



## **REQUEST FOR PROPOSALS**

# **Coffee Shop/Café Tenant Space in Future New Richmond Public Library**

**Published: September 13, 2022**

**Due: October 7, 2022**

## **REQUEST FOR PROPOSALS**

The City of New Richmond is soliciting proposals for the operation of a coffee shop/café space in the future mixed-use New Richmond Public Library, which will be constructed at 421 S Green Avenue, New Richmond, WI 54017. The business would operate in the Library under a lease agreement with the City of New Richmond.



## **BACKGROUND**

The City is seeking a local business, or a collaboration between multiple local businesses, to enter into a lease with the City to offer food and/or beverage services in the New Richmond Public Library.

The goal of the coffee shop/café space within this busy facility is to create a welcoming, multi-use environment that encourages library use including beverages and food for people to enjoy while holding meetings, using Wi-Fi, getting together for collaborative projects, studying, visiting for programs, attending social gatherings, or coming for books and other resources. We expect the Library will be a vibrant and active gathering place with considerable foot traffic throughout the day. Historically, the Library has averaged over 400 visitors per day, and it is likely that the larger modern facility will attract significantly more visitors and be able to accommodate many new programs and events with larger audiences. The City seeks a long-term relationship with a tenant who seeks to be a welcoming part of our community fabric.

The current hours of the Friday Memorial Library are 9 a.m. to 8 p.m. Monday through Thursday, 9 a.m. to 6 p.m. on Fridays, and 9 a.m. to 3 p.m. on Saturdays. However, due to the proposed layout of the new Library, the coffee shop/café may have different hours of operation than the Library, such as early morning hours before the Library opens. The leasable tenant space is anticipated to be 1,200 square feet with nearby access to public restrooms and outdoor patio or green space for seating and events.

## **TENTATIVE TIMELINE**

The City of New Richmond and private partner, Three Sixty Real Estate Solutions, have been working together for several months on a plan for a mixed-use public library. The construction timeline for the project is subject to change, but the team is working towards a groundbreaking in the spring of 2023 with occupancy in the new building occurring in late 2024.



RFP Published	September 12, 2022
Proposal Deadline	October 7, 2022
Selection	October 24, 2022
Groundbreaking	Spring of 2023
Occupancy	Fall of 2024

## **CONTENT OF PROPOSAL**

Proposals shall be no longer than eight (8) pages in length and must include, but need not be limited to the following information:

1. Statement detailing experience in the food and beverage industry
2. Statement of how you see the relationship between the coffee shop/café and mixed-use Library being mutually beneficial
3. Description of proposed menu and estimated price range; the City is open to a variety of food and beverage options
4. Description of possible partnerships with other local businesses and/or organizations
5. Preliminary anticipated hours of operation
6. Preliminary description and cost estimate (ballpark) of tenant improvements and fixtures, furniture, and equipment to successfully operate the space, along with any proposed cost share
7. Proposed rental fee – the City has interest and willingness in considering multiple terms in lieu of a flat rental fee, such as a percentage of profits
8. Preferred lease length – the City is open to considering mutually agreeable and beneficial terms
9. Two business references including names, phone numbers, and email addresses

## **SELECTION CRITERIA**

The Library Building Project Steering Committee will review the proposals received using the following criteria (in no particular order):

- Compatibility with the Library and its operations
- Successful experience in the food and beverage industry
- Partnerships with local small businesses and organizations
- Proposed rental fee and terms of lease (Note: Price may not be the sole deciding factor)
- Menu options and pricing
- Environmentally friendly practices

### **PROPOSAL SUBMISSIONS & DEADLINE**

Proposals should be submitted electronically via email, preferably in a PDF or Word format, to [nwiedenfeld@newrichmondwi.gov](mailto:nwiedenfeld@newrichmondwi.gov) no later than October 7, 2022 at 5:00 p.m.

### **POINT OF CONTACT**

All questions should be directed to the project manager, Noah Wiedenfeld, via phone or email.

Noah Wiedenfeld  
City Administrator & Utilities Manager  
Phone: (715)-243-0422  
Email: [nwiedenfeld@newrichmondwi.gov](mailto:nwiedenfeld@newrichmondwi.gov)

### **OWNERSHIP OF SUBMITTALS**

Submittals shall become the property of the City. By submitting, the respondent agrees that the City may share electronic or hard copies of the proposal for purposes of facilitating the City's evaluation.

### **PUBLIC RECORDS LAW**

All submittals to this RFP are subject to the Wisconsin Public Records Law. To the extent permitted by law, it is the intention of the City to withhold submittals until such times as competitive reasons no longer require non-disclosure, in the opinion of the City. At that time, all submittals will be made available in accordance with the Wisconsin Public Records Law.