

**CITY OF NORWICH  
RFP 11-12  
Request for Proposal**

**NORWICH INTERMODAL TRANSPORTATION  
CENTER**

**LEASE OF RETAIL AREA**

The City of Norwich acting through the Norwich Public Parking Commission (PPC) is seeking proposals from qualified firms or individuals to operate the retail area of the Norwich Intermodal Transportation Center (ITC) that is scheduled to open on May 15, 2012.

The retail area comprises approximately 738 square feet on the ground floor of the ITC. The ITC, located at 101 West Main St., Norwich, CT, has parking for 167 cars. SEAT, the regional bus service, anticipates the arrival/departure of 7-9 buses hourly, Mon-Sat. and 2-7 buses on Sunday. The ITC also accommodates standby facilities for taxis and potential trolley service.

Interested firms must return six (6) copies of their responses to: William Block, City Purchasing Agent, City Hall, Rm. 104, 100 Broadway, Norwich, CT 06360 no later than Tuesday, October 18, 2011 at 3:00 PM.

Complete copies of this RFP may be obtained at the Office of the Purchasing Agent at the address listed above or online at the State of Connecticut DAS Web Portal or at the City of Norwich web site [www.norwichct.org](http://www.norwichct.org) by clicking on Public Bids/Proposals.

Questions regarding this proposal should be directed to Mr. Bob Mills, Executive Director, Norwich Community Development Corporation, 860-887-6964 or [bobmills@askncdc.com](mailto:bobmills@askncdc.com).

**William Block**

**City Purchasing Agent**

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The prospective lessee should anticipate maintaining the following hours; 6:00AM-11:00PM, M-S and 6:00AM-2:00PM on Sunday. Respondents may want to consult a current SEAT schedule. The lessee should include the following in this operation; newspapers and periodicals, a coffee shop, and other conveniences normally found in similar facilities.

The firm or individual selected must have experience in this type of retail operation and have a successful track record in such endeavors. Utilities will be provided by the lessor. The lessor will also finish the retail area to suit the respondent selected to be the lessee in a manner consistent with this type of arrangement.

The decision on awarding this lease shall rest with the City of Norwich. The decision will take the following into account:

- Amount of proposed annual rent.
- Respondent's demonstrated track record in similar operations.
- Estimated costs to fit out to Lessee's needs.

The lessee is to provide and install their own merchandising fixtures and moveable equipment. Fixture installation is subject to approval by the City and such approval shall not be unreasonably withheld.

The lessee shall have all staffing authority for the retail area and shall be responsible for having competent, courteous personnel to serve the ITC customers.

The lessee must maintain all permits and licenses. The lessee must state their proposed annual lease payment as a flat annual rent payable monthly or as a percentage of gross sales, subject to audit by the City.

It is the intent of the City of Norwich to award this lease for a three-year period, commencing May 15, 2012. Upon mutual written agreement, this lease may be renewed for a one year period 60 days prior to the lease expiration date. The City will advise the lessor in a timely fashion if the construction schedule of the ITC indicates an opening earlier than May 15. The City will cooperate with the lessor in meeting an earlier start date.

The lessee is obligate to perform this lease over its entire term. Should lessee not intend to renew this lease, they must notify the City in writing at least 90 days prior to lease expiration.

The lessee shall in accordance with the terms of this agreement, enjoy peaceful use of the leased premises. Lessee shall permit no offensive, disruptive, or illegal activity on the leased premises.

Should the lessee violate any terms of this agreement, the City shall give the lessee written notice of such violation and demand that such violation be corrected and shall state the time allowed to make such correction. Failure to correct such violations as directed may cause the lease to be terminated upon 30 days written notice. Failure of the City to notify the lessee of a particular violation does not abrogate the lessor's right to notify and demand correction of that and any subsequent violations.

Should this lease be terminated prior to its expiration due to lessee's unilateral action or failure to correct a violation as requested, lessee shall still be liable for all lease payments due to the City for the full term of the lease. The City of Norwich shall have the right to pursue all lawful means to secure payment of any sums owed under terms of the agreement.

Lessee must carry insurance in the following types and amounts.

The firm selected must, within ten (10) days from the date of acceptance of their proposal, file with the City of Norwich, Workmen's Compensation, Comprehensive General Liability, Comprehensive Auto Liability, Certificates of Insurance satisfactory to the City of Norwich, in compliance with the law, and in the following form and amount:

**COMPREHENSIVE GENERAL LIABILITY**

**Premises - Operations - Products/ Completed Operations  
General Aggregate..... \$1,000,000.00**

**Occurrence.....\$1,000,000.00**

**Workman's Compensation.....Statutory**

**Employer's Liability.....\$100,000**

**If subcontractors are employed, same limits as named above shall apply and the certificate of insurance must be filed with the City.**

**No contract shall be binding upon the City of Norwich until such bond shall have been given and until Comprehensive General Liability, Comprehensive General Auto Liability and Workmen's Compensation policy certificates indicated above have been filed with the City and approved as to form and sufficiency by the Owner. The insurance policy certificate provided by the successful bidder and all subcontractors shall carry a statement by the insurance company that the City of Norwich will receive at least ten (10) days notice prior to cancellation of any portion of the policies or any modifications in the insurance coverage that may affect the City's interest. The cost of all insurance coverage shall be included in the price of the contract cost.**

**The insurance company must be licensed to do business in the State of Connecticut and must be satisfactory to the City of Norwich. THE CITY OF NORWICH MUST BE NAMED AS ADDITIONAL INSURED.**

**NOTE: The City reserves the right to set lower insurance limits should the selected firm be unable to obtain the limits described IF such action is deemed in the City's best interest.**