

**City of Richmond**  
**Request for Expressions of Interest**  
**Contract 3458 – EOI**

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**Richmond O Zone – Food and Beverage Services**

## **Introduction**

The City of Richmond (the City) invites Expressions of Interest for Food and Beverage Planning and/or Management Services for the Richmond O Zone. Interested respondents are invited to submit a Letter of Expression of Interest (submissions) outlining background information with a listing of experience and qualifications, including a description of comparable projects and references. The purpose of this Request for Expressions of Interest (RFEOI) is to determine a shortlist of qualified respondents who will be invited to respond to a Request for Proposal for:

- A) The development of a Food and Beverage Operational Plan for the O Zone prior to the 2010 Olympic Winter Games and/or;
- B) The professional management, delivery and implementation of Food and Beverage Services for the O Zone during the 2010 Olympic Winter Games.

Compressed project timelines may affect this process. As such, the City reserves the right to determine each phase of the selection process which may include negotiating with lead respondents, forgoing the competitive selection process or pursuing a different selection process entirely.

## **Duties of the Richmond O Zone – Food and Beverage Services Consultant(s)**

The City of Richmond envisions 25,000 people per day will visit the Richmond O Zone on each of the 17 days (February 12-28) of the 2010 Olympic Winter Games. Users will be attracted by Long Track Skating events at the Richmond Olympic Oval as well as a spectacular Program of Entertainment and Activities in the O Zone. Food and Beverage (F&B) Services will be required for the public, special guests, volunteers, entertainers, staff, media, sponsors and Olympic VIP's.

The consultant will be the main point of contact for all Food and Beverage issues related to the Richmond O Zone, which will be located primarily in the Civic Centre and Minoru Park. It encompasses 44 acres of land, Richmond City Hall and numerous municipal facilities.

Specifically, the Food and Beverage Operational plan will be developed for, and activated during the 2010 Olympic Winter Games (the Games) in which Richmond will play a key role as a Venue City<sup>1</sup>. This plan will be developed in coordination with the Richmond Olympic Business

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<sup>1</sup> For information on Richmond's role as a Venue City, please visit:  
<http://www.richmond.ca/discover/events/oval/oval.htm>

Office (ROBO). Key responsibilities of the F&B Consultant(s) will include, but are not limited to:

1. Development of a F&B Plan for the O Zone site that will include and not be limited to a Scope of Services, Staffing Plan, Supply and Re-supply Structure, equipment requirements and budget. This work will be done with a reporting responsibility to the ROBO.
2. Proposing alternate models, projections and critical paths.
3. Develop a Request for Proposals to potential Food and Beverage providers.
4. Evaluating and negotiating contracts with Food and Beverage providers.
5. Building and maintaining relationships with all partners, agencies and stakeholders in relation to the event.
6. Developing a Needs Assessment of all groups requiring F& B services.
7. Securing F&B resources. Define, acquire and present F&B operational plan for the O Zone and present solutions for each required resource.
8. Work with Site Logistics and Facility teams to ensure completion of temporary buildings and preparation of existing venues that will be in use during the Games. To include food preparation areas, food service areas, storage areas and delivery locations.
9. Menu development and analysis including pricing, product mix, dietary concerns and variety. Ensuring Sponsors requirements are met.
10. Ensuring Health and Safety requirements are met in accordance to regulatory authorities.
11. Identify all opportunities to enhance participant experiences and explore all opportunities to mitigate costs.
12. Delivery and implementation of successful F&B services for the O Zone during the 2010 Olympic Winter Games.
13. Work with ROBO staff to provide management oversight of the project and inform of any incidents requiring attention.

## **Qualifications**

Considerable experience is required in Planning and Management of Food and Beverage Services. Sound knowledge of the operational requirements of large-scale community events is also required.

Respondents, which meet these requirements, will be given first consideration; further, incomplete submissions may not be given consideration.

It is the City's preference to select respondents that can provide both components of the food and beverage planning and management services.

### *Submission Details*

All submissions received by the City must not exceed five (5) pages in length; these submissions will be evaluated at the discretion of the City based upon the information contained within them, in consideration of, but not limited to:

- the experience of respondent;
- the respondent's references;
- description of previous projects of a similar nature and
- related qualifications.

Five (5) copies of Letters of Expression of Interest, sealed and marked "Contract 3458 EOI: Request for Expressions Interest – Richmond O Zone – Food and Beverage Services Consultant" and addressed to the Manager, Purchasing and Risk, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 2:00 pm, Local Time, 20<sup>th</sup> day of February, 2009. Submissions received after this time will be returned to the sender.

Questions related to the position(s) outlined in this RFEOI should be directed to Richard Toda, Manager of Customer Service, by phone at 604-276-4335 or by email to [rtoda@richmond.ca](mailto:rtoda@richmond.ca).

Questions related to the RFEOI process should be directed to Kerry Gillis, Buyer II, Contracting Specialist by telephone at 604-276-4135 or by email to [kgillis@richmond.ca](mailto:kgillis@richmond.ca).

Inquiries and responses relating to this RFEOI will be posted on BC Bid and the City's website. It is the sole responsibility of each respondent to check these sites on a regular basis for amendments, addendums or questions relating to the RFEOI.

*Note: Any submission will not necessarily be accepted. Also, respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting a letter of expression of interest, each respondent shall be deemed to have agreed that it has no claim.*

All submissions received by the City shall be subject to the *Freedom of Information & Protection of Privacy Act*.



February 19<sup>th</sup>, 2009  
File: 3458 EOI

**Business & Financial Services Department**  
**Finance Division**  
Telephone: 604-276-4218  
Fax: 604-276-4162

**Attention: To All Respondents**

Dear Sir/Madame:

**Re: Request for Expressions of Interest 3458 EOI – Food and Beverage Services Management Consultant – Addendum 1**

Please be advised that the deadline for submissions of interest in response to the City's Request for Expressions of Interest has been extended:

WAS: Friday, February 20, 2009 at 2:00pm  
IS NOW: Wednesday, February 25, 2009 at 2:00pm

Yours truly,

Kerry Lynne Gillis  
*Buyer II - Contracting Specialist*

KG:kg

pc: Richard Toda, Manager, Customer Service  
Jason Kita, Manager, 2010 Operations and Programs