



DATE: February 9, 2010

TO: Minneapolis Park and Recreation Board Commissioners

FROM: Don Siggelkow, General Manager

SUBJECT: Lake Harriet Concession - Request for Proposals

RECOMMENDATION: Approve the process and timeline as outlined.

BACKGROUND:

The Lake Harriet Citizen's Advisory Committee recommendations were approved by the Board on February 3rd. Staff is recommending that all members from the Lake Harriet Citizen's Advisory Committee be invited to participate as members of the review team that will evaluate the requests for proposals. A timeline that outlines the process is attached for your review. The yellow highlighted areas are review team meetings, the green highlighted areas are Board reviews.

Staff is also proposing that the current vendor contract be extended by one year to accommodate the request for proposals process that is outlined.

Lake Harriet Concession Operation Request for Proposal Process

March	April	May	June	July	August	September	October
Staff notifies CAC members – review team formed	Request for proposals sent out	Request for proposals due	Review of proposals by review team	Presentations by vendors that submitted proposals	Selection of recommended vendor	Final Board approval of vendor selection	
Staff drafts rfp evaluation process and recruitment strategy		Analysis of proposals		Negotiations , additional information gathered	Final contract negotiations	Contract executed	
Review team approves evaluation process and recruitment strategy					Board Committee action on vendor selection/ Public hearing if existing concession building is modified	Vendor submits plans to City for construction review (if necessary)	Renovation begins on existing building – continues through opening in April, 2011