

QUALICUM BEACH MEMORIAL GOLF CLUB



**REQUEST FOR PROPOSALS No. QBMGC-2024-01
Restaurant Lease and Services Agreement**

Issue date: January 8th, 2024

Closing Date and Time:

Sealed proposals clearly marked RFP QBMGC-2024-01 must be received
by 16:00:00 Hrs. Pacific Time on February 23rd, 2024
at

Closing Location:

Via E-Mail, or
General Office or Pro Shop
Qualicum Beach Memorial Golf Club
469 Memorial Avenue
Qualicum Beach, British Columbia
V9K 1G8

Contact for Inquiries and Clarifications:

Charles McQuade
Director, House & Bar
E-Mail: Barqbmgc@gmail.com

Qualicum Beach Memorial Golf Club RFP - restaurant lease and services agreement

TABLE OF CONTENTS **pg 1**

SECTION 1.0 INTRODUCTION AND INSTRUCTION TO PROPONENTS **pg 2**

1.1 Introduction

1.2 Instruction to proponents

- Definitions
- Language
- Proposals Signed
- Calendar of Events
- Delivery Location
- Proposal Submission
- Information and Inquiries
- Withdrawal of Proposals
- Amending Proposals
- Late Proposals
- Use of Request for Proposals

SECTION 2.0 TERMS AND CONDITIONS **pg 4**

- Reservation of Rights
- Contract
- Negotiations
- Proponent's Expenses
- Delay
- Ownership of Proposals
- Errors
- Permits

SECTION 3.0 PROPOSAL REQUIREMENTS **pg 6**

- 3.1 Proponent Profile
- 3.2 Detailed Business Plan
- 3.3 Financial considerations

SECTION 4.0 EVALUATION AND SELECTION **pg 7**

- Clarifications
- Evaluation team
- Mandatory Requirements
- Evaluation Criteria
- Selection
- Notification of Award

SECTION 5.0 ACKNOWLEDGEMENT AND UNDERSTANDING **pg 8**

SECTION 6.0 ADDITIONAL INFORMATION **pg 8-12**

SECTION 1.0 INTRODUCTION AND INSTRUCTION TO CANDIDATES

Our Vision

We aspire to be Canada's best 9 hole golf course, supported by an oceanside community eager to visit our restaurant, as popular for its exceptional food and atmosphere, as the course is for golf. Our quest is to partner with an entrepreneurial restaurateur to work with us, building on the success of the current restaurant, taking it to the next level and establishing a top notch venue, providing full service, destination dining, 7 days a week, year round. The information in this RFP represents current operations. Section 1 and 2 of this document are mostly administrative details, please focus on section 3 to present your suggestions and ideas in helping us achieve our vision for the future.

Introduction

Qualicum Beach Memorial Golf Club (**QBMGC**) is seeking proposals from interested parties to provide food and beverage services onsite at the course commencing October 1st, 2024, for a period of years to be determined upon mutual agreement by both parties. This Request for Proposal (**RFP**) outlines the requirements for proposals and selection criteria for individuals or organisations who propose to provide food & beverage services at the facility.

Background

The Town of Qualicum Beach owns the 9-hole, par 35, fully irrigated golf course, complete with restaurant, proshop, driving range, practice areas and putting greens. The setting is magnificent, the views across the Strait of Georgia are ever changing, from the first sea lion in the spring to the last whale in the fall. The course is operated by a registered society (no. S0016573) "Qualicum Beach Memorial Golf Club", with a Board of Directors. This RFP is with the Society, a separate entity from the town.

QBMGC wishes to contract with a proponent committed to delivering a welcoming and enjoyable dining experience with exceptional customer service. Prospective proponents should possess industry experience and financial stability to fulfil lease obligations. They must demonstrate their ability to operate a kitchen and all restaurant amenities in accordance with applicable health and safety regulations, as well as a commitment to sustainability and healthy food options.

QBMGC Boards' mandate for prospective restaurant operators is:

"To provide a casual style dining and beverage experience, in a contemporary, warm and relaxed atmosphere. There will be seated table service, offering quality food, and an affordable menu providing familiar fare, a mix of classic cuisine, and a variety of dishes and drinks the general membership and community will enjoy"

Information

The Club Restaurant is situated overlooking the first tee and the Strait of Georgia, adjacent to the pro shop. The Restaurant provides golfers and guests a full service food and bar service. The restaurant currently serves the golf course membership of 310, as well as public golfers playing over 60,000 rounds a year. The Golf Course and Restaurant are key elements of the community and a landmark tourist destination. In addition to golfers, a large community of Oceanside patrons frequent the restaurant for casual dining and special events.

This opportunity currently consists of the fully equipped restaurant, lounge, bar and patio overlooking the waterfront, but also extends to other food & beverage options throughout the course. The existing liquor licence seating capacity is 172 including the patio.

The dining room includes 2,300 sq.ft, the patio is 6,000 sq.ft, and the kitchen is 1,900 sq. ft. (approx). The venue is fully stocked with indoor tables & chairs, outdoor patio tables, chairs and lounge furniture, full cutlery, glassware and dishes. The kitchen includes a large walk-in fridge and freezer, beer (keg) fridge, dish washer, ice machine, prep areas, dual ovens, grill, and line assembly area as well as many other appliances and amenities. (see appendices A + B)

Instruction to Proponents

Definitions

In this Request for Proposals the following words have the following meanings:

- “QBMGC” means the Qualicum Beach Memorial Golf Club, being a registered Society under No.S0016573
- “Contract” means the written memorandum of understanding and any other agreement resulting from this Request for Proposals executed by QBMGC and the Contractor;
- “Contractor” means the successful Proponent to this Request for Proposals who enters into a Contract with “QBMGC”
- “Proponent” means an individual or a company that submits or intends to submit a Proposal in response to this Request for Proposals;
- “Proposal” means a proposal submitted in response to and in accordance with this Request for Proposal;

Proposals Signed

All Proposals must be SIGNED by a person duly authorised to do so by the Proponent and submitted prior to the Closing Time set out in the section below.

Calendar of Events

The schedule for this Request for Proposal is set out below. QBMGC may vary this schedule at its sole discretion.

Event	Date
Request for Proposals Issued	January 8th, 2024
Last date for submitting questions	February 13th, 2024
Answers to questions issued to Proponents	February 16th, 2024
Closing Time (due date) for Proposals	February 23rd, 2024
Evaluation of Proposals (6 weeks)	February 24th, 2024 to April 6th, 2024
Contract Negotiations	April / May 2024
Award of Contract	May 2024
Start Date	October 1, 2024

Delivery Location – Proposals may be submitted electronically via email to barqbmgc@gmail.com or submitted to the Pro shop or the General Office at:
Qualicum Beach Memorial Golf Course
469 Memorial Avenue
Qualicum Beach, British Columbia
V9K 1G8

Proposal Submission

Proposals submitted must include:

One (1) Electronic Copy via email with all attachments, sent prior to the closing date and time, or
One (1) original signed and printed submission with an electronic copy on USB/Thumb Drive, in a clearly marked envelope and/or package identified with the RFP No. QMBGC-2024-01, addressed to Qualicum Beach Memorial Golf Club. QBMGC will mark proposals with the time of their receipt.

Information and Inquiries

Any questions relating to the Request for Proposal must be directed in writing (letter or e-mail) to the Board of Directors, Attention Mr. Charles McQuade, Director House & Bar at:
barqbmgc@gmail.com.

Withdrawal of Proposals

Proposals may be withdrawn via email notice or by written notice delivered to the pro shop or general office at any time prior to the Closing Time. Upon Closing Time, Proposals become irrevocable.

Amending Proposals

Proposals may be amended via email notice or by written notice delivered to the pro shop or general office any time prior to the Closing Time. Upon Closing Time, Proponents may not change the Proposal and no words or comments will be added to the Proposal unless requested by QBMGC for purposes of clarification.

Late Proposals

QBMGC will mark Proposals with the time of their receipt at the Delivery Location. Only complete Proposals received and marked before the Closing Time will be deemed to have been received on time. Late Proposals may be considered for evaluation at the sole discretion of the QBMGC board.

Use of Request for Proposals

Any portion of this Request for Proposals, or any information supplied by QBMGC in relation to this Request for Proposals, may not be used or disclosed for any purpose other than for the submission of a Proposal, and the Proponent agrees to hold in confidence all information supplied by QBMGC in relation to this Request for Proposals

SECTION 2.0 TERMS AND CONDITIONS

Reservation of Rights

QBMGC reserves the right to:

- a) Reject any or all Proposals, including the best priced Proposal, even if such Proposal or Proposals conforms in all aspects with the Request for Proposal;
- b) Modify or cancel this Request for Proposals at any time prior to execution of a contract; and
- c) Not receive further information, whether written or oral, from any Proponent.

Contract

By submission of a Proposal, the Proponent agrees that should its Proposal be successful, the Proponent will enter into negotiations (described below) with the intent of negotiating and executing a Contract for the provision of the services for which this Request for Proposals was issued. The form of Contract must be satisfactory to QBMGC in its sole discretion.

Negotiations

QBMGC reserves the right, at its sole discretion, to negotiate with the top ranked Proponent. In no event will QBMGC be required to offer any modified terms to any other Proponent prior to entering into an agreement with the top ranked Proponent and QBMGC shall not incur any liability to any Proponent as a result of such negotiation or modifications.

Proponent's Expenses

Proponents are solely responsible for their own costs and expenses arising from or in any way connected to preparing a Proposal and subsequent discussions or negotiations with QBMGC. If QBMGC, in its sole discretion, elects not to proceed with this Request for Proposals, reject any or all Proposals, or enters into discussions, negotiations, or a clarification process with one or more Proponents, QBMGC will not be liable to any Proponent for any claims whatsoever, whether for costs or damages incurred by the Proponent in preparing its Proposal.

Delay

If a Contract cannot be entered into within 30 days of notification of the successful Proponent, QBMGC may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a contract with the next qualified Proponent or choose to terminate this Request for Proposals process and not enter into a Contract with any one of the Proponents.

Ownership of Proposals

All Proposals become the property of QBMGC. Proposals will be received and held in confidence by QBMGC, subject to the provisions of this Request for Proposals and the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. 165 as amended or replaced from time to time.

Errors

While QBMGC has used considerable efforts to ensure information in this Request for Proposals is accurate, the information contained in this Request for Proposals is supplied solely as a guideline for Proponents. The information in this Request for Proposal is not guaranteed or warranted to be accurate by QBMGC, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals relieves the Proponent from forming their own opinions and conclusions and carrying out their own investigations with respect to the matters addressed in this Request for Proposals.

Permits

The successful Proponent is responsible for obtaining any approval, permit, or licence required pursuant to any applicable law, regulation, or by-law.

SECTION 3.0 PROPOSAL REQUIREMENTS

Proposal Requirements:

3.1 Proponent Profile

3.2 Detailed Business Plan

3.2 Financial Considerations

3.1 Proponent Profile - tell us who you are

Proponents should provide adequate information to allow QBMGC to assess the Proponents' qualifications, relevant experience and service philosophy in the implementation or carrying out of similar services.

The proponent profile should include the following:

- Disclosure statement regarding the Proponent's organisation structure
- Any other name(s) Proponent is, or has been, doing business under
- Contact listing for the proponent and any other representatives who would be working with QBMGC during the term of the agreement proposed; and
- At least two (2) references

3.2 The Business Plan - your Vision for the Restaurant

The Business plan should include the following:

- Executive Statement - proponents should provide their vision for the restaurant in general and the food & beverage services they intend to provide, over a multi-year period, with a proposed transition plan.
- Menu Offerings - proponents should detail any theme or style they propose, with examples of menu suggestions, breakfast, lunch, dinner, daily specials and special interest or trends (vegan, vegetarian, gluten, low sodium, heartwise, oceanwise, etc.) Proponents should illustrate their approach to a sustainable, healthy, fresh and varied selection with competitive pricing.
- Service Delivery - proponents should detail their service offerings, explain their understanding of seated table service and their reservation protocol for members, 9 & Dine golfers, tournament events, groups and weddings.
- Operations - proponents should detail their proposed staffing structure, front and back of house, and who will be the main onsite contact responsible for daily operations. Other items to include are; but not limited to, proposed days and hours of operation, marketing and sales strategies, on-course or take out options, board liaison and patron feedback.

3.3 Financial considerations - sharing and partnerships

- Leasehold improvements – the successful candidate may want to design their own dining and beverage experience. Please detail any proposed plans for decor, furnishings, renovations or additions.
- Monthly lease payment - Please propose a monthly lease payment you would pay to operate the facilities.

- Profit sharing agreement - QBMGC expects to retain facility rental proceeds (e.g. wedding venue fees) and reach an agreement that a percentage of gross annual sales over a pre-set amount be deemed profit sharing and forwarded to the club. Any proposed membership/club support should also be included here. (e.g. club championship sponsor, Jr. Program)

SECTION 4.0 EVALUATION AND SELECTION

Clarifications

QBMGC reserves the right to contact the Proponent after the Closing for clarification of any items within their submissions and/or request the Proponent to communicate with another designated QBMGC representative for technical clarification.

Evaluation Team

Evaluation of Proposals will be by a committee formed by QBMGC which may include members, employees and contractors of QBMGC.

Mandatory Requirements

The following criteria and conditions must be met in order for a Proposal to be evaluated:

- One (1) signed proposal by a person authorised to sign on behalf of the proponent
- The proposal must be received by February 23rd , 2024
- The proposal should be clearly marked with the RFP no. QBMGC-2024-01, with the name and address of the proponent

The following requirements and conditions are to be met prior to the commencement of negotiations, and/or award of contract for the successful proponent:

- Be willing to cater or book large events such as golf tournaments or weddings.
- Agreement to obtain all necessary operating permits.
- Provide evidence of staff accreditation in all liquor and food safety protocols.
- Licensing to conduct business or operate in British Columbia (where required).
- Registered and in good standing with WorkSafeBC or WCB
- Agreement to pay TV & Socan music licence fees for the term of the contract.
- General Comprehensive liability insurance in an amount not less than \$5,000,000.00

Evaluation Criteria

Scoring Matrix	
Proponent Profile - qualifications, experiences, & references	10%
Financial Considerations	15%
Business Plan (menu and pricing, service delivery, operations)	75%

Selection

During the evaluation period, a short list will be developed, and those proponents will be asked to present in person to the selection committee. The successful Proponent will be sent an existing draft contract for review and discussion under which all terms and conditions will be negotiated for the final contract.

Notification of Award

QBMGC will notify the successful Proponent in writing. QBMGC, its staff, and representatives are under no obligation to discuss or disclose the evaluation of any Proposal. Other than the name of the Successful Proponent, no further information regarding the Successful Proposal shall be released in order to maintain confidentiality of Proposals.

SECTION 5.0 ACKNOWLEDGEMENT AND UNDERSTANDING

In submitting a proposal, the proponent acknowledges and agrees that it has read, understood and agreed to all terms and conditions described in this document.

Any contract resulting from this request for proposal will be governed by and will be construed and interpreted in accordance with all laws in effect in the Town of Qualicum Beach, in the province of British Columbia, Canada, as well as all applicable federal and provincial laws.

SECTION 6.0 ADDITIONAL INFORMATION

The following appendices are included to inform and assist the proponent with their proposal planning and presentation:

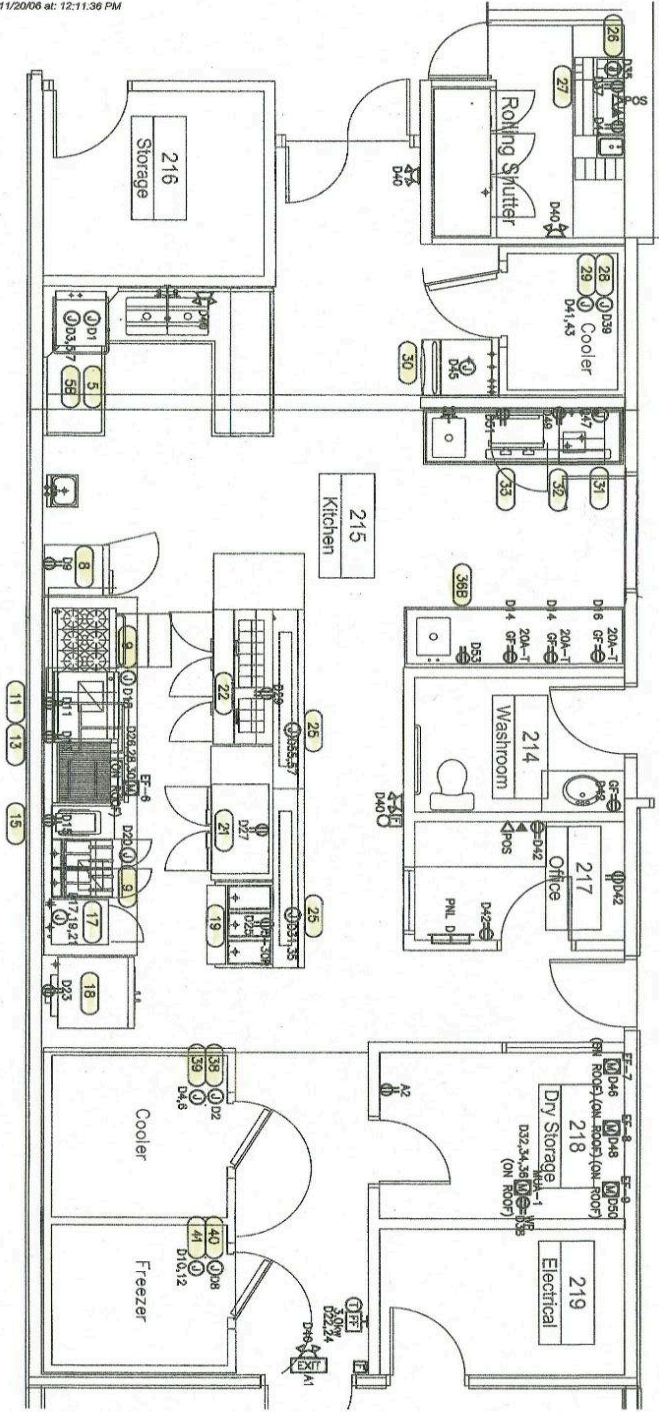
- Appendix "A" Kitchen Layout & included equipment
- Appendix "B" Restaurant layout
- Appendix "C" Gross sales & customer counts, average monthly utility costs
- Appendix "D" Qualicum Beach Bylaws (Land use / Sign by-law)
- Appendix "E" 2023 Restaurant survey results - available upon request

Appendix "A" Kitchen Layout & included equipment

v12.mcd Plotted: 11/20/06 at: 12:11:39 PM

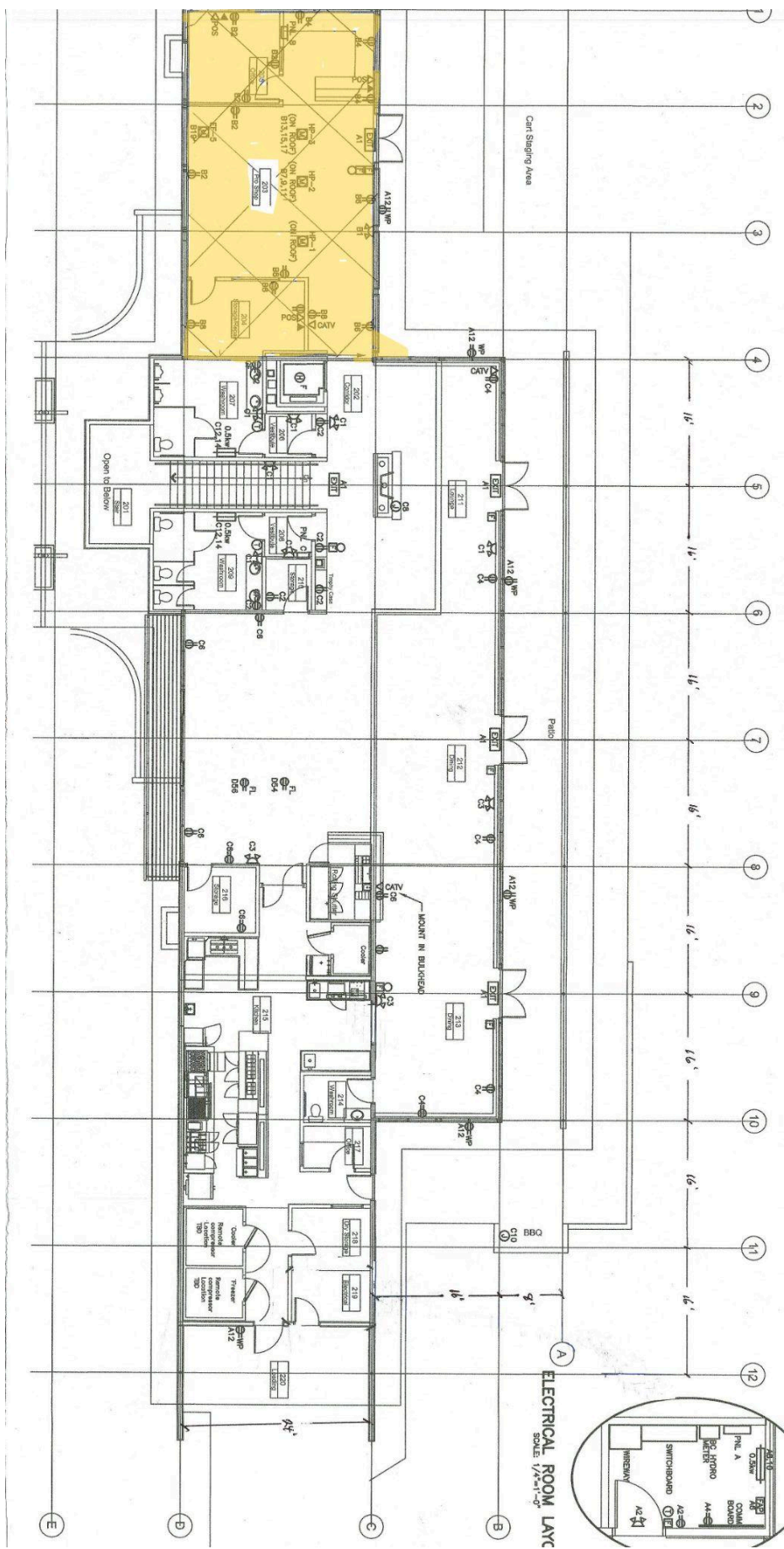
KITCHEN LAYOUT

SCALE: 1/4"=1'-0"



Item No	Qty	Equipment Category	Manufacturer
1	1	Dishwasher	CMA
2	1	Refrigerator, Reach-in	Herbac
3	1	Hood, Exhaust	304
4	1	Griddle, Heavy Duty, Gas	Montague
5	1	Stand, Refrigerated Base	Montague
6	1	Warmers, Food Overhead	Yoltruh
7	1	Shower, Connection, Electric	Stuonmaster
8	1	Oven, Connection, Gas	Biedgett Oven
9	1	Batter/Conveyor, Hot Food Station	Yoltruh
10	1	Freezer, Undercounter, Compact	Beverage-Air
11	1	Refrigerator, Sandwich/Sand Prep	Beverage-Air
12	2	Warmers, Food Overhead	Yoltruh
13	1	Underbar All-in-One Station	Starbuck
14	1	Beard Bar Equipment	Beverage-Air
15	1	Refrigerator, Walk-in	Herbac
16	1	Compressor/Condenser	Herbac
17	1	Ice Maker w/ Bin	Monticore Ice
18	1	Coffee Maker, Alpack, Automatic	By Others
19	1	Dispenser, Beverage/Non-Commodity	By Others
20	1	Dispenser, Ice/Beverage	By Others
21	1	Fridge, Undercounter	Beverage-Air
22	1	Refrigerator, Walk-in	Herbac
23	1	Compressor/Condenser	Herbac
24	1	Freezer, Walk-in	Herbac
25	1	Compressor/Condenser	Herbac

Appendix "B" Restaurant Layout



Appendix "C" Gross sales & customer counts, average monthly utility costs

Gross sales and customer/ transaction counts can be made available to proponents via email request to barqbmgc@gmail.com upon agreement of a non-disclosure agreement.

The following represents the current monthly portion of Clubhouse utilities paid by the restaurant:

- (i) Natural Gas - 95% of the total amount = \$606/mo
- (ii) Electricity - 55% of the total amount = \$872/mo
- (iii) Water and Sewer - 70% of the total amount = \$106/mo.
- (iv) Waste & Recycling - 50% of the total amount = \$216/mo.

Such amounts are reviewed in January of each year based on previous year's totals, with any changes agreed upon to be implemented in April of each new year of the Term. QBMGC will calculate the utility payments paid in the previous year to determine if they were either more or less than actuals, and adjusted accordingly.

- (v) liquor licence - 100% of the total amount
- (vi) maintenance and repair costs as detailed in Schedule B;
- (vii) internet and phone services will be set proportionally.
- (viii) The tenant will be responsible for all computer(s) and software required to manage their business
- (ix) Cleaning of the restaurant is the responsibility of the tenant.
- (x) Any other incidental fees or expenses will be negotiated with the lease contract.

Appendix "D" Qualicum Beach Zoning & Bylaws (Land use / Signage / Permits)

QBMGC is zoned as Recreation 3 (F3) under the land use bylaw (Page 140). The link is here: <https://qualicumbeach.civicweb.net/filepro/documents/7619/?preview=7910>

The zoning map link is here:

<https://qualicumbeach.civicweb.net/filepro/documents/7619/?preview=7622>

Please follow this link for the Qualicum Beach Sign Permit application:

<https://qualicumbeach.civicweb.net/filepro/documents/7931/?preview=4001>

and this link for the sign by-law:

<https://qualicumbeach.civicweb.net/filepro/documents/10/?preview=4085>

Appendix "E" 2023 Restaurant survey results

The 2023 restaurant survey is 34 pages long in a .pdf document, and can be emailed to proponents upon request to barqbmgc@gmail.com