



**REQUEST FOR PROPOSALS
CITY OF BARTLESVILLE, OKLAHOMA**

**NEW BUSINESS
CENTENNIAL PLAZA GENERAL STORE
SOUTHEAST CORNER OF FRANK PHILLIPS BLVD AND DEWEY AVENUE**

PURPOSE & BACKGROUND

The City of Bartlesville (City) is requesting proposals from businesses interested in leasing the General Store located in Centennial Plaza at the Southeast corner of Frank Phillips Blvd. and Dewey Avenue. Proposals will be accepted from qualified restaurants and retail enterprises **until 4:00 p.m. C.S.T. on Monday, May 26, 2008.**

Centennial Plaza is a city owned and maintained park, located in the heart of downtown Bartlesville that is home to a small shop known as The General Store. The General Store building has an area of approximately 450 square feet and includes a restroom and a heating/cooling unit. In the past, the park has been host to farmers markets, concerts, fairs, and a variety of community activities. The General Store, as part of this downtown park, has been used as a café and retail shop.

The City and the BRTA desire to lease the General Store to a retail or restaurant business that will attract and promote pedestrian activity as well as serve as a community gathering spot in the downtown central business district. The business should contribute to and encourage the use of Centennial Plaza for special events and daily outdoor activity that will enhance this small, centrally located park as an asset to our growing community. Preference will be given to businesses that will operate year-round and conduct business past 5 PM on a daily basis.

PROPOSAL FORMAT

Proposals must include detailed information about the business and its owner(s), business operation plans, and a timeline indicating proposed opening dates and event schedules. The proposal should also describe any modifications that will be made to the building in order to accommodate business activity. The proposal must follow the format described below:

1. Background and Identification of Business and Owner(s)

- Summary of business owner(s) background and experience in business management

2. Detailed Description of Business and Services

- Business description, including products and services offered

- Proposed hours/seasons of operation
- Proposed activities/events to be held onsite that will make use of the plaza as a community gathering location
- Proposed opening date

3. Description of Design Details and/or Modifications

- Description of proposed modifications to the building's interior layout
- Description of all proposed signage
- Drawings or pictures of any proposed outdoor furniture

GENERAL PROPOSAL INFORMATION AND REQUIREMENTS

Proposals must be received at City Hall, 401 S. Johnstone Avenue, in the Community Development Department **no later than May 26th at 4:00 p.m. C.S.T.** The Proposal shall be delivered to:

City of Bartlesville
Attn: Natasha Riley
401 S. Johnstone
Bartlesville, Ok 74003

Contact Persons – If you have any questions please feel free to contact either of the following two people:

Natasha Riley, Assistant City Planner

918-338-4241

nmriley@cityofbartlesville.org

Justin McLaughlin, Business Development Director

918-336-8708

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