



P.O. Box 39085
St. John's, NL Canada A1E 5Y7

Office Location: 305 Waterford Bridge Road

Tel: (709) 364-1531

Email: bowringparkfoundation@gmail.com

Website: www.bowringpark.com

**Request for Proposals
for
Leasing the Bungalow in Bowring Park in St. John's, NL**

Request Issued: Friday, March 8, 2024

Submission Deadline: Thursday, April 4, 2024

TABLE OF CONTENTS

1. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)	3
2. BACKGROUND INFORMATION - BOWRING PARK, BP Foundation & THE BUNGALOW.....	3
3. SUBMISSION INSTRUCTIONS & INFORMATION	4
4. CONTENT OF PROPOSAL.....	4
5. EVALUATION OF PROPOSAL	5
6. SUCCESSFUL RESPONDENT’S CONTRACT & INSURANCE REQUIREMENTS	5
APPENDIX “A” - Layout, Capacities, and Parking	6
APPENDIX “B” - Photos of The Bungalow and List of Equipment	8

1. PURPOSE OF THIS REQUEST FOR PROPOSALS (RFP)

Bowring Park Foundation Inc. (“BPF”) is seeking proposals to lease The Bungalow in Bowring Park, located in St. John’s. Proposals will be entertained for The Bungalow to be used as a restaurant, catering service, office space or other permitted use.

2. BACKGROUND INFORMATION

BOWRING PARK, BOWRING PARK FOUNDATION INC. & THE BUNGALOW



Bowring Park is a popular family retreat located in St. John’s, NL. It was designed as an English style park and was originally 50 acres when it first opened in 1914. The City of St. John’s expanded it in the 1950s and it is now 200 acres, the largest of its municipal parks. While located in the capital city of St. John’s, Bowring Park serves a broader community. Residents of neighboring Mount Pearl, Paradise, Conception Bay South, and indeed the whole northeast Avalon Peninsula enjoy this park.

BPF, a not-for-profit organization, was established in 1995 and is governed by a volunteer Board of Directors. The BPF’s mandate is to assist the City of St. John’s in the restoration, conservation, beautification and development of Bowring Park. In turn, the City of St. John’s has entered into an agreement with the BPF whereby the BPF is responsible for leasing The Bungalow in Bowring Park and the rental income from the lease of the Bungalow supports the BPF’s park projects. Over the past 29 years, the BPF has worked diligently to offer patrons leisure and recreational activities and to make the park more accessible and inclusive.



The Bungalow in Bowring Park was constructed between 1913 - 1915. It was built both to serve as a meeting-gathering place for park patrons, as well as a location offering amenities to the public, such as refreshments and snacks. The serene atmosphere of the landscape and the rustic feel of the Bungalow have made this location a local St. John’s favourite for personal and corporate events.

3. SUBMISSION INSTRUCTIONS & INFORMATION

- The RFP Contact will be Gayna Rowe, Executive Director for Bowring Park Foundation Inc. Email address is bowringparkfoundation@gmail.com and the office telephone number is (709) 364-1531.
- Requests for site visits are welcome and can be made to the RFP Contact.
- The respondent will bear all costs associated with or incurred in the preparation and presentation of its proposal.
- Only an electronic copy of the proposal will be accepted and must be submitted on or before the submission deadline of Thursday, April 4, 2024. The RFP Contact will provide confirmation of receipt via reply email.
- At any time throughout the RFP process until the execution of a written agreement for the lease, a respondent may withdraw a submitted proposal. To withdraw a proposal after the submission deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the respondent.
- Details on the capacity, size and parking for the Bungalow are available in Appendix A. The Bungalow facility consists of 3 floors, a basement area, the main floor used for events, and a second-floor mezzanine and meeting space.
- Details on the existing catering equipment available to the new tenant of the Bungalow is listed in Appendix B.
- Respondents should be aware that municipal taxes associated with occupancy of the Bungalow is in the vicinity of \$30,000/year.
- City of St. John's provides snow-clearing services to the Bungalow, and provides maintenance to the Bungalow building.

4. CONTENT OF PROPOSAL

The three sections of the proposal are to be submitted in the order noted below. This outline is not all-inclusive and respondents can add additional information as they deem appropriate.

- i) **Letter of Submittal** - Along with introductory remarks, this letter needs to:
 - be signed and dated by a person authorized to legally bind the respondent to a contractual relationship.
 - needs to include name, address, principal place of business, telephone number and e-mail address of legal entity with whom contract would be written.
 - include the legal status of the respondent (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized.
- ii) **Management Proposal** - This section needs to include:
 - the experience, if any, the respondent has had in providing the proposed use of The Bungalow.
 - names, addresses, telephone numbers, and e-mail addresses of three business references for which work had been accomplished and briefly describe the type of service provided.

- the individual's name who will be managing the contract.
- iii) **Financial Proposal** - This section needs to:
 - include the rental amount to be paid to BPF annually, which amount is to be paid to the BPF on a monthly basis. The BPF will consider proposals containing a combination of base rent and/or percentage of gross revenue for the first 2 years of the lease. If this is proposed by a respondent, then the amount of base rent (without percentage of gross revenue) for years 3-5 of the lease must also be proposed.
 - show that the respondent has considered the operational details of operating the proposed services in this location and has an understanding of the financial requirements, including providing cash flow projections for the first two years of business operations.
 - demonstrate the respondent's financial capacity to carry out the contractual obligations of leasing the Bungalow.

5. EVALUATION OF PROPOSAL

The evaluation of proposals shall be conducted by the Executive Committee of the BPF. The BPF reserves the right to make an award on the basis of greatest benefit to the BPF and not necessarily on the highest rental offer.

6. SUCCESSFUL RESPONDENT'S CONTRACT & INSURANCE REQUIREMENTS

The successful respondent will be requested to enter into direct contract negotiations to finalize a lease agreement with the BPF. The term of the lease will be for a period of five years, with an option to renew if both parties are in agreement to do so.

The following are some of the required documents:

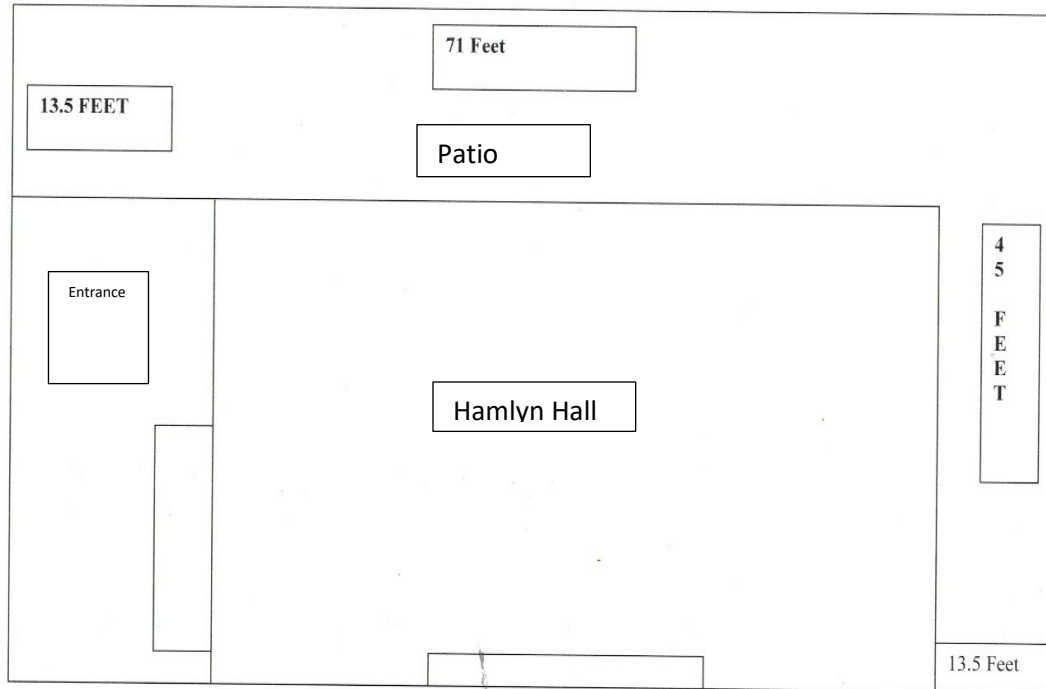
- Workplace NL Certification
- Certificate of Good Standing from the Newfoundland and Labrador Registry of Companies (the name on the insurance certificate must match the registered name)
- Certificate of Insurance acceptable to the City of St. John's Manager of Corporate Risk and Recovery

Generally, for insurance the City of St. John's and the BPF requires the following:

- Commercial General Liability – minimum two million (\$2,000,000)
- City and the BPF named as additional insureds
- 30-day cancellation notice to the City and the BPF

APPENDIX "A"
LAYOUT, CAPACITIES, AND PARKING

Layout of the Entrance Area and Great Hall in The Bungalow & Capacities for Receptions



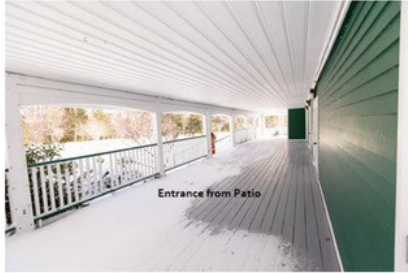
Bungalow Capacity

	Seated (Tables/Chairs)	Standing
Hamlyn Hall	80	163
Patio	87	186

Parking for The Bungalow - 31 Regular Parking Spaces and 3 Accessible Parking Spaces



APPENDIX "B"
PHOTOS OF THE BUNGALOW & LIST OF EQUIPMENT



1.jpg



4.jpg



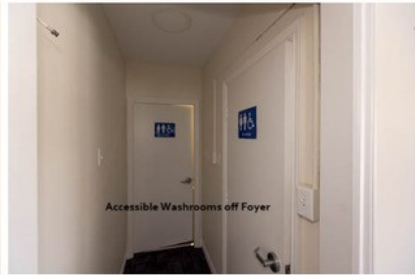
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7.jpg



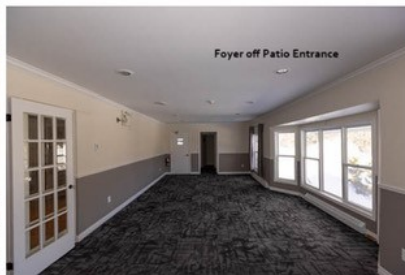
8.jpg



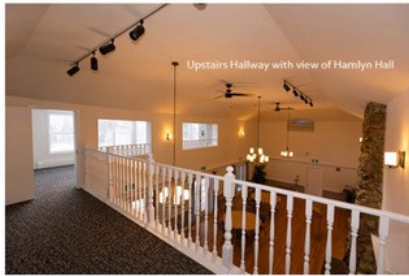
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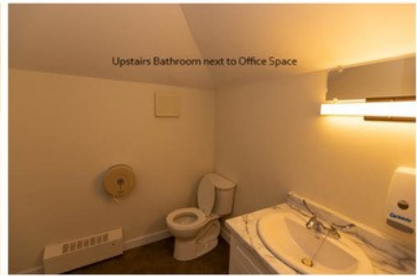
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10.jpg



15.jpg



12.jpg



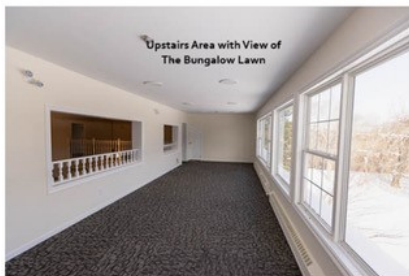
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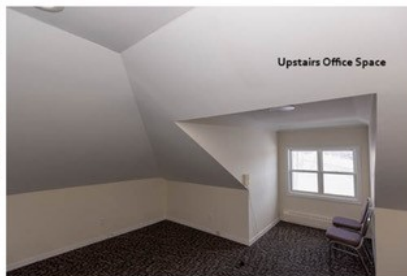
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11.jpg

EQUIPMENT	QUANTITY
STACKABLE BANQUET CHAIRS	120
ROUND TABLES	12
WHITE FOLDING CHAIRS	140
PATIO AWNINGS	1
PATIO HEATERS	6
SMALL WALK-IN COOLER	1
LARGE WALK- IN COOLER	1
GAS CONVECTION OVENS	2
6 BURNER STOVE	1
ICE MACHINE	1
DISHWASHER WITH STAINLESS STEEL TABLE MOTOR NEEDS REPLACING	1
BUTCHER BLOCK TABLE	1
BUTCHER BLOCK TABLE – STAINLESS STEEL	1
TRIPLE SINK	1
BASEMENT SINK	1
STAINLESS STEEL TABLES	2
CHRISTMAS DECORATIONS	1
AIR CONDITIONERS	2
DEEP FRYER	1
HEAT PUMP	1
METAL SHELVING	12



17.jpg



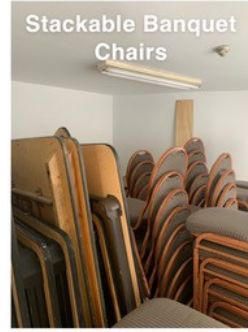
Metal shelving

21.jpg



Ice Machine

25.jpg



Stackable Banquet Chairs

29.jpg



33.jpg



Patio Heaters and Air Conditioners

18.jpg



White folding chairs

22.jpg



Triple Sink

26.jpg



Dishwasher With Stainless Steel Table

30.jpg



Basement Sink

34.jpg



Patio Awnings

19.jpg



Butchers Block Table

23.jpg



Butcher Block Table - Stainless Steel

27.jpg



Walk In Cooler

31.jpg



Christmas Decorations

20.jpg



Round Tables

24.jpg



Heat Pump

28.jpg



Stainless Steel Tables

32.jpg