

## Requests Proposals for Restaurant Service / Catering Services

### Construction of the Ticonderoga Golf Course – Restaurant and Pro Shop

#### **NOTICE OF REQUEST FOR PROPOSALS**

Ticonderoga Directors requests proposals from selected firms experienced in providing full Restaurant Services and Catering on a long-term basis once the construction of the new Ticonderoga Golf Course – Restaurant and Pro Shop is completed in the summer of 2020. Temporary food service is desirable for the early 2020 season.

Club location: 609 Route 9N Ticonderoga, NY 12883.

Electronic proposals are due to Mr. Robert Berrick at your earliest convenience at the following address:

**Mr. Robert Berrick,**  
**President of Ticonderoga Golf Course**  
**94 NY-9N**  
**Ticonderoga, NY 12883**  
[rberrick@nycap.rr.com](mailto:rberrick@nycap.rr.com)

Each Respondent shall submit, one (1) electronic copy in PDF format. The package shall be clearly marked on the outside “TCC Food Services RFP”, and shall clearly identify the Respondent's name and business address, and the name and telephone number of the contact person.

### **ADDITIONAL INFORMATION**

All questions must be submitted via email to:

Mr. Robert Berrick  
President of Ticonderoga Golf Course  
[rberrick@nycap.rr.com](mailto:rberrick@nycap.rr.com)

### **Ticonderoga Golf Course – Restaurant and Pro Shop for Dining Project Background**

The Town of Ticonderoga hosts a magnificently maintained eighteenth century French-built Fort, the natural joining of Lake George and Lake Champlain, La Chute Falls, Essex County's largest employer, International Paper, and a welcoming community beyond compare. Ticonderoga Country Club, now known as Ticonderoga Golf Course to emphasize its casual and inclusive nature, is already the social nexus for this historic and naturally beautiful site. Ticonderoga Golf Course is growing - over \$3.0 million in private funds have been raised to revitalize the course and will be completed in 2020 season. It is also giving back to its community - the facility draws seasonal and local residents from Hague, Putnam, Crown Point, Moriah, Ticonderoga, and the region at large to play, dine, and socialize. It encourages excitement and enthusiasm for the sport of golf in local students, hosts free clinics, and participates and hosts annual scholarships and charity events. All that Ticonderoga Golf Course needs is a revitalized facility that can accommodate expanded offerings to come into its own as a multi-purpose, all season venue that will invigorate the entire community.

Founded in 1925 and known until recently as the 'Ticonderoga Country Club,' Ticonderoga Golf Course is a New York State corporation with an elected board of volunteers. Ticonderoga Golf Course owns and operates one of the most successful and heralded courses in the Adirondack Park, along with a pro shop, on-site lessons with PGA professional George Mackey.

Ticonderoga Golf Course has retained Phinney Design Group to act as the project's Architect and Owner's Representative. Proposals are sought from qualified firms to provide 8 month minimum with potential for year-round food and beverage services for TCC and Guests. Once the new club and course improvements are complete, the Ticonderoga Golf Course envisions the ability for regular special events and a separate catering menu.

Firms should be prepared to explain their preferred delivery method and how its unique attributes are well suited to the project and Ticonderoga Golf Course.

## **TERMS OF THE REQUEST FOR PROPOSAL (RFP)**

The following will constitute the draft scope of work and submission requirements, selection procedures, and evaluation criteria for the purposes of the RFP. A formal agreement between the Prevailing Respondent (PR) and the Owner will be prepared and negotiated upon award by the Ticonderoga Golf Course in substantial conformance with the following:

### **I. SCOPE OF WORK**

**A. GENERAL SCOPE** The scope consists of full and complete Restaurant/Catering Services for TCC members and guests, inclusive of all meal preparation and delivery to site on daily basis for designated time period and daily intervals as agreed to by both parties.

**B. COORDINATION** Throughout the duration of the agreed to Food/Beverage Service and Catering Supply time period, the "Food Service Provider" shall work closely and cooperatively with the Ticonderoga Golf Course team to properly plan for the proper enumeration of meals, designate meal times and pre-determine menus as well as appropriate meal options in order to accommodate the meal fulfillment needs for the site.

**C. PREPARATION / PROVISIONS** The "Food Service Provider" shall be responsible for the preparation of all meals (breakfast, lunch & dinner) based upon coordinated and agreed to counts, menus, etc. Additionally, the "Food Service Provider" shall provide all meal provisions including serving dishes, plates, beverage ware, silver ware, etc. The "Food Service Provider" shall work closely with Ticonderoga Golf Course to plan for "special events" that may require a more formal dinner fare. The "Food Service Provider" shall work with TCC to determine an appropriate staging location for drop-off and set-up. During the temporary services needed for the 2020 season, all meals shall be prepared off-site or in a mobile kitchen solution and will be delivered in protected covered dishes during the construction period. The "Food Service Provider" shall provide all warming stations, beverage dispensers, and other temporary facilities as required to safely serve meals. The "Food Service Provider" will provide all serving functions and general clean-up and will coordinate pick-up times at end of meal periods for all service wares.

**D. OWNERS FORCES** The Prevailing Respondent will need to work closely and amicably with other vendors that may be selected for the project. It shall be the PR's responsibility to become familiar with the facility and to identify any questionable factors to Ticonderoga Golf Course.

**E. PROJECT SCHEDULE** The "Food Service Provider" and Owner shall agree upon a proposed daily meal schedule, including drop-off/pick-up details, proposed staging details, etc. during the construction period. Both parties will agree on long term operation terms and conditions prior to start of temporary food services needed during the construction period. Commencement of Catering Services is expected to be on or around June 1, 2020 and will continue through October 15, 2020, or as otherwise agreed to with the Owner. Peak periods of service are typically May 19<sup>th</sup> – September 15<sup>th</sup>, shoulder season is September 16<sup>th</sup> – January 2<sup>nd</sup>, April 1 – May 15<sup>th</sup>, with potential off peak are closed during January 3<sup>rd</sup> – March 31<sup>st</sup>.

## II. FEES / PROPOSED SERVICES

Respondents are requested to prepare a proposal for “Food Service Provider” Services inclusive of all fees, staff and logistics costs, etc. along with proposed fee structure. **Owner is open to a flat rental rate as well as a shared revenue agreement to offset potential rent.** See SUBMISSION REQUIREMENTS below. Respondents should provide a rate structure for meals and associated beverage service as may be requested by the Owner during that period depending on bookings by customers and market conditions.

## III. FORM OF CONTRACT

The “Food Service Provider” and Owner will enter into a term agreement subject to attorney review. The agreement will be governed by the Laws of the State of New York. Respondents are encouraged to provide a sample contract including detailed terms and conditions for Owner review. **Owner is open to several methods of partnering on the proposed project.**

## IV. SUBMISSION REQUIREMENTS

- 1) A cover letter, two pages in length maximum, which has been signed by an Authorized Individual who is capable of negotiating and executing the contract for the requested services. Provide written details for providing food services at TCC along with three (3) references of persons or businesses who are familiar with the work of the responding firm and its Project team.

## V. SELECTION PROCEDURES

The Owner intends, but is not bound by the following selection procedure:

- 1) Each proposal will be reviewed by the Owner’s Representative to determine if it is complete prior to actual evaluation.
- 2) The Owner’s Representative will review all proposals in detail and provide a preliminary analysis to the Owner who may select one or more responding firms who meet the minimum qualifications for personal interviews.
- 3) Additional information may be issued to those firms selected for interviews.

In addition to the requirements set forth above, all respondents must demonstrate that they have significant experience, knowledge, and ability with respect to temporary food service during construction projects, permanent food service and catering. Ticonderoga Golf Course will appraise responses based on the following evaluation and selection criteria that shall include, but not be limited to, the following:

- 1) Past performance of the respondent as defined and evidenced by:
  - (a) Documented performance on previous efforts of similar size, scale, type and complexity.
  - (b) Exemplary working relationships with owners and facility hospitality staff,
- 2) Thorough knowledge of the New York State Health Codes and all other pertinent codes and regulations related to successful completion of the project,
- 3) Knowledge and experience with the preferred project delivery method,
- 4) Brevity: **Proposals need to be concise and to the point,** and
- 5) A List of any and all affiliations and/or prior, existing or future business dealings with Ticonderoga Golf Course its employees, management or board members.

**VI. OTHER PROVISIONS**

- 1) Each proposal shall remain valid for no less than 45 calendar days.
- 2) This RFP does not constitute an offer. Without limiting the generality of the foregoing, the Owner reserves the right, in its sole and absolute discretion, to: (i) cancel or modify this RFP or the selection process, in whole or in part, at any time as the Owner sees fit in its sole and absolute discretion; (ii) reject any or all proposals submitted in response to this RFP for any reason or no reason if such action is determined by the Owner to be in the best interest of the Owner; and (iii) select the firm that the Owner deems to be in the Owner's best interest. The Owner also reserves the right to waive any irregularities or requirements; and to negotiate with all respondents, in any manner necessary, in its sole judgment and discretion, to serve the best interest of the Owner.

**VII. PROJECT INFORMATION**

- 1) Project information is attached to this transmission for your use.