

**REQUEST FOR PROPOSALS  
RESTAURANT/BAR OPPORTUNITY  
IN HARBOR DISTRICT  
CONNEAUT PORT AUTHORITY  
CONNEAUT, OHIO**

Issuer: Conneaut Port Authority  
Issued: June 29, 2020  
Due Date: July 17, 2020

**Contract Scope:**

The Conneaut Port Authority (CPA) is interested in partnering with a restaurateur to lease the Fishery Building on Mariana Drive in the Harbor District for a restaurant / bar establishment with outside dining.

Located in the heart of the City’s Harbor District, the property has an uninterrupted view of Lake Erie and is surrounded by the Conneaut Mariana, entertainment establishments and tourist attractions. The Fishery Building is 2,993 sq. ft., and parking options may be available. The current building is a structured shell that requires renovations such as insulation, HVAC and restrooms. Details on required renovations can be discussed with respondent upon request.

The CPA is open to the opportunity of renovating the current building or demolishing the current building and completing new construction on the property on Mariana Drive. The Conneaut Port Authority reserves the right to the final decision on renovating the current building or demolishing the current building and conducting new construction.

Details regarding lessor responsibility, lessee responsibility, financial assistance for building renovation or new construction, lease details, and maintenance and repairs will be discussed and negotiated with the awarded respondent.

If you would like to be considered for this opportunity, please submit a proposal in accord with the following:

**Proposal Content:**

Each respondent must provide the following information:

1. Company/Entity/Organization name and contact information;
2. Identify the owner(s) and operating team and describe team member’s qualifications and experience, with particular attention to the experience and qualification related to the proponent’s proposal for a restaurant / bar. Also include their name and contact information;
3. Provide at least three references, including name, address, contact information and description of relationship with proposed business;
4. Provide a business plan and project budget including individual line items for each major expense. The business plan should include an operating budget, market analysis and projections, management structure, and proposed financing arrangements. The budget should also include a three (3) year income and expense projection—this projection should also identify sources of working capital to cover initial operating deficits and startup costs that would cover all costs of opening the facility, addressing repairs, clean-up and any new equipment the respondent believes needed. The business plan should address daily operations, planning, security, special events, marketing and promoting, reporting and operations to achieve the greatest benefits and enhance the overall experience for the community. The business plan should also include a description of the types of workers expected to be involved in the facility’s operation and the number of each type of worker proposed to be involved;
5. Provide a narrative describing your plans for renovating the current building or completing new construction;
6. Provide a detailed operating Proforma for the first year. Also, provide a statement of sources and uses of funds for financing the project;
7. Subject to award the leaseholder may have to provide the following:
  - I. Provide a description of collateral;
  - II. Share Personal Income; and
  - III. Provide a Personal Guarantee

**Submission Date and Requirements:**

Request for Proposal Issued June 29, 2020.

Respondents shall submit an electronic proposal no later than 12:00 p.m. on July 17, 2020. Proposal shall be clearly marked “Restaurant/Bar Opportunity in Harbor District”.

Electronic submittals shall be sent to:

Janie Hanna, Project Manager, inSITE Advisory Group, on behalf of the Conneaut Port Authority  
Email – [janie@insiteadvisorygroup.com](mailto:janie@insiteadvisorygroup.com)

Please direct all questions to:

Janie Hanna, Project Manager, inSITE Advisory Group, on behalf of the Conneaut Port Authority  
Email – [janie@insiteadvisorygroup.com](mailto:janie@insiteadvisorygroup.com)

**Selection Process:**

Following receipt and evaluation of the proposals, the CPA Lease Committee shall evaluate the proposals and vote to move forward with a selection. The Committee will determine if interviews are necessary for the selection process. If interviews are deemed necessary, the CPA will contact the respondents to schedule interviews. Following the selection process, the CPA will select the most qualified business to proceed with contract negotiations.

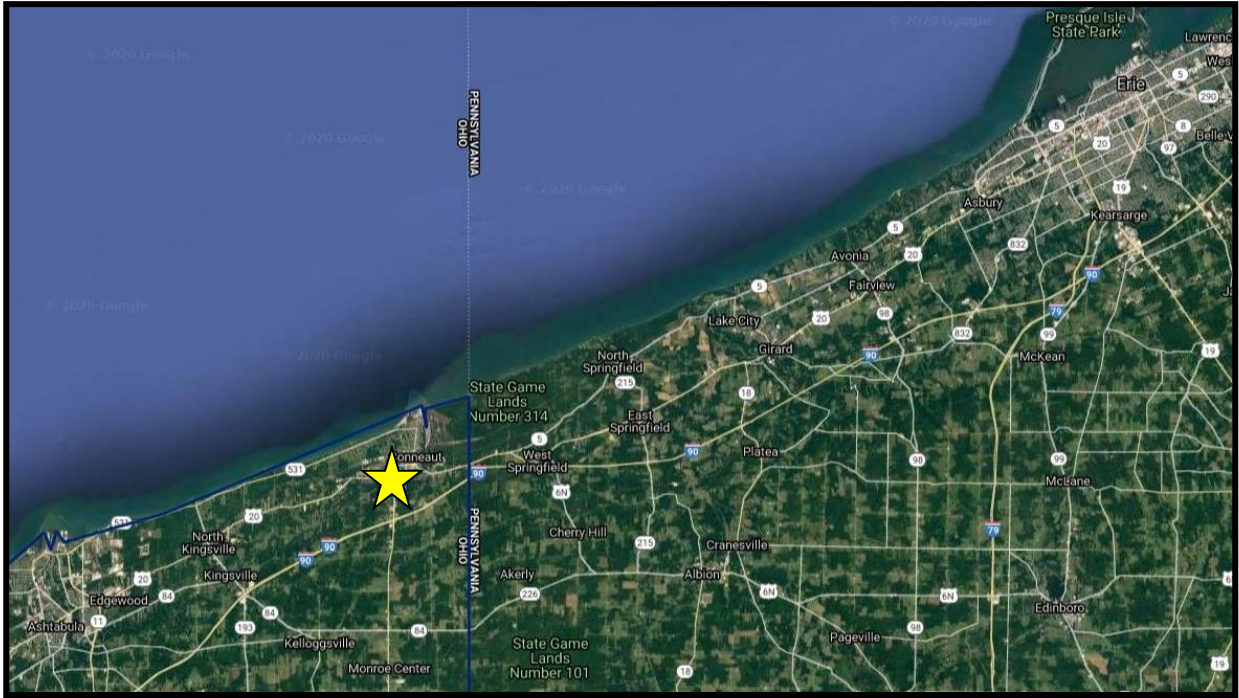
Proposals will be evaluated on the following criteria:

1. Business Plan
2. The companies, team members and/or investors qualifications and experience
3. Financial stability and capacity to operate business
4. Ability and commitment to complete all necessary work to commerce operations, including sufficient staffing to open facility. This includes the ability to secure all necessary permits and licenses, including liquor license.

The Conneaut Port Authority reserves the right to reject any or all proposals.  
The Conneaut Port Authority is an Equal Opportunity Employer.

**Location Maps:**

Regional Location Map – City of Conneaut



Fishery Building Location Map



**Exterior Photos:**



**Sample Conceptual Designs:**

In 2017, the CPA had an architecture firm create sample conceptual drawings for the Fishery Building for a possible restaurant use. The leaseholder is not required to use the conceptual designs showed below, but provides an idea of how the building could be renovated.

