



Colfax Downtown Association

P.O Box 724 Colfax, WA 99111

www.colfaxdowntownassociation.com

Restaurant Consulting Solicitation Addendum

Solicitation Name: Restaurant Consultant - Small Business Innovation Incubator Project

Solicitation Opening Date and Time: February 3rd, 2023 at 1:00 pm

Addendum Number: 001

Addendum posted on date: January 26th, 2023

1. Following are questions received about the solicitation and the Colfax Downtown Association's answers to the questions. Full disclosure, it is difficult to answer some of these questions because there are many unknowns due to not having our tenants selected yet. This project is very fast-moving. However, we will answer all questions to the best of our ability.

Q1: If I am reading this right, there are people who want to start restaurants in the downtown area who may or may not have experience either in the startup of something new or in the ongoing operation of a restaurant?

A1: The Colfax Downtown Association is creating a business Incubator that will create two new restaurant locations for lease within the 1st story of this Incubator. The Colfax Downtown Association will soon publicly advertise these locations for lease and select tenants. It is not a requirement for restaurant incubator tenants to have experience in the restaurant industry to apply.

Q2. And you need someone to help them navigate all of the facets of a startup and give them enough info so they can operate day to day?

A2: Whether or not the selected tenants have experience is unknown at this time. The CDA is looking for a Restaurant Consultant to provide the education described in Q2 above. If selected tenants are inexperienced in the restaurant industry. If they do have significant experience, the consultant will need to identify areas that need strengthening, provide a refresher course, or apply more time to other areas of need.

Q3. Have you selected these operators/owners? Do you want the bidder to help in this process?

A3: No, Incubator tenants have not been selected yet. We are looking for the selected restaurant consultant to participate in the interviews and the selection process of incubator tenants. Providing the CDA'S Executive Team with their expert opinion after all restaurant incubator applicants have completed their interview process.

Q4. Do they come with their own funding, or do you provide this, or is it a combination thereof?

A4: The Colfax Downtown Association will fund the build-out of these restaurants and provide the minimum kitchen equipment for the incubator tenant to get their restaurant licensed. The selected business tenant will fund all other areas of need.

Q5. Do they have experience in the day to day operations of a restaurant?

A5: Incubator tenants have not yet been selected, so that is unknown now.

Q6. Do I submit the actual bid with any supporting documents by regular mail and not email?

A6: There are three delivery methods for Sealed Bids to be sent;

- 1) Send in via regular mail to PO BOX 724 Colfax, Wa 99111.
- 2) Send via email with the subject line "RESTAURANT BID ATTACHED"
- 3) Hand deliver in person to 203 N Main St Colfax, Wa 99111

Q7: How many restaurants do the CDA intend to construct?

A7: At this time, the CDA is planning on having two restaurants in our incubator. It is unlikely there will be more than three restaurants.

Q8: What is the approximate square footage of each restaurant?

A8: The approximate Square footage of each restaurant is unknown at this time. We're estimating roughly 2000 SQ Ft. Architects are currently working on drawings, etc.

Q9: What types of concepts does the CDA envision?

A9: The CDA envisions having a family-friendly atmosphere with an upscale design. It's ideal for our community to have access to dining options from early morning to late evening. Having one restaurant as a breakfast or coffee restaurant and the other as a dinner and lunch with a full bar is what the CDA desires. Ultimately it will depend on the applicants and their business concepts.

Q10: How many Incubator Tenants will we provide coaching and curriculum for?

A10: Bidder will provide coaching and curriculum to all Incubator restaurant owners. It is unlikely there will be more than three restaurants in this Incubator.

Q11: What concepts will/do the Incubator Tenants operate?

A11: This question is unknown at this time because the Tenants have not been chosen yet. Our estimated timeline for tenant selection is no later than mid-march of 2023.

Q12: Will the coaching and curriculum occur independently for each Tenant or as a group?

A12: Mostly as a group. However, some tenants may require more one on one attention. If you are not local, this could be done via video conferencing or telephone. The coaching and curriculum will be taught independently and as a group. We will work with consultants and tenants to work out a schedule that works for all parties.

Q13: Scope of work deadline (page 2) is 05/22/23. Deadline in Article 2 (page 3) is June 1, 2023. Which is correct?

A13: May 22, 2023, is the correct deadline, but given the extension of time contract clause copied and pasted below, the hard deadline is no later than June 01, 2023.

8.5 EXTENSION OF TIME - If the Contract is not executed or not provided within the time required, and there appear to be circumstances which the CDA deems to warrant an extension of time, it may extend the time for execution of the Contract for up to ten (10) additional days.

Q14:Regarding Insurance: Are there any coverage amounts required on liability insurance?

A15:Bidders are to provide adequate insurance coverage for the activities arising out of the scope of work described in the Invitation to Bid.

Failure to acknowledge receipt of this addendum may result in rejection of the response.