The Lunenburg Academy

Request for Expressions of Interest

The Lunenburg Academy is Now Accepting Expressions of Interest from potential café operators in this Iconic Heritage Landmark in Lunenburg, NS

Issue Date: May 7, 2019

Submission Deadline: June 14, 2019 at 2:00 pm
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A. INTRODUCTION

Request for Expressions of Interest to Operate a Café at the Lunenburg Academy

The objective of the Request for Expressions of Interest (RFEOI) is to attract potential operators for a café to be located in room 101 of the Lunenburg Academy, located in Lunenburg, Nova Scotia. Proposals will be evaluated by the Town of Lunenburg to determine the top prospective operators who may wish to lease space at the Academy which has been repurposed as a Community Cultural Centre.

Lunenburg Town Council has been pursuing the Lunenburg Academy Future Use Business Plan which it approved on April 14, 2015. The goal of the Plan is to bring the Lunenburg Academy to full occupancy as a multi-tenant Community Cultural & Creative Enterprise Centre. The full plan can be viewed at:


The Lunenburg Academy is a key landmark in the Town of Lunenburg and one of the most remarkable heritage buildings in the Province. Well-known New Brunswick architect H.H. Mott designed the Academy in 1893. The building was completed in 1895, and opened for class on November 7, 1895. It was constructed as part of Nova Scotia’s shift from one-room schoolhouses to public academies.

In the spring of 2012, the Lunenburg Academy ceased to be a public school after 117 years of continuous use and became the exclusive responsibility of the Town of Lunenburg. Because of the Academy’s historic and architectural significance it is a Municipal, Provincial, and National Heritage site.

Lunenburg Academy Community Cultural Centre

The Open to the Public First Floor

Anchor tenants of the first floor include the Lunenburg Branch of the South Shore Public Library and the Lunenburg Academy Foundation Interpretive Heritage Classroom.

This first floor welcomes the public into the building for use and enjoyment by countless residents and visitors that make the Lunenburg Academy a gathering place for cultural and educational activity. The Lunenburg Academy is already a must-see attraction on any tourist’s visit to the Town. The opportunity for the public to access the ground floor and enjoy a first class interpretive experience will add exponential value to the broader tourism experience in Lunenburg.
The Second Floor Creative Enterprise Centre

The Town of Lunenburg has attracted a diverse roster of tenants including businesses, entrepreneurs, arts, culture, heritage and educational organizations, and creative industries as well as individual artists who now occupy the second floor of the Academy.

The Third Floor Lunenburg Academy of Music Performance

The Lunenburg Academy of Music Performance (LAMP) is an anchor tenant of the Academy, programming international performers and master classes, attended by international students and the general public alike and continues the educative function of the building. LAMP also offers public concerts, lectures and outreach programs year-round. The third floor of the Academy includes a well-appointed auditorium/performance venue that seats two hundred people.

B. THE LUNENBURG ACADEMY

The Lunenburg Academy is a three story wooden Victorian building, in the second Empire style, located in the Town of Lunenburg, a UNESCO World Heritage Site. The imposing scale of the Academy is enhanced by its location on top of Gallows Hill and the open space that surrounds the building. The long-standing colour scheme, of white and black with a red foundation, window sashes, doors and roof, remains intact. This colour scheme highlights the high level of detail and decorative variety found on the exterior of the building and has become a character defining-element.

The interior of the building is flooded by daylight by means of large windows that dominate the facades. The majority of the windows are three part with a fixed transform over a double hung sash, with the notable exception of a separate semi-circular and two oval windows found on both the north and south facades. The Serlian and single dormer windows, topped by intricate brackets or pediments continue the rhythm of the lower windows and the ornamental quality of the building up to the level of the roof.

Located at 97 Kaulbach Street, nestled between the historic Hillcrest Cemetery and a recently built children’s playground, the Lunenburg Academy stands atop Gallows Hill overlooking the beautiful Lunenburg Back Harbour. The Academy is just a short walk to downtown Lunenburg.
Interior Renovations, Exterior Restoration

Beginning in 2015, the Town of Lunenburg, along with its funding partners the Lunenburg Academy Foundation, Atlantic Canada Opportunities Agency (ACOA), Parks Canada and the Province of Nova Scotia, has invested approximately $5 M on interior upgrades and maintenance as well as extensive restoration to three sides of the building. The final phase of exterior restoration work to complete the east façade is imminent, as well as a Lot Development Plan to provide parking, landscaping and a public plaza, expected to be completed in 2022.

C. OLD TOWN LUNENBURG – A UNESCO WORLD HERITAGE SITE

Old Town Lunenburg is the best surviving example of a planned British colonial settlement in North America. Established in 1753, it has retained its original layout and overall appearance, based on a rectangular grid pattern. The inhabitants have managed to safeguard the Town’s identity throughout the centuries by preserving the wooden architecture of the houses, some of which date from the 18th century. Old Town Lunenburg was designated as a UNESCO World Heritage Site in 1995.

Lunenburg possesses all the qualities that make a place great to live in: a peaceful place where the air is fresh, the climate is moderate and where all modern amenities exist. Lunenburg has plenty of working and living space filled with historic charm, great shops and restaurants, intriguing streetscapes, and natural breathtaking beauty.

Lunenburg is infused with a rich heritage, vibrant and humming with activity throughout the year and is a community of residents diverse in nature but united in a love for the town and all its surroundings. Living in Lunenburg means a walk to the post office, drug store, grocery store or favourite restaurant. Local shops are diverse and many feature fabulous local creations of the South Shore. The hospital is only a couple of minutes away from anywhere in Town.

Lunenburg is steeped in art, music and culture. We have an active heritage society, book clubs, writing clubs, the renowned Fisheries Museum of the Atlantic that always exceeds expectations and a robust community of artists. We boast some of the finest restaurants in the Maritimes yet you will also find those favourite little coffee shops or a pubs to meet with friends and family. Art galleries are found on almost every street and live theatre or musical event is never far away.

There are festivals galore such as Folk Harbour Music Festival, Festival of Crafts, Folk Art Festival, Street Festival, Schooner Races and a magical Santa Claus Parade. Music Royale presents world famous classical musicians year round in the National Heritage St. John’s Anglican Church and the Lunenburg Folk Harbour Festival features folk, world, jazz and rock artists throughout the year, though the main event is during the warm days of August.

Recreation facilities are abundant. Tennis courts, a curling rink, bowling alley, swimming pool and a community centre overflow with stimulating activities. We have a golf course with one of the finest views in the world, hiking trails, numerous exercise studios and a historic working
waterfront that is gradually revealing its charms. Lunenburg has an active ship building industry and is the home port of BLUENOSE II. Lunenburg Harbour is home to the tall ship Picton Castle and a popular a port-of-call for many touring Tall Ships and recreational vessels.

For more information please visit www.explorelunenburg.ca and http://www.lunenburgns.com

Aside from its vibrant cultural, artistic and tourism industries, Lunenburg boasts a thriving entrepreneurial spirit and rich and diverse business community. From the well-established High Liner Foods to more recently established HB Studios, Ironworks Distillery, ABCO and STELIA North America as well as a number of successful small businesses.

A UNESCO World Heritage Site, National Historic District, the Town of Lunenburg is the winner of the Communities in Bloom most beautiful small town in Canada, Prettiest Painted Places in Canada, Port City of the Year and Society of American Travel Writers' awards to mention a few. Picturesque Lunenburg lies nestled along the scenic shores of southern Nova Scotia one hour from Halifax and ninety minutes from the international airport. Experience our way of life and work amidst historic architecture, attractions and amenities.

D. THE OPPORTUNITY

The Lunenburg Academy is entering the final stages of its highly successful transformation into a mixed-use Community Cultural & Creative Enterprise Centre. A source of pride for residents and a place of welcome and interest to visitors, the Lunenburg Academy continues its institutional legacy as a location for learning and cultural activities, and as a home to small business and not-for-profit organizations. As a gathering place and focal point for the Town of Lunenburg and the South Shore, the Lunenburg Academy encourages local economic development and enriches the tourism experience.

Room 101 on the first floor of the Academy has been reserved for potential development as a café space to meet the needs of the visiting public, staff members of tenants, students and library patrons. Special event, luncheon and meeting catering opportunities may arise with tenants of the building. The café will be an independently owned and operated business, or a satellite location for an existing business.

The objective of this Request for Expressions of Interest (RFEOI) process is to facilitate Parties to express their interest in leasing the space allocated for the café and being the owner and operator of the café business.

It is envisaged that those parties responding to this RFEOI will be shortlisted down to the most preferred two or three parties. The Town of Lunenburg will then enter into discussion directly with each of these parties with the view to appointing one party as the lessee of the café space and to be the café operator.
Room 101 Suggested Rental Rate

Rent includes electricity, heat, parking, snow removal, common area janitorial service.

| Room 101 + 101a (Cloakroom) Café | 708 SQ.FT. + 130 SQ. FT. | Total 838 SQ. FT. (APPROX) | $1,500.00 per month ($21.50/ SQ. FT.) |

Submission Due Date:

The deadline for submissions is June 14, 2019 at 2:00 p.m..

Leasehold Improvements:

The Expression of Interest shall provide a detailed plan of the leasehold improvements made to Room 101 and 101a (Cloakroom) complete with a cost estimate in order to operate the café. The lessee shall be responsible for any costs associated with the leasehold improvements, including design and installation. The design shall be approved by the Town of Lunenburg prior to the signing of any lease agreement and prior to any installation of any leasehold improvement items.

Café Operations:

The Expression of Interest shall outline the intended products for sale and their intended sale price. The Expression of Interest shall be limited to the sale of pre-prepared food items and hot and cold drinks. The Expression of Interest shall not include any cooking on site. However, the use of microwaves, toasters and sandwich grills are permitted and encouraged. Preference may be given to those Expression of Interest which provide certified organic products and sustainable and compostable features in their operations. A variety of Café menu items will also be given a preference including, but not limited to dietary sensitivities such as vegetarian, gluten free, kosher, allergy concerns and culturally diverse menus.

The Expression of Interest shall briefly explain your marketing plan. Any signage shall be approved by the Town of Lunenburg prior to installation.

Preference may be given to Submissions offering innovative concepts, those that require the least impact to Town resources, and environmentally beneficial goods or services.
During the term of the agreement the Operator/Lessee will be responsible to:

a) Maintain and repair cafe equipment as necessary;

b) Clean the leased area throughout the day, including tables and outdoor eating areas, on a regular basis to ensure a tidy and neat appearance at all times;

c) Provide three stream refuse containers within the leased area that are regularly maintained and cleaned on a regular basis. All disposals shall be bagged and disposed of in keeping with the Town’s Solid Waste Management By-law;

d) Provide timely monthly payments to the Town as laid out in the Lease Agreement;

e) Purchase and maintain on-site suitable quantity of supplies as required to operate the café in an efficient and respectful manner;

f) Ensure that there is staff available at all times the café is open; and

g) Maintain any approved signs.

Qualification Criteria

The Selected Respondent(s) shall have previously and successfully completed projects of a similar size and complexity to the scope of work described in this RFEOI. Submissions will be evaluated on the basis of the overall best value to Town based on quality, service, price and any other criteria set out herein including, but not limited to:

a) Understanding of the Town’s objectives and requirements;

b) Financial proposal;

c) Corporate strength and capacity of the Respondent to provide the Services, including its reputation and resources; experience; references and qualifications of those staff to be assigned to the Services. In addition, the Town will place consideration on the Respondent’s:

1. Business and areas of expertise as well as ability to demonstrate the required skills and experience in providing the services;

2. Ability to communicate and work effectively with the Town;

3. Account management, marketing plan and customer service.

d) Demonstrating experience with a Cafe business;

e) The Respondent may be required to demonstrate financial stability and may be required to provide annual financial reports or a set of financial statements prepared by an accountant and covering the last two (2) fiscal years.
E. SUBMISSION REQUIREMENTS

STEP 1
Please fill out the Lunenburg Academy Community Cultural & Creative Enterprise Centre Information Form (located at end of document).

STEP 2
Please prepare a submission which addresses the areas outlined below:

**Businesses/Entrepreneurs:**

1. **Business/Entrepreneur** (3 pages maximum)
   - Statement of interest;
   - If an existing business please provide a brief history of the business including years of operation;
   - Describe your envisioned menu offerings including prices; and
   - Please briefly describe why the Lunenburg Academy is an ideal fit for your business.

2. **Vision for the Space** (3 pages maximum)
   - Describe the envisioned leasehold improvements; and
   - Term of Rental/Lease you are interested in.

STEP 3
A public Open House Information Session will take place on May 24th, 2019 at 10:00 a.m.. Interested businesses and entrepreneurs are encouraged to call either Scott Burke at (902) 802-4710 or Paul Bracken at (902) 634-4410 extension 246 or his cell No. at (902) 523-4979 to notify us of your planned attendance at this session.
Submission Deadline: June 14, 2019 at 2:00 pm
Interested parties must mail or drop-off their Proposal in a sealed envelope clearly marked “Lunenburg Academy Café - Expression of Interest Submission” to:

“Lunenburg Academy Café - Expression of Interest Submission”
c/o Ann Covey
Administrative Assistant
119 Cumberland Street,
P.O. Box 129
Lunenburg, Nova Scotia
B0J 2C0

Submissions must be received by the Town by no later than 2:00 p.m. June 14, 2019 to be accepted. Those submissions received after said time will be returned to the submitter. Email submissions will not be accepted.

F. LUNENBURG ACADEMY FIRST FLOOR PLAN

Room 101
G. LIMITATIONS

No legal relationship

There shall be no binding legal relationship exists between any of the submitters and the Town arising from a submitter’s submission of a proposal and concept or otherwise.

No representations by the Town

Neither the Town, nor its Mayor, Councillors, staff, employees and agents are responsible for the accuracy or the contents of this RFEOI or make any representation, or assume any duty of care, in respect of any and all information provided as part of this RFEOI process. Each submitter acknowledges that it has not relied on any information provided by the Town as part of this RFEOI process in choosing to submit an expression of interest and concept;

Neither the Town, its Mayor, Councillors, staff, employees and/or agents are liable in contract, tort or otherwise for any loss, expense or damage suffered or incurred by a submitter howsoever caused in respect of this RFEOI process.

Waiver

No submitter shall have any claim for any compensation of any kind whatsoever as a result of submitting a proposal and concept to the Town or as a result of the Town’s evaluation of the submitter’s proposal and concept. By submitting a proposal and concept, the submitter shall be deemed to have agreed that it has no such claim and, in addition, has WAIVED the right to make any such claim.

Each submitter acknowledges that the Town has accepted their proposals and concept in reliance on the acknowledgments made by each submitter as set out above.

Results of RFEOI

The Town reserves the right in its sole and absolutely unfettered discretion to cancel this RFEOI at any time. The Town further reserves the right upon receipt of submissions:

- Not to proceed with development of a café at all;
- To use the space itself for other purposes;
- To accept or reject the qualifications of any submitter;
- Not to follow through with the RFEOI process at all; and/or
- Proceed in a manner that it deems in its sole and absolutely unfettered discretion to be in its own best interests.
Lunenburg Academy Community Cultural & Creative Enterprise Centre
Request for Expressions of Interest Information Form

First Name ___________________________ Last Name ___________________________

Title______________________________________________________________

Business/Organization________________________________________________

Street Address_____________________________________________________

City___________________________ Province_____ Postal Code_______________

Mailing Address_____________________________________________________
(if different from above)

City___________________________ Province_____ Postal Code_______________

Telephone_______________________ Fax_______________________________

Website________________________ Email_______________________________

Authorized Signature_______________________________________________

Name_____________________________________________________________

Second Authorized Signature_________________________________________
(if required)

Name_____________________________________________________________

Date___________________________