

Request for Proposals – Offering Sheet (“Request”)

Town of Bristol – Short-Term Retail Opportunity

I. Introduction

The Bristol Redevelopment Commission (“RDC”) for the Town of Bristol, Indiana (“Town”) is soliciting proposals from qualified retail operators (“Proposers”) to license a space in an RDC-owned building on a short-term basis. The purpose of this Request is to activate a key community space, provide a unique retail amenity, and engage residents and visitors while the Town and RDC advance its long-term development plans.

II. License Opportunity

The successful Proposer (known herein as the “Licensee”) will be granted a renewable one-month license to operate a retail business in a portion of the RDC-owned building located at 114 E Vistula Street, Bristol, Indiana. The RDC envisions a small-scale retail business such as a bakery, coffee shop, creamery, or similar establishment that will be open to the public and contribute to the vibrancy of downtown.

Key license terms include:

- **License Term:** One (1) month and automatically renewable unless cancelled by the RDC with thirty (30) days’ notice.
- **License Fee:** Nominal, to be negotiated
- **Utilities & Insurance:** Licensee shall be responsible for all utilities and must maintain rental insurance throughout the License Term, naming the RDC and the Town as additional insureds.
- **Improvements:** Space is suitable for distribution and light retail use; no commercial kitchen infrastructure will be provided, and no fixtures or permanent changes or renovations by Licensee are permitted.
- **Hours of Operation:** Licensee must be open to the public during consistent and reasonable business hours as approved by the Town.

III. Community Vision

The RDC seeks a Licensee who will:

- Engage the community through retail operations
- Enhance the RDC and Town’s visions of walkability, vibrancy, and economic opportunity
- Activate outdoor seating areas overlooking the river

- Complement community events, including the Town's Saturday morning farmers market and other civic gatherings

This opportunity will allow the Licensee to pilot its concept in a highly visible, community-centered location while contributing to the overall revitalization efforts of downtown Bristol.

IV. Proposal Requirements

Proposals must include the following information:

1. **Business Concept** – Description of proposed products/services and how they align with the RDC and Town's visions as described herein.
2. **Operations Plan** – Expected business hours/days, staffing, and customer service approach
3. **Community Engagement** – Description of how the business will contribute to community vibrancy and complement existing community events
4. **Experience & Qualifications** – Background of business owner(s), relevant experience, and capacity to operate in this location
5. **Financial Commitment** – Confirmation of ability to pay utilities, maintain insurance, and license fee payment as required
6. If the proposal is submitted by a trust (as defined in Ind. Code § 30-4-1-1(a)), the proposal must identify: (A) the Beneficiaries of the Trust; and (B) the Settlor empowered to revoke or modify the trust.
7. Proposals **MUST** be in a sealed envelope, which is clearly marked: RDC RETAIL SPACE.

V. Evaluation Criteria

The RDC reserves the right to reject any and all proposals, to waive any non-substantive formalities, and to make the award to the highest and best Proposer. All proposals received shall be opened at public meetings of the RDC and shall be kept open for public inspection. Proposals will be evaluated by the RDC based on the following:

- Alignment with the RDC and Town's visions for vibrancy, walkability, and economic opportunity
- Ability to activate and consistently maintain the retail space
- Demonstrated experience and qualifications of the operator
- Creativity and commitment to engaging the community
- Financial capacity to meet license obligations

- Any factors that will assure the RDC that the license, if made, will further the execution of the redevelopment plan and best serve the interests of the community, from the standpoint of both human and economic welfare.
- The RDC may contract with a Proposer in regard to these factors listed, and the contract may provide for the deposit of surety bonds, the making of good faith deposits, liquidated damages, or other rights and remedies if the Proposer fails to comply with the license agreement.

The RDC reserves the right to reject any or all proposals, waive informalities, and negotiate with one or more Proposers as deemed in the best interest of the Town. Late proposals will not be considered.

VI. Submission Instructions

- **Proposal Deadline:** October 15, 2025, at 4:00 PM (local time)
- **Submission Method:** Proposals must be submitted electronically via email to: **Jill Swartz, jillswartz@bristol.in.gov**.

VII. Timeline

- RFP Release Date: [Insert Date of Posting]
- Proposal Deadline: October 15, 2025
- Evaluation & Selection: By October 31, 2025
- Anticipated License Commencement: November 2025

VIII. Questions

Questions regarding this RFP must be submitted to: **Jill Swartz, jillswartz@bristol.in.gov**.

NOTICE TO PROPOSERS

The Bristol Redevelopment Commission will receive sealed proposals from October 3, 2025, beginning at 12:00 p.m. until **October []**, 2025, at 12:00 pm at its office at 303 E. Vistula Street, Bristol, Indiana 46507 (the “RDC Offices”) for the licensing of a portion of the real estate hereinafter described: 114 E Vistula Street, Bristol, Indiana (the “Property”).

Proposals received will be opened and considered on **October []**, 2025, at 7:00 pm at the meeting of the Town of Bristol Redevelopment Commission.

Proposals will be subject to the conditions set forth in the statute and as set forth in the Offering Sheet available to proposers at the RDC’s Offices. This real estate is to be used for the highest and best use to benefit economic development for the Town of Bristol and Elkhart County, Indiana. No proposal will be accepted if not marked received by **October []**, 2025, at 12:00 pm. No partial proposals will be accepted. If the proposal is submitted by a trust (as defined in Ind. Code § 30-4-1-1(a)), the proposal must identify: (A) the Beneficiaries of the Trust; and (B) the Settlor empowered to revoke or modify the trust.

The RDC reserves the right to reject any and all proposals, to waive any non-substantive formalities, and to make the award to the highest and best proposal. The RDC shall take into consideration any factors that will assure the RDC that the license, if made, will further the execution of the redevelopment plan and best serve the interests of the community, from the standpoint of both human and economic welfare.

Proposers are encouraged to review instructions to proposers available at the RDC Offices. All proposals must be submitted at the offices of the Bristol Redevelopment Commission. 303 E. Vistula Street, Bristol, Indiana 46507. For questions, please contact Assistant Town Manager Jill Swartz at jillswartz@bristol.in.gov.

Bristol Redevelopment Commission

By: President