

**WAUKEGAN**  
**PORT DISTRICT**  
AIRPORT . MARINA . PORT

Waukegan Port District is accepting proposals for a Lake Front Restaurant for its marina population and the general public.



Background and Purpose of the Request for Proposal (RFP)

The Waukegan Port District is a political subdivision, body politic and municipal corporation created by Illinois Statute, 70 ILCS 1865. The District operates the Waukegan Harbor, North and South Marinas, and the Waukegan National Airport located in the City of Waukegan.

The Waukegan Port District is pleased to offer an opportunity for a qualified proprietor to operate a Restaurant on Waukegan's lake front. The Restaurant will enhance existing amenities to boaters and entice the general public to enjoy the beautiful Waukegan lake front, while providing a revenue stream to a new or existing operator and the Waukegan Port District.

The proposing individual or company shall demonstrate the ability to perform in this type of business, clearly articulate plans for the operation and document compliance with appropriate laws and regulations that meet the objectives of the Waukegan Port District as well as incorporate innovative ideas that are appropriate for this operation.

This RFP seeks to generate proposals to provide beverages and food for the 2025 season with a lease term length to be negotiated. The lease term shall be in the sole discretion of Waukegan Port District and the successful Restaurateur who will accomplish the following:

- Optimize patron participation in the Concession by providing friendly service and quality beverages and snacks or food if desired, at reasonable prices, thus resulting in the highest quality and service while enhancing possible revenues to the Restaurateur.
- Operate the Concession in a manner consistent with best management practices for cleanliness, maintenance, safety, security and sanitation.

### Description of the Restaurant

The proposer will provide plans for Renovation of an existing facility on Port District property, or alternative plans to build a new facility on available space on Port District property. All renovations and new buildings shall incorporate the same color scheme and over all look and feel of the rebranding of the Waukegan Port District. All designs must meet all City of Waukegan, Waukegan Port District and other state, county and federal ordinances and regulations.

## Summary of Contract Terms and Conditions of the RFP

Term: The initial term will be based on the expected date of occupancy TBD. Based on the success of the project, the Waukegan Port District and Operator will negotiate renewal terms.

The Waukegan Port District will evaluate proposals based on several specific criteria listed in the RFP, including the planned operations for the restaurant, the proposer's operating experience, the plans for capital improvements, the fee offered to the Port District, and the proposer's financial capability.

### Required Operating Responsibilities:

City of Waukegan Government Liquor License to Pour  
State of Illinois Liquor License

Insurance naming Waukegan Port District an Additional Insured in amounts specified in a Lease to be executed between the parties.

Lease with Waukegan Port District

Hours of Operation:

To be discussed and determined through board review.

Restaurateur will construct improvements after review and written approval of plans and specs by the City of Waukegan Building Department and approved by the Waukegan Port District.

Operate the Restaurant in a manner consistent with best management practices for cleanliness, maintenance, safety, security and sanitation that would meet all City of Waukegan, Waukegan Port District and other state, county and federal ordinances and regulations.

Restaurateur will provide all equipment, utility connections, permits, beverages, food, insurance, maintenance, waste collection and removal.

In a written proposal, bidders should explicitly include and respond to each of the Proposal items and be willing to commit to each of them along with the Required Operating Responsibilities and Lease Provisions if selected as the Restaurateur.

JOE SEIDELMANN will evaluate all proposals received on or before the proposal due date and time and at the location specified in this request evaluated to determine whether they meet the minimum qualification requirements set forth in this request as follows:

Completeness: JOE SEIDELMANN will evaluate proposals on the completeness and quality of content as described below.

Letter of Interest: Interested parties will submit a letter of interest and deliver to the address below.

- Deliver: Submitted proposals will be accepted until May 30<sup>th</sup>, 2025 to Waukegan Port District, Attn: General Manager, Joe Seidelmann, 55 S. Harbor Place, Waukegan IL 60085.
- Right to Reject: The Waukegan Port District reserves the right to reject any and/or all proposals, as it shall deem to be in the best interest of the Waukegan Port District.

Business Plan:

The goals and requirements of the Waukegan Port District as set forth in this RFP encourage bidders to offer creative and innovative ideas to provide a first-rate bar and cafe concession. Incentives such as a specialty theme or signature attraction to draw patrons and keep them coming back will be a positive consideration for approval. Bidders are encouraged to provide details about proposed menus and pricing, staffing, supervision and management objectives.

## Qualifications and Experience:

Bidders must include a response to each of the following items in their written proposal:

- Described your experience in and knowledge of the restaurant industry;
- Identify available capital and any needed resources to support your operation;
- Provide at least two references we can contact to verify past performance.
- Describe your plan for operations, management and security for your facility.

At a minimum, the successful bidder will be required to provide concession services the Friday before Memorial Day weekend and through Labor Day.

The concessionaire is:

- Responsible for waste collection and removal in and around the immediate area.
- Responsible to collect and recycle their used cardboard, metal, plastic containers, etc.
- Responsible for maintaining equipment in wholesome appearance and good working condition and repair at no cost to the Waukegan Port District and in compliance with all health and other regulations.

This RFP can be obtained at [www.waukeganport.com](http://www.waukeganport.com) or at the Harbor Control Building between the hours of 8:00 A.M. and 4:30 P.M., excluding weekends and holidays, at the Waukegan Port District Administrative Offices, Harbor Control Building, 55 S. Harbor Place, Waukegan, IL 60085.