowledge that the following stipulations will be a part of the final lease and lease documents and shall be required to meet the following requirements:

1. At a minimum, the vendor shall be open for business starting at 5:00 a.m. and remain open until 11:30 a.m., Monday through Friday. Additional days and hours may be permissible upon mutual agreement by the vendor and the Village.

2. The vendor shall be required to provide basic cleaning and maintenance of the train station on any business day in which the vendor is open for business. The vendor shall provide cleaning materials and supplies necessary to complete the task. Such activity shall include, but not be limited to:

(a) Cleaning any vendor service and work areas, in order to ensure that the preparation, work and service areas present a clean and sanitary appearance and meet DuPage County Health Department requirements;

(b) Sweeping, vacuuming and/or mopping floors within the public waiting areas;

(c) Cleaning the restrooms on a daily basis to an acceptable manner as determined by the Village.

3. The vendor shall make the restroom available for use by the public during the hours in which the vendor is operating on the premises.

4. The vendor shall provide a contingency plan to provide for the obligations set forth within the RFP if in the event the vendor cannot fulfill them on a given day.

5. The vendor has the right to enter into a third party agreement to allow for another party to provide cleaning services as set forth within Section 2 above. Such an agreement shall be subject to review and approval by the Village.

6. The vendor agrees to obtain at its own expense insurance coverage as set forth below. The Village of Lombard, Metra, the Northeast Illinois Regional Commuter Railroad Corporation, and the Regional Transportation Authority must be named as additional insured under said policies, and must be indemnified and held harmless by the Licensee/proposed for any and all claims whatsoever.

(a) Comprehensive General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

(b) Workers' compensation and Employers' compensation limits as required by the Labor Code of the State of Illinois and Employers' Liability limits of \$1,000,000 per accident.

7. The successful respondent will be responsible for any applicable tax liabilities accruing to the station as a result of their lease hold interest.

8. The successful respondent agrees to conform with all applicable codes, permits and laws.

F. Proposal Contents

All proposals must contain the following information:

1. A detailed business plan which includes:
 - (a) a full explanation of the type of operation,
 - (b) annual financial projections,
 - (c) menu/products to be sold,
 - (d) hours of operation,
 - (e) length of initial lease, and
 - (f) resume(s) to include related work/business history.
2. A detailed space plan for your operation shall be submitted denoting how it would be accommodated within the station.
3. Include all extra benefits or special capabilities your business has to offer Lombard's business district, commuter operations or the community in general.
4. Annual report and corporate financial statements including:
 - (a) Gross Income
 - (b) Operational Expenditures
 - (c) Net Income
 - (d) Final Audit if one is prepared
 - (e) For companies owned as sole proprietorships, partnerships or "S" corporations, personal financial statements and/or three (3) years' tax returns are required along with the business financial statements.
 - (f) Other financial information, as requested by the Village, which would demonstrate the ability to operate the proposed vendor use.
5. Summary of insurance coverage and insurance company or companies providing coverage to be maintained which must meet or exceed the minimum types and amounts of coverages set forth in Section D (6) above.
6. A work plan and time line necessary to occupy the commence operations within the station.
7. Names, addresses, and phone numbers of three (3) individuals who are to serve as references.
8. Identification of any additional items that are needed by the vendor to be provided by the Village in order to meet the terms of the RFP.

F. Submission of Proposals
Each proposal must be complete, and the Village reserves the right to reject any and all proposals, to modify proposal standards and to execute a lease based on the respondent's ability, thoroughness of the proposal, and cost. The Village desires to award this lease to the respondent who best meets the needs of the Village of Lombard based on the criteria outlined in this Request for Proposals.

The successful applicant shall enter into a written contract and a written lease, which shall be subject to the approval of the Village.

G. Proposal Evaluation Process

1. Receipt and Handling of Proposals: Proposals shall be opened in private after designated date and time for receipt to avoid disclosure of contents to competing vendors.

2. Pre-Proposal Meetings: There will be a mandatory pre-proposal meeting with Village Representatives on _____, 2008 at _____ AM at the Lombard Train Station. There will be a tour of the facilities and a question and answer session at that time.

3. Evaluation of Proposals: Once the proposals have been analyzed and ranked according to the parameters outlined above, the financial statements will be reviewed. The Village's Economic and Community Development Committee will consider all submitted proposals and will offer its recommendation to the Village Board. The final selection will be made by Lombard Village Board, which if deemed appropriate, will execute approval of tenant and lease.

4. Selection Criteria: The following list, not in any general order, are some of the criteria the which will be used to evaluate the submitted RFP's:

- Adherence to the intent of this Request for Proposals.
- Financial strength of the respondent.
- Financial benefits to the project.
- Approach to serving rail passengers.
- Benefits to the Downtown Business District and the community.

Proposals that offer a unique service, add financial strength or prominence to the train station project or provide a cultural benefit to the community will be given favorable consideration.

H. Questions/Inquiries
Any questions should be direct to:

William J. Heniff, AICP
Acting Community Development Director
Village of Lombard
255 E. Wilson Av.
Lombard, IL 60148
Telephone: (630) 620-5749
Office hours: Monday through Friday from 8:00 a.m. to 4:30 p.m.

I. Special Notes
The Village will not be liable in any way for any costs incurred by respondents in replying to this Request for Proposals. The Village also reserves the right to reject all submitted proposals.

PROPOSALS ARE DUE NO LATER THAN 10:00 A.M. ON _____, 2008.