



LOS ANGELES COMMUNITY COLLEGE DISTRICT
770 WILSHIRE BOULEVARD, LOS ANGELES, CALIFORNIA 90017 • 213/891-2000

CITY • EAST • HARBOR • MISSION • PIERCE • SOUTHWEST • TRADE-TECHNICAL • VALLEY • WEST
ADMINISTRATIVE OFFICES • Dr. Tyree Wieder Interim-Chancellor

July 9, 2010

Food Consultant Vendor
{Address}

Re: Request for Written Proposal for Food Operations Consultant

Dear Sir or Madam:

The Los Angeles Community College District (District) is in the process of establishing food courts and related food venues on three (3) of its college campuses: Pierce College, Southwest College and West Los Angeles College. The District desires to negotiate lease agreements with qualified food court operators in order to occupy and operate the food courts and related food venues on these campuses.

At the request of the District Board of Trustees, District Facilities Planning & Development has been asked to contract with a Food Operations Consultant (Consultant) on a short term basis (up to a year) in order to receive assistance in reviewing appropriate terms and conditions of lease agreements related to establishing successful food operations on campus.

As a result, we are requesting written proposals and resumes from a qualified Food Operations Consultant, identifying a reasonable hourly rate with proposed reimbursables for the above service. The District is looking for a Consultant with the following qualifications:

- At least 10 years of proven experience in the food service operations and/or management industry;
- At least 5 years of experience in successful food court operations/ management or college dining services;
- Ability to analyze pro forma proposals related to food operations;
- Ability to provide cogent written analysis of proposed food operation terms and conditions; and
- Ability to verbally articulate any concerns or issues related to proposed food operations on campus

RFP # 10-15

We anticipate that once resumes and written proposals identifying hourly rates and reimbursables are received by the District no later than 2:00 PM ON July 23, 2010 that a shortlist of candidates will be prepared for oral interview from which the District will make its selection of the Food Operations Consultant. Selection will be based on qualifications and cost related to proposed hourly rates. The District may also decide to forego any selection in this process.

We look forward to your submittal and hope you can support us in this exciting endeavor. If you should have questions regarding this letter, you may contact me at (213) 891-2421.

Sincerely,

Jim Watson
Contracts Manager