

# Request for Information (RFI)

*For Food and Beverage Operating Partners at the Ovation Center for Music & Arts in Lansing, Michigan*



Conceptual Design

**OPEN CALL FOR REQUEST FOR INFORMATION (RFI) – SUBMITTALS WILL BE CONSIDERED AS RECEIVED – FINAL CLOSING DATE FOR RECEIPT OF PROPOSALS WILL BE 5:00PM ON FRIDAY, AUGUST 9, 2024**

RFI Issued: **July 9, 2024**

RFI Contact:

Lansing Economic Development Corporation

401 S. Washington Square, Suite 101

Lansing, MI 48933

ATTN: Chelsea Dowler, Projects Coordinator

[Chelsea@Lansingedc.com](mailto:Chelsea@Lansingedc.com)

## 1. PROJECT NOTICE

The City of Lansing, Michigan, and affiliated agencies the Lansing Public Media Authority and Lansing Economic Development Corporation (hereinafter collectively referred to as the “City”) are issuing a Request for Information (RFI) for food and beverage operating partners at the Ovation Center for Music & Arts (the “Ovation”). The Ovation is a 2,000-person concert hall currently under development in Downtown Lansing. The Ovation will house four to six distinct bars within the venue, with rooftop space planned for the 3<sup>rd</sup> floor of the building. Designs for the 3<sup>rd</sup> floor, including roof-stop space, are not yet finalized and seek to incorporate operator needs in design planning.

Through the RFI process, the City seeks to engage an Entity or multiple Entities (the “Entity” or “Entities”) with exceptional experience and capability to share their concepts for roof-top food and beverage service at the Ovation. This RFI process may result in the selection of one or more Entities to provide more detailed proposals for roof-top food and beverage concepts at the Ovation; or may result in the selection of one or more entities to operate roof-top food and beverage service at the Ovation.

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## 2. OVERVIEW

Located in Lansing’s Downtown, the Ovation will house a variety of performances and events. With a two-story main stage, a winding balcony, multipurpose rooms, retail spaces, and rooftop accommodation, the Ovation will be more than a venue. It will be a space to create, reconnect, and demonstrate the vibrant arts and culture scene in Lansing.

### Request for Information (RFI) Process

The City is issuing this Request for Information (RFI) as an opportunity for an Entity to present food and beverage service concepts for the roof-top space at the Ovation. The Entity shall provide a statement that describes a proposed sustainable and stable operational structure to provide exceptional roof-top food and beverage service at the Ovation. As part of the RFI process, the City may host a non-mandatory information session.

All inquiries concerning this RFI must be directed in writing to the following person:

**Name:** Chelsea Dowler, Projects Coordinator  
**Organization:** Lansing Economic Development Corporation  
**Email:** [Chelsea@Lansingedc.com](mailto:Chelsea@Lansingedc.com)

The deadline to submit written questions concerning this RFI is Friday, August 1, 2024 at 5:00pm.

### 3. FOOD AND BEVERAGE SERVICE OPPORTUNITY

#### Project Background

The Ovation, currently under development, will be a municipal-owned venue in downtown Lansing, Michigan. Construction is expected to begin in Q4 of 2024 and the venue is expected to open in Q2 of 2026. The Ovation will house four to six distinct bars within the venue, with rooftop accommodation planned for the 3<sup>rd</sup> floor of the building. Designs for the roof-top space are not yet finalized and seek to incorporate operator needs in design planning.

#### Operating Structures and Scales of Service

The City will consider several potential operating structures, including, but not limited to, Build-To-Suit Net Lease and Food & Beverage Naming Rights & Wholesale Beverage Contracts. The City will not consider an operating structure with profit sharing.

The City will consider multiple scales of service for the roof-top space, including, but not limited to, standard bar offerings, rooftop lounge with limited food/appetizers, and full-service restaurant. The City expects a full-service roof-top restaurant to operate 6+ days per week, with hours and access independent from the concert venue. Designs for the roof-top are not yet finalized and seek to incorporate operator needs in design planning. Submissions to the RFI should identify the respondent's interest in providing all or a portion of the venue's roof-top food and beverage service.

#### RFI Process

**Request for Information (RFI):** the RFI is intended to reach a broad cross section of interested parties with ideas and comparable experience in food and beverage operations to identify the most capable entities from an operations standpoint. Submittals will be reviewed against the minimum requirements described in Section 5 herein. At the conclusion of this step, the City, at its sole discretion, will determine the appropriate next steps if it chooses to proceed.

### 4. EXISTING CONDITIONS

#### Property Information

The Ovation is currently under development in Downtown Lansing at the corner of South Washington Square and West Lenawee Street. Construction is expected to begin in Q4 of 2024

and the venue is expected to open in Q2 of 2026. The Ovation seeks to incorporate operator needs in design planning for the food and beverage spaces.

## Property Location



The Ovation property, outlined in yellow above, is in the rapidly growing theater district in downtown Lansing. Several new apartment buildings are within a short walk of the Ovation, including two apartment complexes adjacent to the site. Over three hundred additional housing units are planned for downtown as part of the transformational \$228 million New Vision Lansing project. The number of residents calling Downtown Lansing home is expected to grow even further in the coming years, as the City of Lansing has set the goal of adding 1,000 housing units downtown annually.

The Ovation is a short walk to parking ramps and surface lots, and paid street parking is available on both Washington Square and Lenawee Street. The Capital Area Transportation Authority (CATA) transportation center is also only one block away.

Other places of interest within walking distance of the Ovation include:

- The State Capitol and office buildings
- The Michigan History Center and Library of Michigan
- Impression 5 Science Center

- RE Olds Transportation Museum
- Nelson Art Gallery
- Grewal Hall at 224
- Jackson Field Baseball Stadium
- The Lansing Convention Center
- Lansing Community College
- New Lansing City Hall

### Conceptual Layouts

A conceptual layout of the third floor and rooftop accommodation is provided below. Current design for the roof-top accommodation contemplates 6,147 square feet and a capacity for 185 persons, with the possibility of a 2,900 square foot expansion that increases capacity by 145 persons, for a maximum of 9,047 square feet and capacity of 300 persons. Designs have not been finalized and the City seeks to incorporate operator needs into design planning.



Conceptual Design



Conceptual Design

## 5. FORM OF RESPONSE AND EVALUATION

All submittals shall provide information related to the elements listed in sufficient detail to allow an informed RFI process. Incomplete submissions may be rejected at the sole discretion of the City.

**Submissions must be provided in electronic PDF as an attachment via email to [Chelsea@LansingEDC.com](mailto:Chelsea@LansingEDC.com) by 5:00PM EDT on Friday, August 9, 2024.** All materials submitted to the City in response to the RFI will become the property of the City and will be used by the City in any aspect of the project, and, unless specifically exempted, should be considered public records.

### Submission Requirements

A RFI submittal should include as many of the following elements as possible, applicable, and available:

#### A. Transmittal Letter

- a. Letter that identifies the lead Entity, contact person, and contact information for the team or other partners.

#### B. Project Understanding and Approach to Project

- a. Statement of interest demonstrating a commitment and a vision for roof-top food and beverage service partnership at the Ovation.

- b. Statement describing an overall concept for roof-top food and beverage service at the Ovation that integrates space design and operations.
- c. Renderings, drawings, or other visuals that depict and demonstrate the proposed food and beverage service space and concept.
- d. Operating structure and scales of service proposed for the project.

**C. Project Leadership and Team**

- a. Identification of lead Entity, partners, and team firms or organizations, including description and location for each firm/organization and any MBE/WBE designations.
- b. Resumes of the team's primary individuals and description of their roles and responsibilities in the proposed food and beverage service concept.

**D. Statement of Experience and Qualifications**

- a. Entity – Qualifications and Experience: provide examples of similar size/type of service in similar settings, including location, typical event size, food and beverage offerings and cost, lead individual role, and contact information and/or website.
- b. Operator – Qualifications and Experience: provide examples of similar size/type of food and beverage service in similar settings, including location, typical event size, food and beverage offerings and cost, lead individual role, and contact information and/or website.

**E. Financial Approach**

- a. A comprehensive discussion of an approach to financing any initial build-out and the ongoing operations, including any innovative revenue strategies that reflect the nature of the space and/or scenarios that might require additional public investment.

**Project Objectives to Address in Submission**

**A. Food and Beverage Space Design**

- a. Creates a unique roof-top food and beverage space concept that will support the Ovation's events and performances and compliments the Ovation's mission to create, connect, and demonstrate the vibrant arts and culture scene in Lansing.

**B. Operational and Financial Structure**

- a. Describe the operating structure that could be used to provide a financially sustainable roof-top food and beverage service operation.
- b. Describe the scale of food and beverage service and the days and hours of food and beverage operations.
- c. Describe the food and/or beverage products offered and prices of those products.

**6. GENERAL TERMS AND CONDITION**

Acceptance/Rejection/Withdrawals of RFI submittals. The City reserves the right to amend or modify the RFI at any time during the procurement process, prior to the date and time which responses are due. All amendments and modifications will be posted to the Lansing EDC's website (LansingEDC.com) in the form of an Addendum. *It is the responsibility of the bidder to check the Lansing EDC website.*

The City reserves the right, at its sole discretion, to reject any or all proposals or parts of all proposals; re-advertise this RFI; postpone or cancel, at any time, this RFI process; or waive any irregularities in this RFI or in the proposals received as a result of this RFI.

The City reserves the right, in its sole discretion, to determine the appropriate next steps. The City may also issue a new RFI with project modifications based on information learned from the initial round or other changing circumstances or may terminate or suspend the solicitation process at any time. The City reserves the right to reject all submissions, or to cancel this procurement at any time.

## 7. ATTACHMENTS

- The Ovation Case Statement
- AMS Feasibility Study (2020) and Update (2022)
- Parking Study
- Draft Building Program for Roof-Top Accommodation (SF and capacity)