



**NOTICE OF HGMD BOARD OF DIRECTORS SPECIAL MEETING
January 12, 2021 at 1:00 PM**

Pursuant to Section 24-6-402(2)(c), C.R.S., the Board of Directors of the Heather Gardens Metropolitan District, hereby gives notice that it will hold a special meeting via Zoom videoconference at **1:00 PM on January 12, 2021**. The business meeting will be held for the purpose of conducting such business as may come before the Board. This meeting is open to the public.

THIS MEETING WILL BE AVAILABLE BY VIDEOCONFERENCE TO PRESERVE THE HEALTH, SAFETY, AND WELFARE OF THE PUBLIC IN LIGHT OF THE IMMINENT THREAT CAUSED BY THE COVID-19 PANDEMIC.

Join Zoom Meeting

<https://zoom.us/j/92947099230?pwd=VmNzRUZmbzVweUprR0NaZy9sVWpaUT09>

Meeting ID: 929 4709 9230

Password: 083215

or

Dial-In Number: +1 346 248 7799 US

AGENDA

1. Determine quorum present
2. Call meeting to order
3. Consider Options for Administration and/or Management of District Properties and Enterprises
4. Open Forum – Public comment (time limit-3 minutes per person)
5. **Executive Session:**
 - a. Executive Session pursuant to Sections 24-6-402(4)(b) and/or 24-6-402(4)(e), C.R.S. for the purpose of determining positions relative to matters that may be subject to negotiation, developing a strategy for negotiations, and instructing negotiators in connection with and/or conferencing with an attorney to receive legal advice on specific legal issues regarding the District's Management Agreement (if needed).
6. Adjournment

Note: HGMD regular Board meetings, when held, are on the third Thursday of each month at 1:00 PM. Residents wishing to speak on agenda items will be given the opportunity at the time the item is discussed (time limit-3 minutes per person).

The regular meeting will be held Thursday, January 21, 2021 at 1:00 PM.

HGMD Clubhouse P& L

	2015	2016	2017	2018	2019	2020	2021
Total Year Actual	(\$520,630)	(\$510,450)	(\$518,985)	(\$526,662)	(\$572,254)	(\$469,328) *	
Budget	(\$583,532)	(\$567,724)	(\$548,280)	(\$548,280)	(\$635,014)	(\$515,746)	(\$693,290)

Budget Subsidy is too high. There is no incentive to control costs or increase revenue.

Facilities are under utilized.

HGMD Golf

Total Year Actual	(\$170,201)	(\$137,709)	(\$269,781)	(\$172,783)	(\$229,062)	(\$208,583) *	
Budget	(\$171,326)	(\$179,378)	(\$135,956)	(\$161,903)	(\$203,601)	(\$183,236)	(\$171,440)

Note that Subsidy required for Golf has increased every year since HGA took over management.

Budgeted amount is decreased for 2021.

* Through October, 2020

Figures in Red indicate subsidy needed. (Dues)

Rendezvous Restaurant P&L												
	2014	2015	2016	2017	2018	2019	2020	2021				
Jan	(\$21,899)	(\$19,580)	(\$12,598)	(\$4,975)	(\$2,335)	(\$9,770)	(\$17,592)					
Feb	(\$12,024)	(\$15,935)	(\$11,623)	(\$6,528)	(\$11,273)	(\$18,006)	(\$7,747)					
Mar	(\$15,027)	(\$5,603)	(\$5,311)	(\$3,692)	(\$1,998)	(\$12,336)	(\$28,029)					
Apr	(\$5,486)	(\$9,908)	(\$11,727)	(\$2,012)	(\$3,891)	(\$13,613)	(\$24,189)					
May	(\$8,073)	(\$5,026)	(\$7,327)	(\$2,731)	\$3,045	(\$2,870)	(\$21,634)					
Jun	(\$12,129)	(\$5,073)	\$631	(\$1,333)	(\$23,881)	(\$21,870)	(\$13,696)					
July	(\$12,218)	(\$7,846)	\$4,144	(\$2,027)	(\$499)	(\$15,660)	(\$14,093)					
Aug	(\$4,455)	(\$6,929)	(\$3,158)	(\$1,367)	(\$15,732)	(\$15,244)	(\$13,613)					
Sept	(\$15,118)	(\$5,479)	(\$8,483)	(\$9,672)	(\$9,629)	(\$16,953)	(\$9,580)					
Oct	(\$9,579)	(\$5,459)	(\$5,750)	(\$4,057)	(\$31,443)	(\$17,867)	(\$9,190)					
Nov	Not Avail	(\$11,806)	(\$2,614)	(\$4,850)	(\$7,661)	(\$14,386)						
Dec	Not Avail	(\$19,025)	(\$406)	(\$11,088)	(\$19,764)	(\$20,167)						
Total loss	(\$115,998)	(\$117,668)	(\$64,220)	(\$53,084)	(\$129,550)	(\$176,424)	(\$159,390)					
Budget	(\$30,215)	(\$106,557)	(\$113,804)	(\$92,650)	(\$111,054)	(\$127,968)	(\$112,102)	(\$66,404)				

In 2016 and 2017 Restaurant performed above expectations, raising revenues and reducing expenses. Expenses have risen far faster in the last 2 1/2 years than revenues support.

REQUEST FOR PROPOSAL

HEATHER GARDENS METROPOLITAN DISTRICT

PROPOSAL SUBMISSION DEADLINE:

BIDDERS MEETING:

QUESTION SUBMISSIONS DEADLINE:

Questions can be submitted prior to the Bidders Meeting on _____, 2021.

However, no answers will be provided and/or circulated prior to that date.

Questions may be submitted in written form to:

CONTACT NAME:

CONTACT ADDRESS: 2888 S. Heather Gardens Way

Aurora, Co 80014-3665

TELEPHONE NUMBER:

EMAIL ADDRESS:

INTRODUCTION:

The Heather Gardens Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado. The District invites and welcomes proposals for the Rendezvous Restaurant, as it is presently named. Qualified and experienced business entities are invited to submit a proposal to manage and operate the food, beverage, banquet, and catering for the Heather Gardens community. The Rendezvous is a restaurant open to the public. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the “PROPOSAL SUBMISSION DEADLINE”.

PROJECT AND LOCATION

The project associated with this RFP is located at 2888 South Heather Gardens Way, Aurora, Colorado 80014.

PROJECT MANAGER CONTACT INFORMATION

The following individual is the assigned contact for the project. For questions of information regarding project management, contact:

NAME:

TITLE:

PHONE:

FAX:

EMAIL:

PROJECT OBJECTIVE

The objective and goal for this project is to enter into a contract lease agreement with a vendor to manage and operate the restaurant, food, beverage, banquet, and catering at Heather Gardens with a desired ,2021 opening. This vendor will at minimum:

- *Provide a restaurant/bar/banquet/catering related operation with a distinctive menu/experience catering to the residents, visitors, golfers, and general public that will draw people to the operation repeatedly and often.
- *Maximize patronage through featured menu items, exemplary service, ambiance, and special events marketing.
- *Assess, provide, and install all necessary furnishings and equipment over and above current existing inventory to create an attractive, inviting, and modern destination.
- *Implement a quality marketing and advertising campaign.
- *Work in cooperation with the Heather Gardens Association, the homeowners' association, during the normal course of business to ensure an optimum experience for patrons of the restaurant, bar, community center, golf course as well as residents of Heather Gardens.

BACKGROUND

The District was formed to purchase the recreational facilities from the developers and owns the Golf Course, Clubhouse, Maintenance Shop, Tennis Courts, RV storage lot and other common areas located within the Heather Gardens community. The District has an elected 5-member Board of Directors. For most of the history of Heather Gardens there has been a Management Agreement allowing the Heather Gardens Association, the homeowner association, to manage the District's properties. Until 2014 the restaurant enterprise was leased out.

Shortly after the construction of a new facility that includes the clubhouse and restaurant, HGA took over staffing and management of the newly named Rendezvous. Since that time, the subsidy needed to continue operation has risen substantially.

Heather Gardens is an age restricted 55 plus community located conveniently in Aurora just off Yale and C470. The Cherry Creek spillway borders the west boundary. Heather Gardens is considered transit friendly with a light rail station nearby.

Four Thousand residents call Heather Gardens home. The District includes 2426 units, high rise buildings, townhomes, and patio homes, about 200 acres, as well as the 9- hole golf course and other recreational properties. Some residents are retired, while others still work. One thousand new luxury apartments, a result of the light rail station built nearby, add another 2000 potential patrons.

Heather Gardens is an active 55+ community. The District provides classes, interest group meeting spaces, events, concerts, dances, volunteer projects, fitness center, pickleball and tennis courts, indoor and outdoor swimming pools.

The restaurant/bar/banquet space is in the community center with access from inside the center, with entrances from outside as well as near the golf shop. There is outdoor dining space in front and in the rear. A new HVAC system is on order for installation in the winter/spring of 2021. The space offered to a vendor/lessee shall be as is, including new HVAC system, and includes existing furnishings and equipment. The restaurant may be rebranded as negotiated between the District and the vendor/lessee awarded the contract. Prior to Covid 19 restrictions, the permitted seating capacity of the restaurant/lounge is persons.

The square footage of the space available for the vendor awardee includes:

<u>Location</u>	<u>L</u>	<u>W</u>	<u>Sq. Feet</u>
-----------------	----------	----------	-----------------

Banquet Room

Bar & Lounge

Main Dining Area

Rear Covered Patio

Front Patio

Storage off Bar area

Kitchen Area

Outdoor Freezer

Additionally, there is a square foot auditorium with a stage events as well as many smaller rooms that can be rented for meetings and events.

PROJECT SCOPE AND SPECIFICATIONS

The Heather Gardens Metropolitan District is attempting to procure the services and enter into a lease agreement with a restaurant establishment to develop, improve, manage, and operate the food, beverage, restaurant, bar, lounge, dining and banquet area for an initial period of up to five years. The company supplying this service must be experienced in the food, beverage, concession, restaurant, bar, lounge, and catering area industry and be able to operate an economical, effective, healthy, and safe public facility that complies with all applicable local, county, state and federal policies, procedures, rules, regulations, codes, and laws. The company/lessee must be able to obtain/manage all pertinent facility operational permits and licenses and pay all associated local, county, state and federal fees, registrations, and taxes, as well as accept and manage the transfer of the existing liquor and cabaret licenses. The company/lessee will be fully insurable to the required levels of coverage established by the District and will keep in effect all required coverages during the term of the lessee's facility agreement.

All proposals should contain complete detailed written information on:

scope of services, projection of income, development plans, improvement plans, menu and pricing proposals, hours of operation proposals, personnel employed, key personnel background, company history, current financial status, self-supplied fixtures, and furnishings.

Companies/lessees shall be expected to provide/include, at minimum, the following:

1. High quality, culinary products, full-service meals and beverages for the restaurant, bar lounge and on-site catering service for the Heather Gardens community and the general public at a reasonable price and in sufficient quantity. Food and beverage pricing should be affordable and within a moderate price range commensurate with the surrounding community.
2. Menu items should include quality seasonal selections and daily specials.
3. Lunch and dinner service shall be required a minimum of 6 days per week.
4. Breakfast shall be required from 8 AM to 11 AM a minimum of 6 days a week.
5. Pool and patio service are necessary and essential based on the season.
6. Provide an aesthetically pleasing atmosphere of product and service delivery, maintain adequate, well trained staff for business levels.
7. A clean, sanitary, and healthy system of physical plant maintenance and operations which conforms to all city, county, state and federal building, food service, health and alcohol regulations and codes.
8. An experienced management team who can order, purchase, dispense, inventory, track, control and handle all products, materials, and supplies involved in the operations of the restaurant, bar, event planning and catering service.
9. An accurate, up-to-date, efficient, and understandable means of business accounting and operations record keeping and reporting system.
10. An operation that is reliable, responsible, and responsive to the needs of the residents, public patrons and management of the Heather Gardens Association and the District.
11. Provide bar, beverage, and food service during live events in the restaurant and or event spaces of the community center.
12. Marketing and promotions for the restaurant and catering services to the Heather Gardens community and the public.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved: however, the following project timeline shall be subject to change when deemed necessary by the District.

MILESTONE

DATE

RFP release date:

Pre-proposal/Bidders meeting:

Proposals due:

Interviews:

Announcement of vendor award:

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

The Heather Gardens Metropolitan District shall award the contract to the proposal that best accommodates the various project requirements. The District reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one bidder, and (iii) refuse any proposal or contract.

INTENT TO SUBMIT PROPOSAL

All invited bidders are required to submit a “Letter of Intent” no later than _____ informing the District of their intent to either submit or decline to submit a proposal.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by the District no later than 5:00 PM on _____ for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed, and evaluated based on the information provided in the submitted proposal. Consideration will be given to cost and performance projections. The following criteria will be given considerable weight in the proposal selection process.

1. Proposals received by the stipulated deadline and in the correct format.
2. Bidder’s alleged performance effectiveness of their proposal’s solution.
3. Bidder’s performance history and alleged ability to timely deliver proposed services.
4. Bidder’s ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposal services effectively and efficiently.
5. Overall effectiveness of the proposal.

The Heather Gardens Metropolitan District reserves the right to cancel, suspend and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

Bidders shall submit three (3) paper copies and one (1) electronic copy of their bid submission. The following is a list of information that the bidder should include in their proposal submission:

SUMMARY OF BIDDER BACKGROUND

1. Bidder's name
2. Bidder's address
3. Bidder's contact information and preferred method of communication
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's company was formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele
7. Bidder's principal officers and length of time each officer has performed in his/her field of expertise
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Colorado (business license number)
10. Evidence of established track record for providing service and/or deliverables that are the subject of this proposal
11. Organizational chart showing key personnel that would provide services to the District

FINANCIAL INFORMATION

1. Provide a copy of the most recent audited financial statement, or an annual report by a certified public account.
2. State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

PROPOSED OUTCOME

1. Summary of timeline and services to be provided.

EQUIPMENT OR SERVICE

1. List any accommodation, services or space required from the District along with a brief explanation.

COST PROPOSAL SUMMARY AND BREAKDOWN

1. A detailed list of and all expected start-up costs or expenses related to the proposal
2. Summary and explanation of any other contributing expenses to the total startup cost.

LICENSING AND BONDING

1. Provide details of licenses and bonds (if any) for the proposed services that the bidder/company may plan on obtaining/providing for this project.

INSURANCE

1. Provide details of any liability or other insurance provided relevant to the staff or project.

REFERENCES

1. Provide 3 references.

By submitting a proposal, Bidder agrees that The Heather Gardens Metropolitan District may contact all submitted references to obtain information regarding Bidder's performance.