

CIVIC THEATRES TORONTO

1 Front Street East, Toronto, ON M5E 1B2 | Telephone: 416-368-6161

Request for Proposals 2018-017

Barroom Partner- Civic Theatres Toronto (CTT)

November 23, 2018

Table of Contents

1. INTRODUCTION.....	2
1.1. PURPOSE.....	2
1.2. TERMINOLOGY.....	2
2. Organizational Background for Civic Theatres Toronto.....	2
2.1. CIVIC THEATRES TORONTO	2
2.2. SONY CENTRE FOR THE PERFORMING ARTS	2
3. Response Requirements	3
3.1. OVERVIEW	3
3.2. ORGANIZATION DETAIL	3
3.3. FINANCIAL PLAN	3
3.4. SPACE DESIGN / CONCEPT.....	4
3.5. SAMPLE MENUS	4
3.6. UNDERSTANDING OF TORONTO'S CULTURE.....	4
4. EVALUATION	4
4.1. EVALUATION CRITERIA	4
4.2. CATEGORY SCORE	4
4.3. ADDITIONAL INFORMATION	5
4.4. INTERVIEWS	5
5. RFP RULES, TERMS AND CONDITIONS	5
5.1. CONFIDENTIALITY	5
5.2. CONFLICT OF INTEREST	5
5.3. SITE VISIT	5
5.4. SUBMISSION.....	6
5.5. LATE PROPOSALS.....	6
5.6. AMENDMENTS TO PROPOSALS.....	6
5.7. ADDENDUM	6
5.8. RIGHT TO CANCEL	7
5.9. INQUIRES	7
5.10. NO CONTRACT	7
 Schedule A - Submission Form	 8
Schedule B - Diagrams	9

1. INTRODUCTION

1.1. Purpose

The purpose of this request for proposals is to select an experienced hospitality organization (Proponent) to occupy space within the Sony Centre for the purpose of operating a barroom in partnership with CTT.

1.2. Terminology

Throughout this RFP, terminology is used as follows:

“MFIPPA” the Municipal Freedom of Information and Protection of Privacy Act.

“Proponent” the company / companies who have submitted a Proposal in response to this RFP.

“Proposal” the entire document, including the RFP, Proposals, negotiated modifications, addenda

“RFP” the Request for Proposal document in its entirety, inclusive of any bulletins/addenda that may be issued by CTT.

2. ORGANIZATIONAL BACKGROUND FOR CIVIC THEATRES TORONTO

2.1. Civic Theatres Toronto

Toronto’s City Council approved a new operating model to consolidate the operation of the City’s three civic theatres into one new single organization called Civic Theatres Toronto (CTT), with a mandate to provide quality performance and event facilities and to promote its contribution to the artistic, cultural and social vitality of Toronto and its communities. The Board of Directors of Civic Theatres Toronto is responsible for overseeing the business affairs of the three venues and operates as an agency of the City of Toronto.

2.2. Sony Centre for the Performing Arts

Sony Centre for the Performing Arts is a cultural hub which presents and promotes the best of local, national and international performances and events to engage, educate and entertain Toronto’s communities and tourists.

3. RESPONSE REQUIREMENTS

3.1. Overview

CTT has allocated a prime location within the Sony Centre, on ground level at the south east corner of Front St. and Yonge St. (the Space). According to the most recent numbers published by the Traffic Safety Unit with the City of Toronto, this is one of the busiest pedestrian corners in the city, boasting an 8 hour volume of 17,522 pedestrians and 10,737 vehicles.

CTT is looking to engage a business partner to operate a barroom within the space in conjunction with CTT. CTT will be looking for a partner who is committed to ensuring that all barroom workers are part of the larger CTT team, with knowledge and interest in the programs and activities happening in our spaces, as well as upholding the highest standards of customer service to all guests. Additionally, as an agency of the City of Toronto, preference will be given to partners that have focused experience as a local Toronto business which understands and caters to the citizens and culture of Toronto

Details of partnership to be finalized after a successful Proponent is selected.

Please include in your proposal details on the following elements. Responses can be formatted however you choose.

3.2. Organization Detail

Respondent's registered legal business name, and any other names under which it operates, including business address and telephone number.

A proposed summary of how the new partnership may operate.

A draft of what you might consider to be our customer service mission statement.

Proposed staffing model for a new location.

Detail how past experience will inform and enhance this new opportunity.

3.3. Financial Plan

Detailed proposed financial plan for this new opportunity including the "deal structure" with CTT.

3.4. Space Design / Concept

Please include a preliminary idea for a space plan which will both complement the Sony Centre and create a unique and exciting barroom. CTT's vision for the barroom is one that is both warm and welcoming, but also efficient and exciting. The Space should appeal to visitors attending programming at the Sony Centre, as well as community locals looking for a consistent and inviting destination near their home or work. It is important that all Proponents be interested and willing to work with CTT to develop a new entrance point for the Sony Centre.

3.5. Sample Menus

Sample menus that include food and alcohol beverages that are all crafted with care.

Healthy and delicious meals including breakfast, lunch, and light snacks.

3.6. Understanding of Toronto's Culture

Please discuss previous business experience which demonstrates your drive and passion to service the citizens and guests of Toronto. What has made your business unique by adding to the local barroom culture of our city in a distinctly "Toronto" way.

4. EVALUATION

Responses will be reviewed by CTT team members from various departments (Evaluation Team)

4.1. Evaluation Criteria

Proposals will be compared and evaluated to determine the Proponent's strength and ability to provide a Service while being a good fit for a partnership with CTT.

4.2. Category Score

3.2 Organization Details	20 pts
3.3 Financial Plan	20 pts
3.4 Space Design / Concept	20 pts
3.5 Sample Menus	20 pts
3.6 Understanding of Toronto's Culture	20 pts

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process.

4.3. Additional Information

The Evaluation Team may, at its discretion, request clarification or additional information from a Proponent with respect to any Proposal, and the Evaluation Team may make such requests only to selected Proponents. The Evaluation Team may consider such clarification or additional information in evaluating a Proposal.

4.4. Interviews

CTT may, at its discretion, invite some or all of the Proponents to an interview.

5. RFP RULES, TERMS AND CONDITIONS

5.1. Confidentiality

All submissions become the property of the CTT and will be held in confidence unless otherwise required by law. Proponents should be aware that CTT is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and as such information may be released pursuant to the Act.

Due to MFIPPA, proponents are advised to identify in their proposal material, any proprietary or similar confidential information, the disclosure of which could cause them injury.

All correspondence, documentation and information provided by CTT Staff to any Proponent in connection with, or arising out of this RFP remain the property of CTT and must be treated as confidential.

5.2. Conflict of Interest

Proponent must disclose to CTT in its Proposal any actual or potential conflicts of interest. If such conflict of interest does exist, CTT Management may, at its sole discretion, refuse to consider the Response if the conflict cannot be resolved to CTT Management's satisfaction.

5.3. Site Visit

An opportunity to visit the proposed barroom location will occur on December 17, 2018 at 1:00pm. Please meet outside the main audience doors of the Sony Centre at 1 Front Street East.

5.4. Submission

Five (5) copies of the Proposal must be submitted.
One copy of the Proposal is to contain the original signed SUBMISSION FORM

Please deliver Proposals to the attention of

**MATT FARRELL
VICE PRESIDENT OF OPERATIONS
CIVIC THEATRES TORONTO
1 FRONT STREET EAST
TORONTO, ONTARIO M5E 1B2**

on or before the following date and time (the “Closing Time”):

Time: January 11, 2019

Date: Noon

Submissions by fax or email will not be accepted.

There will be no extension to the Closing Time for the submission of Proposals.

Proposals will be opened immediately once the submission deadline has passed.

The Proposals will be referred to an evaluation team for evaluation.

5.5. Late Proposals

Proposals received after the Closing Time will not be accepted or considered. Delays caused by any delivery service including Canada Post will not be grounds for an extension of the Submission Deadline.

5.6. Amendments to Proposals

Proposals may be revised by written amendment, delivered to the location set out above, at any time before the closing time but not after.

5.7. Addendum

An addendum, should one be necessary, will be issued prior to the Proposal Submission Date.

CTT reserves the right to revise this RFP up to the Proposal Submission Date. Any and all revisions shall be included in Addenda to the RFP. When an Addendum is issued the date for submitting Proposals may be changed by CTT if, in its opinion, more time is necessary to enable Proponents to revise their Proposals. The Addendum shall state any changes to the Proposal Submission Date.

5.8. Right to Cancel

Please note that this RFP is not an application or guarantee of partnership and CTT reserves the complete right to at any time reject all Proposals, and to terminate this RFP process

5.9. Inquires

For information related to any portion of this RFP, please direct inquiries to:

MATT FARRELL
VICE PRESIDENT OF OPERATIONS
CIVIC THEATRES TORONTO
1 FRONT STREET EAST TORONTO, ONTARIO M5E 1B2
E-mail: matt@sonycentre.ca

All questions must be received by December 19 at 5:00pm via email only. No phone calls, please. Answers to questions will be issued publicly as an addendum to this RFP.

5.10. No Contract

By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written contract.

SCHEDULE A - SUBMISSION RESPONSE FORM

The undersigned Respondent having reviewed and fully understood the RFP and all terms and requirements of the RFP and information provided, hereby submits the attached Response and supporting materials ("the Response") in accordance with these terms, conditions and requirements.

I/We, hereby, have received, allowed for and included as part of our submission all issued Addendum number _____ through _____ .

By submitting a Response, the Respondent agrees to all the terms and conditions of this RFP.

By signing and submitting this Response, you are agreeing to the release of your Response information to any, party, as deemed necessary by the CTT Management, to conduct business associated with this proposal or project.

Signed

Date

COMPANY INFORMATION

Company Name:

Name of Authorized Signing Officer:

Title:

Signature:

Date:

Contact Name: Title:

Address:

Telephone: Email:

Website:

HST #: