

Miami Shores Village
9900 Building
Public Market/ Food Hall/Pop-Up Restaurant

I. Notice to Prospective Respondent

Information provided as a result of this LOI is subject to the State of Florida public records law. This LOI does not obligate the Village to take any action whatsoever.

Nothing within the LOI should be interpreted as a contract with, or obligation of the Village.

Introduction/ Information

The purpose of this Request for Letters of Interest is to solicit formal interest from private entities interested in providing services to all aspects of operating a Public Market/Food Hall/ Pop-Up Restaurant concept inside of the vacant building owned by Miami Shores Village located at 9900 NE 2nd Avenue. The services include but are not limited to providing the following:

- Providing food and beverage service to Village residents and patrons from the surrounding communities.
- Providing booths for the sale of fruits and vegetables and other food stuffs normally found in a market environment.
- Providing booth space for startup or established restaurants to prepare and serve food.
- Determining the appropriate mix of the above described services.
- Daily set up and cleanup of the building.

This LOI does not constitute a Request for Proposal (RFP) or an invitation to bid (ITB) or any promise to issue an RFP or ITB. This LOI does not commit Miami Shores Village to contract for any service or services contemplated. Failure to respond to the LOI in whole or in part does not preclude the ability to respond to any future ITB and/or RFP opportunities. Responders are advised that Miami Shores Village will not pay any cost incurred in

responding to this LOI and any such costs are the sole responsibility of the Responder.

Additional Background Information

Miami Shores Village currently owns the office building located at 9900 NE 2nd Avenue in the heart of downtown Miami Shores Village. The building is approximately 8000 square feet in total. The Village desires to have a tenant that will provide multiple choices of food and beverage service as well as booths in which vendors may sell meats, fresh fish, bread, fruits and vegetables, and appropriate arts and craft items. A primary goal is to continue the revitalization of our downtown by injecting restaurant and retail uses desired by residents.

II. Proposal Format

Interested firms are to submit hardcopy (paper) responses. The proposal must address all points outlined in the LOI. The proposal should be prepared simply and economically, providing straightforward, concise description of the proposer's capability to satisfy the requirements of the LOI and provide feedback that may help shape future solicitation by the Village for the project.

1. Title Page

Provide the LOI title, the firm's name, the name, address, telephone number and the email of the contact person, and the date of the LOI. The Village will only contact one (1) person for this LOI. Therefore, if your firm is providing a response which is made up of more than one (1) firm the contact person provided must be able to answer all questions/ clarifications requested from the Village.

2. Table of Contents

Include clear identification of the material by section and by page number.

3. Transmittal Letter

A letter of transmittal, signed by an authorized officer of your company, briefly stating the proposers understanding of the LOI.

Provide the names of the person who will be authorized to make representation for the Proposer, their title, addresses, and telephone numbers.

Provide an explanation and/or relevant information necessary for the Village to proceed with the implementation of a successful pop-up market and restaurant operation.

4. Firm's Experience

Provide a summary of the firm's background and experience in providing the same services as requested in the LOI.

5. Technical Approach

Provide a brief description of the Proposer's approach to the project tasks listed below:

- a) Provide an overview of how you plan to manage the space within the building indicating how many proposed food establishments and/or booths that will be considered and the types of food to be offered. Explain the seating arrangements if any, to be provided.
- b) Describe cooking and refrigeration equipment that will be needed and floor plan drawing as to where equipment will be located within the building and how the booth spaces will be arranged within the building. Include a discussion on how this equipment will be maintained and who will pay for the proposed maintenance.
- c) Discuss the renovations to the building that will be necessary to achieve your business model. Include a construction budget indicating the level of funding your firm is willing to commit to and the approximate time frame required to become operational.
- d) Indicate the length of time your firm would be willing to lease the property for and the terms and conditions of the lease.

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- e) Provide the proposed hours of daily operation, include the days of the week and months of the year your proposal includes.
 - f) Explain rent/revenue sharing with the Village for the exclusive use of the building including the adjacent parking areas.
 - g) Describe whether you believe a public market/food hall is viable for this space or whether it is better suited for a pop-up restaurant or multiple pop-up restaurants.
 - h) Are any improvements to the facility required to facilitate operations?
 - i) Would you prefer that the Village provide those basic improvements and build the cost into your rent, or would you prefer to manage the construction/permitting yourself in exchange for a lower rental rate?
 - j) What is the approximate investment necessary to facilitate the improvements required to support your proposed operations?
 - k) Describe any signage requirements you would have, including size and placement.
 - l) Discuss the minimum lease term required to make this opportunity viable.

III Site Visit

Site visits are available upon request. Please call Angela Dorney at 305-758-8103 or email dorneya@msvfl.gov to arrange a site visit.

Additionally, questions regarding the facility can be addressed to Angela Dorney. All questions and answers will be published as addendums to the LOI.

IV Submittal Due Date

Responses are due: **September 14, 2017 by 5:00PM**

Responses must be submitted in sealed envelopes and must be mailed or hand delivered to and labeled as follows:

Miami Shores Village

Your Firm's Name

Village Managers Office

10050 NE 2nd Avenue, Miami Shores Fl. 33138

9900 Building Food Hall Concept/Pop-Up Market