



**CHICAGO PARK DISTRICT**

**SPECIAL CONCESSION OPPORTUNITY**

**Including an ALFRESCO DINING GRANT for Qualified Proposer(s)**

**Key Dates:**

Pre-submittal meeting (VIRTUAL) ----- Tuesday, August 20, 2024 at  
11am  
(Or)..... Thursday, August 22, 2024 at 6pm  
Application Due Date ----- 3pm on October 10, 2024  
Recommendation of Award ----- December 2024 Timeframe  
Concession operations ready for 2025 concession season ----- Memorial Day Weekend 2025  
*\* The schedule is subject to change.*



UCG Associates, Inc.  
p. 312.988.3360  
parkconcessions@unison-ucg.com  
<https://parkconcessions.com>

# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



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# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



## ALFRESCO DINING GRANT PROGRAM

The City of Chicago's "Chicago Alfresco" is one pillar of the broader reimagining of public space coming out of the pandemic and an integral part of Choose Chicago's push for more neighborhood tourism. Chicago Alfresco is proposed to solve geographic gaps and increase economic opportunities for restaurants, bars and taverns in areas that have a lack of outdoor dining.

In support of Chicago Alfresco, the Chicago Park District is announcing an Alfresco Dining Grant included with this Special Concession Opportunity. The grant program will provide a \$200,000 grant for the specified location within Maggie Daley Park.

The grant, which is administered by the Parks Foundation on behalf of the Park District, does not have to be repaid. One half of the awarded grant amount will be distributed on announcement of the award. The second half will be distributed at 50% completion of the proposed project.

### **ELIGIBLE APPLICANTS**

The program is available for applicants that meet at least one of the criteria below:

- Existing Chicago Park concession operators selling food and beverages who are in good standing with the Park District.
- New applicant for a concession in the Park District for the 2025 park season, selling food and beverages.

### **ELIGIBLE EXPENSES**

The grant monies can be used for the following expenditures:

- Cost of bringing utilities to the place of operations
- Concrete pads
- Purchase of permanent kiosk, trailer or container unit (Assets purchased with grant/concessioner money remains the property of CPD at end of term. CPD will ensure that contract term allows for full amortization of concessioner investment at market acceptable returns.)
- Design, engineering, and construction services
- Materials (such as permanent barriers, permanent furniture, landscape elements, etc.)
- Fabrication and installation

### **INELIGIBLE EXPENSES**

The grant cannot be used for certain specific types of expenses which include, but are not limited to:

- Operating expenses
- Travel or lodging expenses
- Other work not consistent with program or grant goals
- Investments in non-park operations associated with other units of an operator's portfolio and/or other business interests outside of park operations

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## ELIGIBLE PARK LOCATION

Maggie Daley Park – Rotating Neighborhood Restaurant

- Eligible grant amount: Up to \$200,000
- The proposed concept must include a primary operator and the ability to rotate up to three (3) neighborhood restaurants during each park season to operate as an additional restaurant with alternative food offerings.

## AESTHETIC REQUIREMENTS

The proposed concession concept must blend seamlessly with the park and surrounding buildings and avoid standing out as an eyesore or appear gaudy. If a shipping container is proposed as a central base, it must be clad in disguise. The container must not look like a container. Container modifications are required to be modest and aesthetically pleasing. If wooden cladding is used, it must be able to be stained to a color of choice.

To clad a container, wooden batons are attached horizontally across the outer walls in segments until the entire exterior is covered. To avoid damaging the shell, a steel angle must be welded to the container's exterior panels before fastening the batons.

## EVALUATION CRITERIA

Evaluation of the grant application will be based on a point system as follows:

- 5% Completeness of application and adherence to guidelines described in this document
- 35% How concept will increase or improve outdoor dining space in the 2025 park season
- 30% Applicant's experience to operate the proposed concession
- 30% Applicant's financial ability to accomplish the project

# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



## CONCESSION PROGRAM OVERVIEW

### **GOAL OF THE CHICAGO PARK DISTRICT CONCESSION PROGRAM**

*"The goal of the concessions program is to provide the highest possible quality and variety of foods, commodities and services that will enhance the use of the parks and provide comfort and convenience to patrons at reasonable prices while assuring reasonable revenue to the Park District, and consistency of the concessions with current and future Park District plans for recreation, operations and other activities on Park District property."* (Code of the Chicago Park District, Chapter IX)

### **DESCRIPTION OF THE CONCESSION PROGRAM**

There are approximately 200 concessionaires throughout the Chicago Park District ("Park District"). These concessionaires vary by their location, type of operation, and sales opportunity. The concessionaires can be classified as either food and beverage, retail, or services and rentals. Concessions include small operations from carts and kiosks, to full-service concessions with gross sales from thousands to millions of dollars. The Park District welcomes traditional park concessions and encourages new experiential concepts that can create a destination location for consumers and increase the amount of time spent in the parks.

Food and beverage operations range from fine dining restaurants, cafés, and grab-n-go operators. The Park District is open to creative concession concepts and there is a range of possibilities from cooking on site, selling pre-packaged food, or selling non-cooked products. Service concessionaires have varied from bike rental and maintenance services, Segway rentals, massage services, rental of beach chairs and umbrellas. Water equipment rentals have varied from rental of jet skis, rental of kayaks, and rental of stand-up paddle boards.

Concessionaires use a variety of facilities for operations including Park District buildings and other temporary facilities supplied by the concessionaire, such as trailers, kiosks, containers, carts, etc.

Concessionaires may operate year-round, but are expected to operate minimally for the concession season which runs from the Friday before Memorial Day through Labor Day; and generally, are expected to be open Monday through Sunday and during hours in which parks are open between 6:00 a.m. to 11:00 p.m. However, concessionaires may be allowed to extend their operating season as well as operate year-round.

Exhibit 2 located at the end of this document provides information about the available location at Maggie Daley Park.

### **UCG ASSOCIATES, INC.**

UCG Associates, Inc. ("UCG") is the concession manager for the Park District. We manage the day-to-day operations of the concession program and are advertising this application for this Park District concession. In addition to day-to-day oversight for concessions, we will perform a review of the submitted applications, make recommendation(s) of award, negotiate the Concession Permit Agreement(s), and provide guidance for the concession start up.

# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



## PARK DISTRICT PROGRAMS

### **GOOD FOOD PURCHASING PROGRAM**

The Park District prioritizes Good Food purchasing practices within its direct food service programs, which includes the concession program. By incorporating Good Food practices into the concession program, it will make Good Food more widely available, promote healthier eating habits, support local economies, and create better-paying jobs. The Good Food Purchasing Program and its guiding document, the Good Food Purchasing Standards (“Standards”) emphasizes five values:

- Local Economies
- Environmental Sustainability
- Valued Workforce
- Animal Welfare
- Nutrition

The Park District began a program in 2017 to incorporate Good Food Purchasing practices into the concession program. During the 2024 concession season, the Park District is conducting an implementation of the Standards with those concessionaires who choose to volunteer to incorporate them into their operation. This will allow us to gather information in order to make an informed decision regarding deploying the Standards to all concessionaires in the future. The program involves individual concessionaires tracking their food purchases which will allow us to observe the successes and challenges of the Standards in small business and/or seasonal operations, as well as set a baseline for minimum purchases in each Good Food Purchasing category for the future.

Please indicate any interest to participate in the Good Food Purchasing program in the appropriate section in this application. Participation in the Good Food Purchasing program is not required nor will the applications of those who indicate a willingness to participate in this program be given additional consideration.

Additional details regarding this program can be found at: <https://goodfoodcities.org/>

### **SUSTAINABLE PRODUCTS**

The Park District is a recreation agency and a conservation organization. In our parks, single use plastic products cause litter and can wind up in Lake Michigan, impacting our largest source of freshwater. These single-use plastics can't be recycled, and once in the environment, they never disappear. As such, we are taking steps to reduce and remove the use of these products.

- Single use plastics products including, but not limited to, plastic bags, straws, cups, plates, clamshells and other like containers, and flatware (i.e., forks, spoons, knives) are not allowed.
- Polystyrene (“Styrofoam”) products are not allowed.

Instead, concessionaires may use reusable, paper, metal, glass (glass is prohibited on beaches and may be prohibited in other parks), biodegradable, compostable, or plant-based products. While we understand concessions are required to use Coca Cola products in plastic bottles, use of reusable, paper, metal, glass, biodegradable, compostable, or plant-based containers are preferred when available.

# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



## ANTICIPATED SCHEDULE

Pre-submittal meeting (VIRTUAL) -----	Tuesday, August 20, 2024 at 11am
	Thursday, August 22, 2024 at 6pm
Application Due Date -----	3pm on October 10, 2024
Recommendation of Award -----	December 2024 Timeframe
Concession operations ready for 2025 concession season -----	Memorial Day Weekend 2025

\* *The schedule is subject to change.*

## PRE-SUBMITTAL MEETING

There will be two virtual pre-submittal meetings. Each meeting will provide the same content. A recorded version of the meetings will be posted on our website after the meeting.

**Time: 11:00 am – 12:00 pm CST - Tuesday, August 20, 2024  
or 6:00 pm – 7:00 pm CST - Thursday, August 22, 2024**

This meeting is not mandatory, but encouraged, especially if you have questions or require additional information regarding the Park District’s Alfresco Dining Grant program.

### Join Zoom Meeting

<https://us02web.zoom.us/j/88618931284?pwd=VX45AkIlgS7ytJpZav1DsCcGc4Rk8PU.1>

Meeting ID: 886 1893 1284

Passcode: 256114

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One tap mobile

+13092053325,,88618931284#,,,,\*256114# US

+13126266799,,88618931284#,,,,\*256114# US (Chicago)

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Dial by your location

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

Meeting ID: 886 1893 1284

Passcode: 256114

Find your local number: <https://us02web.zoom.us/j/88618931284?pwd=VX45AkIlgS7ytJpZav1DsCcGc4Rk8PU.1>

# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



## APPLICATION SUBMITTAL

**All applications are to be submitted** online by going to [www.parkconcessions.com](http://www.parkconcessions.com), clicking on “Special Concession Opportunity Application”, and clicking on “Online Application”.

A PDF copy is available for download, if you prefer to complete the application and review your responses before submitting online.

**All applications must be submitted ONLINE, no later than 3:00 p.m. on Thursday, October 10, 2024.**

The applicant is responsible for ensuring that their application is received by UCG by the due date and time. Acknowledgement of application receipt will be sent to the sender’s email address within 24-hours. If an acknowledgement is not received, please feel free to verify the receipt of your application or ask questions by writing to [stephaniehatch@unison-ucg.com](mailto:stephaniehatch@unison-ucg.com).

Submitting an application does not guarantee that the applicant will be recommended for award. Additionally, submitting an application does not grant you authorization to operate a concession on Park District property.

After the application deadline, applicants will be contacted within ninety (90) days regarding the status of their application or any request for additional information. The application review and selection process, including the criteria used in reviewing the applications are explained within this packet.

## APPLICATION REVIEW PROCESS AND CRITERIA

### REVIEW PROCESS

1. Applications received by the application due date and time will be reviewed by UCG. Any application received after the due date and time may be considered on an “as needed” basis. UCG will contact the applicant within 90 days with the application status.
2. Submitting an application does not guarantee that the applicant will be recommended for award.
3. UCG will initially review all applications for completeness and any incomplete application may be removed from consideration.
4. UCG will process and review complete applications according to the “Application Review Criteria” in the following section. As part of its review, UCG may at any point during the review process (i) request additional information from the applicant(s), (ii) seek clarification regarding any part of the application, (iii) conduct an interview(s) with the applicant(s), (iv) visit the applicant’s work place, (v) request samples, (vi) request the applicant(s) revise any part of their application, and/or (vii) any combination of these items.
5. UCG will discuss and negotiate business terms with the applicant(s) during the application review process.
6. The Park District may be informed and consulted throughout the review process.
7. Upon conclusion of the review process, UCG will present its recommendations for awards to the Chicago Park District for their approval.
8. Once the Park District reviews UCG’s recommendation(s), a Concession Permit Agreement(s) (“CPA”) will be negotiated and executed with the awardee(s) by UCG.



# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



## **REVIEW CRITERIA**

Pursuant to Chapter IX of the Code of the Chicago Park District, criteria of the application review include, but are not limited to the following:

1. The qualifications of the Applicant, including the Applicant's:
  - Professional Qualifications
  - Skills
  - Experience
  - Past Performance
  - Financial Ability(e.g., credit references, credit and background check, payment history, and financial capacity). The quality, including the creative and innovative nature of the proposed concession.
2. Proposed product mix/offerings and innovative ideas on improvement of concession concept.
3. Proposed build out, cart, kiosk, or trailer design concept.
4. Impact on revenue to be received by the Park District from the proposed concession.
5. Extent to which the proposed concession would not interfere with, but would enhance park recreation activities.
6. Extent to which the proposed concession is consistent with the historic and aesthetic nature and planned uses of the proposed location.
7. Extent to which the proposed concession is consistent with the goals of the concession program and plan.
8. Extent to which the proposed concession adds to the diversity of the Park District concession activities.
9. Extent to which the proposed concession is environmentally conscious and uses sustainable methods and operations.
10. The Applicant's willingness to make a good faith effort to encourage the participation of Minority Owned Business Enterprises and Women Owned Business Enterprises with the proposed concession.
11. Any other factor that the Park District or its designee may deem relevant.
12. Appearance must be aesthetically pleasing, modest, and blend into the landscape.
13. No lights, flashes, or decorative lights in trees are allowed.
14. Design should be family-friendly, tasteful, and have a low profile.
15. Containers must have a full skirt to avoid looking like containers.
16. Overall appearance should be professional and should resemble landscaping more than storage.

# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



**THIS FORM IS INFORMATIONAL ONLY. ALL APPLICATIONS MUST BE SUBMITTED ONLINE AT:  
<https://parkconcessions.com/>**

## CONCESSIONS & ALFRESCO GRANT APPLICATION FORM

**INSTRUCTIONS:** Please carefully read and complete this application in its entirety. Incomplete applications may not be processed. Should a section of the application not apply, please indicate with a response of "N/A".

### APPLICANT INFORMATION

Name:		Federal Tax ID Number (if applicable):	
Business Name:		Website:	
Preferred Mailing Address:		Unit, Suite, etc.	
City	State:	Zip:	
Mobile Phone:	Other Phone:	Email:	

Are you a Minority Owned Business Enterprise (MBE) or Women Owned Business Enterprise (WBE)?

MBE

WBE

### THIS SECTION IS OPTIONAL

This section and information are for statistical purposes only. The primary applicant is requested to supply the following data regarding themselves and their businesses. These questions are strictly voluntary and not required. Answers will have no effect on the consideration of your application; applicants may select all that apply.

Ethnicity

African American

Native American

Asian American

Subcontinent Asian American

Hispanic American

Non-Minority

### BUSINESS ORGANIZATION

Sole Proprietor or Individual

Partnership

Limited Liability Company (LLC)

Corporation

# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



LIST ALL OWNERS (If different from applicant)

NAME / ADDRESS	CONTACT INFORMATION	TITLE	% OWNERSHIP
Name: Street: City: State: Zip:	Cell: Other: Email:		
Name: Street: City: State: Zip:	Cell: Other: Email:		

Does the principal owner or partners have an ownership interest in any business located in Chicago or Cook County?

Location Name & Address	Detail the nature and extent of your interests.	Synergies and/or conflicts that may arise out of your involvement in these ventures?

If applicant has operated a concession on Chicago Park District Property, complete the following:

Year(s)	Park Location	Sales	Amount Paid to CPD

Has applicant ever terminated a concession contract, lease, or other operating agreement? Has applicant ever filed for bankruptcy? Provide details surrounding any of these events.

# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



## PROPOSED CONCESSION

### TYPE OF CONCESSION

Food & Beverage	Retail	Rental	Recreation	Other (describe):
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List the main products or services you propose to offer. Attach a proposed menu if available.

Product / Service Name	Average Price

### PARK LOCATION AND CONCESSION UNIT

Park Name & Street Address <b>(Order by first to last choice)</b>	Type of Concession Unit	Required Utilities	Why is your business a "good fit" for this park?
1st:	Cart Truck Trailer Tent CPD Building Shipping Container Other (Describe)	Electricity Water Gas Sewer Other (describe)	
2nd:	Cart Truck Trailer Tent CPD Building Shipping Container Other (Describe)	Electricity Water Gas Sewer Other (describe)	

**Please attach pictures of the specific concession unit(s)**

## CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



MONTHS YOUR CONCESSION WILL OPERATE			
Month	Check	Month	Check
January		July	
February		August	
March		September	
April		October	
May		November	
June		December	

HOURS YOUR CONCESSION WILL OPERATE		
Day	Opening Time	Closing Time
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

KEY PERSONNEL		
Employee Name	Position	Describe this employee's experience working in similar types of concessions (please include number of years of experience).

**You may, at your option, attach a resume of Key Personnel.**

Describe relevant experience applicant has in regards to the proposed concession operations (please include number of years of experience).

Describe any proposed investment and plans, if any, to improve infrastructure.

Describe any plans you might have in regard to marketing and promoting your business.

# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



## ALFRESCO GRANT PROPOSAL

Describe your Alfresco Dining project and how it will incorporate outdoor dining? (please attach pictures or renderings)

How many seats will you have for outdoor dining?

Describe the construction and/or buildout plans for the concession with Alfresco dining.

Describe the plan to rotate neighborhood restaurants in the concession space.

Please provide a well-informed budget (“best guess”) that can be used to evaluate how grant funds will be spent. For example: CONCRETE PAD, \$15,000

Work Item Description	Cost

## CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



The grant is paid out in two disbursements. The first disbursement (50% of award) is made upon award of the grant. The second disbursement (50%) is made at 50% completion of the project deliverables and documentation supporting project expenses.

How much of the project will be financed through a loan or borrowed funds?	\$
--	----

2025 Season sales projection	
\$	

### PERSONAL REFERENCES

Type your response below. Document(s) with this information may be attached.

NAME	ADDRESS	PHONE NUMBER	E-MAIL

### OTHER INFORMATION

Are you interested in participating in the Good Food Purchasing Program?	
Yes	No

Please tell us how you heard about this Notice of Availability application (Check all appropriate responses below.)		
Chicago Sun Times	Chicago Tribune	Food Industry News
Chicago Park District Main Office	Chicago Park District Fieldhouse Notice	Chicago Park District Website
Current/Former Concessionaire	Friend or Family Member	Park Concessions Website
Internet Search		

**CHICAGO PARK DISTRICT CONCESSION  
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**SIGNATURE**

I do solemnly swear (or affirm) that I have read and understood the contents of this application and to the best of my knowledge, the information and belief, the facts and representations set forth in this application are true and correct and no material facts have been omitted.

**PLEASE SIGN BELOW:**

\_\_\_\_\_  
**PRINTED NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**



# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



## EXHIBIT 1 - FREQUENTLY ASKED QUESTIONS

Following are the most frequently asked questions relating to the Park District Concession Program (“Program”). These answers do not complete the scope of requirements for the Program, nor do they replace or take precedent over the operating requirements outlined in this Notice of Availability package.

1. Can I submit my application for more than one location?

ANSWER: Yes, you may submit your application for more than one location. The first query in the “Proposed Operations” section of the application asks you to identify the parks where you propose to operate in your order of preference. Note, identifying more than one location doesn’t guarantee that you’ll be recommended for award for any of the locations you’re interested in operating and does not grant you authorization to operate a concession on Park District property.

2. What are the fees and costs to operate a concession?

ANSWER: Any fee amount is an estimate, and at a minimum, you will pay for:

<b>Base Rent Fee</b>	The annual fee paid by the concessionaire to the Park District. This fee will vary by location and type of concession operation. <b>Operators in Focus Community Area Parks will be assigned a base fee that is 50% less than a standard base for their location. See Exhibit 3 for a list of Focus Community area Parks.</b>
<b>Revenue Share Percentage Fee</b>	In some cases, a percentage of sales may be charged annually either instead of or in addition to the Base Rent Fee.
<b>License Fee</b>	At a minimum, \$150.00 (\$100.00 for non-food concessions) paid annually, and it can increase by location. <b>This fee is eliminated for operators in Focus Community Area Parks.</b>
<b>Performance Deposit Fee</b>	Security deposit may be required for applicants awarded a location. <b>This fee is eliminated for Focus Community Area Parks.</b>
<b>Food Sanitation Inspection</b>	\$75.00 to \$150.00 depending on the type and size of the concession location.
<b>Utility Fee</b>	In most cases, will range from \$50-\$800 depending on the amount of waste disposal, water, and electricity consumed by an operator at their location. <b>This fee is eliminated in Focus Community Area parks.</b>
<b>Insurance</b>	<b>Minimum liability policy limit shall be, but not limited to, \$1,000,000 per occurrence and \$2,000,000 in the aggregate. You will be required to name the Chicago Park District and UCG Associates, Inc. as additional insured on a primary and non-contributory basis.</b> (Note: It is recommended to shop around; many companies quote a minimum rate of approximately \$750.00 for an annual policy). You are responsible for maintaining and keeping the insurance current.
<b>Registration fees for a Foodservice Sanitation Class</b>	Approximately \$320.00/person

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<b>Re-Key Fee</b>	There is a \$150.00 fee for a new concessionaire operating at a permanent location to re-key the locks to the concession facility.
<b>Operating Expenses</b>	The concessionaire is responsible for paying all of its operating expenses including, but not limited to, (i) all season start up and take down costs such as the purchase, delivery and installation of the concession facility (e.g. cart, trailer, or kiosk), (ii) cost of goods sold (iii) general maintenance and repairs to the concession facility, (iv) signage, (v) any landscaping, (vi) costs associated with employees (e.g. wages, benefits, uniforms), (vii) custodial, (viii) FF&E (furniture, fixtures & equipment), (ix) utilities (e.g. power, water, sewer, garbage pickup and recycling), (x) all costs associated with deliveries to the concession facility, (xi) all taxes, (xii) getting and maintaining all licenses, permits, and certifications necessary to operate the concession, and (xiii) parking.

3. What’s the concession season and operating schedule for a concession?

ANSWER: Generally, the Park District concession season is the Friday before Memorial Day to Labor Day, and at a minimum, the concessionaire must operate during this period. Further, the concessionaire can operate for a longer period of time or year-round with the approval of UCG.

The guideline regarding operating the concession is Monday – Sunday during hours that the park is open, 6:00 a.m. to – 11:00 p.m., with the concessionaire deciding when to operate during those hours. Operating hours are to be determined in advance and approved by UCG and posted publicly at the facility.

4. When can I start purchasing the furniture, fixtures and equipment (FF&E) and anything else that I need for my concession?

ANSWER: Remember that submitting an application does not guarantee the recommendation for award. Also, submitting an application does not grant authorization to operate a concession on Park District property. Accordingly, we strongly urge applicants NOT to spend any money relating to the Concession Program until executing a Concession Permit Agreement. We do however encourage you to begin research on all startup costs and where to acquire a concession unit if necessary. However, any money spent before executing a Concession Permit Agreement will be at the applicant’s own risk.

5. What if I execute a Concession Permit Agreement, start my preparation to get ready by the opening date of the 2025 concession season, and at some point, during that process begin to encounter delays that might impact my ability to be open by the first day of the concession season?

ANSWER: UCG will work with the concessionaires to get ready and be open on the first day of the 2025 concession season. If it’s clear the concessionaire won’t be ready for the opening day of the concession season, then UCG will work with the concessionaire to see if a temporary/scaled down presence is possible, to whatever degree, as of the opening day of concession season, as a stopgap measure until the full operation is ready. If a temporary/scaled down presence for the opening day of the concession season is not possible, the concessionaire must have the concession ready and open as soon as possible. Note, your obligations in the Concession Permit Agreement, including paying any fees to the Park District, survive any delay.

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6. If my concession involves the sale of food and beverages, what are the health and sanitation requirements?

ANSWER: The concessionaire must take all steps to ensure that all food and beverages are stored, prepared, and sold in compliance with all applicable food, food safety, and any other applicable law(s). Further, each concession must have at least two (2) persons certified with the City of Chicago Department of Health as a Food Service Manager and must have available for review a copy of the Food Service Manager Certificate. Cost of certification classes and certification itself are the responsibility of the concessionaire. The City Colleges of Chicago, the Illinois Restaurant Association, and the Bio Test Lab Office offers these classes. UCG may also be familiar with and willing to recommend private companies that offer this Food Services Sanitation Course. Additionally, all concessions must also pass a health inspection conducted by UCG. The Park District may conduct health inspections during the season and the concession must also pass these inspections. Concessions with a liquor license may be subject to City of Chicago Department of Health inspections.

7. What are the requirements to sell liquor?

ANSWER: The City of Chicago's Lakefront Liquor Ordinance (LLO) specifies park locations on the lakefront where liquor can be served. Approval to serve liquor at a park that is not on the lakefront can be granted by the Chicago Park District. The vendor must apply for and receive a City of Chicago liquor license to sell liquor at an approved location. Lakefront and non-lakefront park locations will require a letter of approval from the Chicago Park District in order to apply for a City of Chicago Liquor License.

8. What licenses, certifications, and permits are required to operate a concession?

ANSWER: To operate a concession in the Park District, the concessionaire must have a Concession Permit Agreement with the Park District and display the assigned decal in a prominent location viewable by the public. Additionally, the concessionaire must pay for and have all local, state, and federal licenses, certifications, and permits required to operate their concession. If the concessionaire is going to undertake any capital improvement, then the concessionaire must obtain a Park District Access Permit and any other required permit prior to beginning the work. Note: The process takes a minimum of 6 months from the date you submit a complete Access Permit application. The concessionaire is responsible for keeping all licenses, permits and certifications current. A City of Chicago Peddler's License DOES NOT allow operations in the parks; a Concession Permit Agreement with the Park District is required. If the concession involves the sale of food and/or beverages, please see question 8 for additional information.

9. Am I responsible for maintenance and repairs to my concession facility?

ANSWER: Yes, concessionaires are responsible for general maintenance and repairs to their concession facility and paying all associated costs and fees. Concessionaires will keep their concession facility, appurtenances, FF&E, and the area around their concession facility in a sanitary and safe condition and in good working order at all times. The concessionaire's general maintenance and repair responsibilities include, but are not limited to: all FF&E; roof; ceilings; interior and exterior walls; entrances; signs; interior decorations; floor and floor coverings; security system, if applicable; wall coverings; exterior and interior doors (including overhead doors and window coverings); keys and locks; plumbing fixtures; hot water heaters; light fixtures and bulbs; fire extinguishers and fire protection systems; HVAC; water and sewer lines including the sewer lines exclusively serving the concession facility and equipment including meters and switches; and electrical, gas, sprinkler systems, and equipment which serves the concession facility exclusively whether located inside or outside the concession facility. Lastly, the general maintenance and repair responsibilities may vary according to the type of concession facility.

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Base fee modifications and/or longer-term agreements could be awarded to concessionaires taking on significant building repairs or capital projects. Any repairs to be performed by the concessionaire will be reviewed and approved by UCG prior to beginning the work. Further, the concessionaire may be required to reimburse the Park District for any costs incurred regarding general maintenance or repair work.

10. Am I responsible for custodial services at my concession facility?

ANSWER: Yes, concessionaires are responsible for custodial services and their concession facility and paying all associated costs and fees. Concessionaires will keep their concession facility (interior and exterior), appurtenances, FF&E, and the area around their concession facility in a clean, sanitary, and inviting condition at all times. Custodial responsibilities include, but are not limited to: cleanliness, including power washing; garbage collection/hauling, and recycling; graffiti removal; pest control; restrooms, if applicable, including supplying paper products and soap; window and glass cleaning, if applicable; and any landscaping. The exact boundaries of the concessionaire custodial responsibilities will be determined during negotiations of the Concession Permit Agreement.

11. Can I undertake capital improvements?

ANSWER: The concessionaire cannot begin any capital improvement work without the prior approval of the Park District and the Park District issuing an Access Permit for the work. As part of its review of the capital improvement(s) request, the Park District will need to see full and complete details (e.g., description of the capital improvement, drawings, etc.) of the capital improvement(s) before they give their approval. Additionally, the concessionaire is responsible for getting any and all permits that may be required. Also, the concessionaire is responsible for all costs, direct and indirect, associated with the capital improvement(s). Note: The process takes a minimum of 6 months from the date you submit a complete Access Permit application.

12. Does the Park District have any agreements that may impact my concession?

ANSWER: The Park District has sponsorship agreements with other parties for the exclusive use of products and purchasing guidelines of these products. All concessionaires, where applicable, will be required to make their purchases directly from these sponsors. Currently, the Park District has sponsorship agreements for all nonalcoholic beverages, hot dogs and ice cream. In addition to the products, these agreements can also require use of the sponsor's equipment and display/signage. The Park District reserves the right to enter into additional sponsorship agreements at any time. If the applicant is recommended for an award, then the details of all official sponsorship agreements shall be provided during the negotiation of your Concession Permit Agreement and may be added/changed at any time. As noted in the Concession Permit Agreement, the sale of products that compete with or are in conflict with the official Park District sponsors products, will not be allowed and can result in termination of Concession Permit Agreement.

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13. To what extent am I required to use environmentally sustainable operations and methods?

ANSWER: The Park District is committed to being a good steward of the environment, and within its own operations they employ green practices and operations from energy efficiency to green cleaning products.

In addition to the SUSTAINABLE PRODUCTS section above (page 4), all concessionaires operating in parks and along the lakefront are expected to do their best not to negatively impact the area where they are operating and use sustainable methods in the concession operation. This may be through litter and waste control and recycling of materials such as glass, metal, paper or plastic. It also means using products that are not harmful to the environment such as paper or plastic products with recycled content, green cleaning supplies, locally sourced food, or reducing emissions from generators or vehicles. Note that polystyrene and single use plastics are not allowed. Further note that recycling is required.

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## EXHIBIT 2 FEATURED LOCATION

**MAGGIE DALEY PARK**

**North Monroe Between Columbus and Lakeshore Drive**

### PREMIER TOURIST DESTINATION



Located in the heart of downtown and connected to Millennium Park, millions of tourists and locals visit Maggie Daley Park each year. The park is bounded by Randolph Street, Monroe, Columbus and Lake Shore Drive. In 2014 the park was renamed in honor of Maggie C. Daley (1943 – 2011) Chicago’s longtime first lady. Maggie Daley Park is a recreation center best known for its unique “Skating Ribbon” and magical “Play Garden”. Additional activities in the park include the Cancer Survivors’ Garden, Climbing Wall, Mini Golf, and the Tennis Courts.

This opportunity requires that a concessionaire propose a concept that includes an anchor restaurant establishment with the ability to feature citywide neighborhood restaurant concepts that would operate from the space on a rotating basis for one to-two months with a goal of three restaurants per park season.

A \$200,000 Alfresco Grant is available for this concession opportunity with outdoor dining (tables, chairs, umbrellas and lighting).



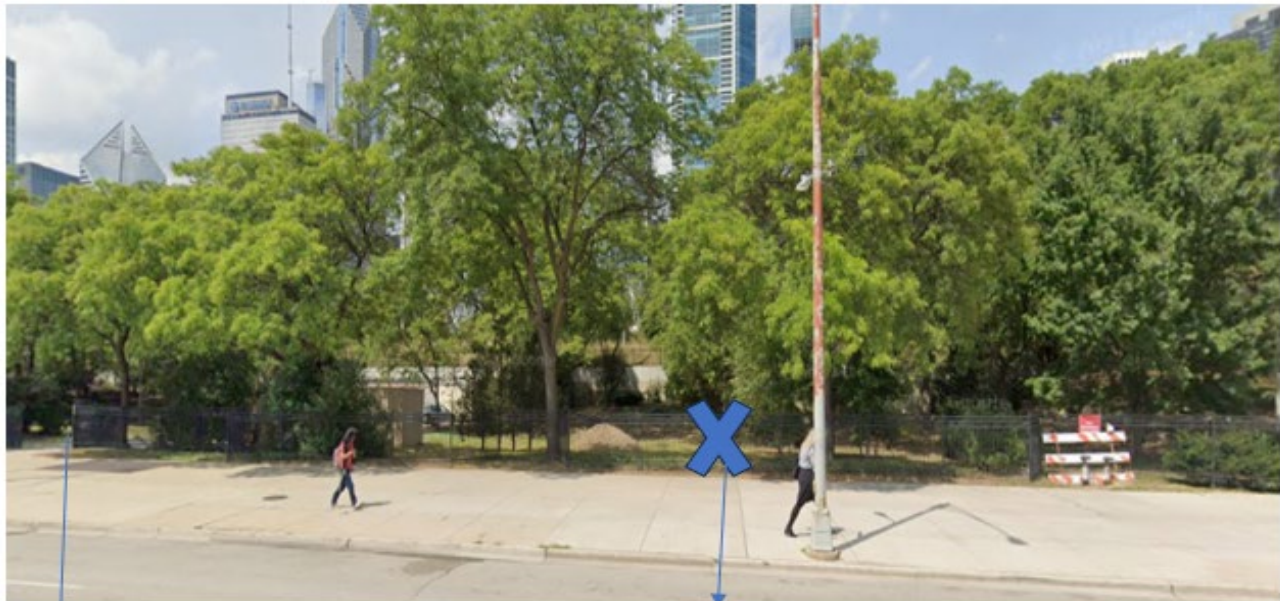
# CHICAGO PARK DISTRICT CONCESSION SPECIAL CONCESSION OPPORTUNITY



## EXHIBIT 3 FEATURED LOCATION



**Proposed Concession Location**



Existing Gate

Concession Location