



REQUEST FOR PROPOSALS: RESTAURANT OPERATIONS AT THE METAL MUSEUM, OVERTON PARK

The Metal Museum is seeking proposals for the operation of a restaurant at its new location in Overton Park. Prospective Vendors must have a minimum of three (3) years of experience operating a food service establishment to apply. The contract awarded through this Request for Proposals is expected to begin with a six-month trial period, which will be extended to three years at the end of a successful trial period. The official start date for restaurant operations will depend on the Metal Museum's Grand Opening, which is anticipated in September of 2026. Exact start and end dates will be confirmed upon substantial completion of the space in April of 2026. The selected Vendor will be expected to offer a well-rounded menu that emphasizes fresh high-quality options, along with typical restaurant items such as pastries, iced beverages, alcohol, coffee, and tea.

SUBMISSION DEADLINE: DECEMBER 31, 2025; 5:00 PM CST

REQUEST FOR PROPOSALS KEY INFORMATION

STATEMENT OF PURPOSE

The Metal Museum, herein referred to as the “Museum”, is seeking proposals from qualified Vendors, herein also referred to as “Vendor” or “Operator”, to operate a full-service restaurant on the lobby floor of its new location in Overton Park, located at 1930 Poplar Avenue, Memphis, TN 38104. The Museum seeks a Vendor to operate a full-service restaurant offering plated entrées, pastries, coffee, tea, espresso, iced beverages, beer, wine, cocktails, and related retail items.

ISSUING OFFICE & CONTACT

Natalie Meihofner
nataliemeihofner@metalmuseum.org
(901) 774-6380
Metal Museum
Attn: Natalie Meihofner
374 Metal Museum Dr
Memphis, TN, 38106

For hardcopy submissions, Vendors must provide at least three (3) complete copies of the proposal, including all required forms and supporting documents, enclosed within a single sealed envelope.

TIMELINE/SCHEDULE OF EVENTS

Request for Proposals (RFP) Released	October 15, 2025
Scheduling Tours of the Restaurant Space	November 1 – November 30, 2025
Submit Written Questions	December 15, 2025
RFP Submission Deadline	December 31, 2025
Evaluation Completion	December 31 – February 2025
Contract Signing	February 2026

SITE VISIT SCHEDULING

Vendors may schedule a site visit to the Metal Museum’s new restaurant location in Overton Park. To arrange a visit, please email Natalie Meihofner, Executive Assistant,

at nataliemeihofer@metalmuseum.org with your contact information, a brief expression of interest, and any relevant information and experience.

CLARIFICATIONS AND INQUIRES

Vendors may submit written questions beginning October 15, 2025. All questions regarding the Request for Proposals (RFP) must be submitted via email no later than 5:00 PM on November 30, 2025. A “Frequently Asked Questions” list will be posted to www.metalmuseum.org. Questions about the RFP will not be answered over the phone.

CERTIFICATION FORM

Name of Company

Federal Tax ID #

Address, City, State, Zip

Email Address

Printed Name

Title

CERTIFICATION

By signing this RFP, the Vendor acknowledges that they have read and agree to be bound by the terms and conditions specified in this document. The Vendor further agrees that their submitted proposal to the Metal Museum will incorporate all specifications outlined in this RFP. Vendors that do not sign this document will automatically be rejected from evaluation. Certification may be submitted ahead of time or along with the Vendor’s proposal.

Signature

Date

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MUSEUM OVERVIEW

MISSION STATEMENT

The Metal Museum's mission is to preserve, promote, and advance the art and craft of fine metalwork.

MUSEUM HISTORY

The Metal Museum began its legacy in 1975 at the National Ornamental & Miscellaneous Metals Association conference in Atlanta, GA. At this conference, members of the Memphis Chapter proposed the creation of a museum dedicated to preserving and advancing the field of fine metalwork. In 1976, the Metal Museum was formally established as a nonprofit organization with an educational mission, and a location was selected just south of downtown Memphis, a 3.2-acre site overlooking the Mississippi River that once housed a U.S. Merchant Marine Hospital. The Metal Museum officially opened its doors to the public on February 5, 1979. Over the years, the Metal Museum expanded its facilities to include a blacksmith shop, the Lawler Foundry, and a repair and restoration lab, transforming the site into a vibrant artistic hub for metalsmiths. Today, as the Metal Museum's reach continues to expand, the Museum has embarked on its next chapter with a second campus in Overton Park. Located in the historic building formerly occupied by the Memphis College of Art, this renovated space will provide much-needed room for the Museum's growing departments and serve as a welcoming environment where visitors from all backgrounds can gather, connect, and create through the art and craft of fine metalwork. Included in the expansion is a new restaurant, accessible to Museum goers and Overton Park visitors.

MUSEUM HOURS & OBSERVED HOLIDAYS

The Museum's hours of operation and observed holidays are listed below. These hours are subject to change following substantial completion of the Metal Museum's new building in 2026. The Vendor is expected to remain open and operational during regular Museum hours. If the Vendor wishes to open earlier or remain open later, this is feasible, as the restaurant has its own entrance and exit separate from the Museum. Vendors that can offer extended hours beyond the Museum's operating schedule will be evaluated more favorably during the selection process.

The Museum is currently open to the public Tuesday – Sunday from 11:00 AM – 5:00 PM.*

Closed: Monday

Observed Holidays: July 4, Thanksgiving Day, Christmas Day, New Year's Day

Museum hours are subject to change

RESTAURANT OPERATIONS SPECIFICATIONS & REQUIREMENTS

DESCRIPTION OF RESTAURANT PROPERTY

The Metal Museum's new location in Overton Park features a sculpture garden, a north and south tower, a main lobby floor, and a ground floor, as well as connected Metals Studios. The Museum restaurant occupies approximately 3,105 square feet, located just to the left of the main lobby entrance. This square footage includes a kitchen, serving area, restaurant office, small private dining room, two restrooms, and a publicly accessible outdoor terrace and breezeway.

SPACE DIMENSIONS

The interior restaurant space is approximately 2,035 square feet and can accommodate seating for up to 70 guests inside. The outdoor terrace is a flat concrete patio measuring approximately 665 square feet, while the breezeway is approximately 405 square feet, with additional room lengthwise to accommodate the walkway path. The restaurant is divided into seven distinct areas. Please note that the total square footage calculated for the interior space does not include the meeting room, janitorial closet, two restrooms, or connecting hallways.

- Restaurant Office: 70 Square Feet
- Kitchen: 645 Square Feet
- Serving Area: 174 Square Feet
- Private Dining: 121 Square Feet
- Restaurant Dining Area: 1029 Square Feet
- Outdoor Restaurant Terrace: 665 Square Feet
- Outdoor Breezeway: 405 Square Feet

MEETING ROOM

The Meeting Room is a 440 square-foot space located adjacent to the restaurant space. The Meeting Room is a Museum-operated space and is not included in the restaurant Vendor's rental agreement. As such, it may not be used as part of the restaurant's daily operations. The Meeting Room is reserved for internal Museum meetings/events and will remain locked when not in use. Unauthorized access or use by restaurant personnel is strictly prohibited.

Vendors wishing to use the Meeting Room for private dining, vendor-hosted events, or professional functions must submit a written request to the Museum's Development and Communications Department at least ten (10) days in advance. The Meeting Room may be booked for a minimum of four

(4) hours, at a flat rate of \$300, with payment due upon booking. Cancellation of the reserved time will not result in a refund. No outside food is permitted in the Meeting Room. The vendor is not permitted to upcharge or resell the space at a higher rate. Requests submitted fewer than ten (10) days before the proposed date will be considered at the sole discretion of the Museum's Development and Communications Department.

NUMBER OF EXPECTED VISITORS

According to the Overton Park Conservancy, Overton Park sees approximately 3 million visitors annually. With the Metal Museum's new location, an increase in local, national, and international visitors is anticipated. The restaurant will feature both outside walkway access and an interior Museum entrance, allowing guests who are either visiting the park or paying admission to enjoy the restaurant. Despite the restaurant having its own entrance and allowing it to operate outside the Museum's hours, the restaurant is expected to remain open and operational during all hours that the Museum is open to the public.

MENU

The restaurant's menu should provide a seated dining offering a variety of fresh, high-quality food options that are approachable to all guests. The Vendor is expected to provide a diverse selection of hot and cold menu items that cater to a wide range of dietary preferences including vegan, vegetarian, and gluten-free options. All menu items should be available for both dine-in and carry-out.

Proposals that highlight fresh, seasonal, and locally sourced ingredients will receive more favorable consideration during the evaluation process.

BEVERAGES

Proposal menus that include a full range of coffee and tea selections, such as espresso drinks, lattes, brewed coffees, and teas (served hot and cold), and that feature partnerships with local coffee roasters or tea providers will be scored more favorably during the evaluation process. Vendors will also receive higher consideration if they offer a variety of bottled beverages, including sodas, juices, bottled water, as well as beer, wine, and cocktails.

TO-GO PACKAGING & SUSTAINABILITY

To-go packaging should reflect the Metal Museum's commitment to sustainability. Vendors who use recyclable, compostable, and/or environmentally friendly to-go packaging, while avoiding unnecessary single-use plastics and Styrofoam, will score more favorably during the evaluation process.

METHODS OF PAYMENT

The Vendor will be required to accept cash, credit and debit cards, as well as electronic payment methods, including tap-to-pay for any transaction through the restaurant.

RESTAURANT DISCOUNT FOR STAFF & MEMBERS

The restaurant Vendor is strongly encouraged to offer a ten percent (10%) discount to all current Metal Museum members and Metal Museum staff with valid identification. These discounts should apply only to regularly priced food and beverage items available at the restaurant.

DAILY RESTAURANT MAINTENANCE

The Vendor will be solely responsible for the daily maintenance and cleanliness of the restaurant, outdoor terrace, breezeway, kitchen, and restrooms. This includes, but is not limited to, purchasing cleaning supplies and maintaining the cleanliness of countertops, food preparation areas, furniture, floors, walls, and all restaurant-related utilities, regardless of original purchaser. The Vendor must ensure that restaurant trash is emptied as needed, and at a minimum, once at the end of each operating day. Additionally, fry oil must be changed regularly to maintain health and safety standards for guests. The restaurant will be responsible for obtaining a contract with an oil disposal service as well as vent-a-hood cleaning (e.g. State Systems).

BASIC UTILITIES

The Museum will provide the Vendor with water, electricity, internet, as well as a standard set of kitchen equipment and furniture (outdoor and indoor) necessary for basic restaurant operations. If the Vendor wishes to install additional or specialty equipment, they will be responsible for purchasing, installing, and maintaining those items at their own expense. The Vendor is also responsible for supplying restaurant-specific items, including plates, silverware, to-go containers and cups, and basic cleaning supplies. The Vendor will be held responsible for the repair or replacement of any Museum-owned furniture or equipment that is lost, damaged, or broken while under their care.

The Vendor is additionally responsible for managing daily waste and recycling. All trash and recyclables must be taken to the designated Museum receptacles outside the building at the end of each day, or more frequently if needed, to prevent odors and maintain a clean environment.

The Museum will provide access to standard utilities (electricity, water, HVAC, and internet), but any additional costs related to specialized Vendor needs or equipment usage will be the responsibility of the restaurant Vendor.

KITCHEN UTILITIES

The Metal Museum will provide the basic kitchen equipment necessary for standard restaurant operations. Any specialty or additional equipment beyond these provisions must be purchased by the Vendor, with prior written approval from the Museum. Provided equipment includes:

Walk-in Cooler Unit	Exhaust Hood with Fire Suppressions	Cooler Shelving
Fans and Ductwork	Wall Mounted Pot Rack	Frying System
Restaurant Range Unit	Single Deck Convection Oven	Worktable w/ Sink
Quilted Wall Flashing	Steam Compartment Cooker	Waiter's Shelving
Reach in Refrigerator	Landing Table w/ Over Shelf	Soiled and Clean Dish Tables
Waiter's Refrigerator	450 Pound Ice Maker w/ Bin	Utensil Shelf
Beverage Cabinet	Sandwich Prep Table	Worktable
Counterspace	Double Overheat Lamps	Storage Shelving
Double Over Shelf	Three Hot Food Wells	Drop-in Hand Sink
Dishwasher	Counter with Sink	Front Bar Superstructure
Condensate Hood	Reach In Freezer	Back Bar Refrigerator
Back Bar Superstructure	Three Compartment Sink Unit	Dump Sink w/ Blender Recess
Bus Box Drop Off		Ice Bin w/ Built-In Cold Plate

EQUIPMENT MAINTENANCE

Maintenance of kitchen equipment provided by the Museum will be funded through a designated portion of the Vendor's rent, specifically allocated for upkeep of Museum-owned equipment. The Vendor is fully responsible for the maintenance, repair, and cleaning of any specialty equipment they independently purchase.

In the event that Museum-provided equipment requires repair or routine maintenance (outside of daily cleaning), the Vendor is required to notify the Museum's Facilities Manager immediately. The notification should include a detailed outline of the issue, and the type of service needed. Please note that general cleaning of any equipment, including Museum-owned items, remains the sole responsibility of the Vendor.

CATERING & PRIVATE EVENTS

ELIGIBILITY FOR MUSEUM CATERING OPPORTUNITIES FOR RESTAURANT VENDOR

The Metal Museum hosts a variety of private and public events, including weddings, fundraisers (Repair Days), and conferences (F.I.R.E Conference). For the restaurant Vendor to be evaluated favorably, the Vendor must meet the following qualifications.

- A minimum of three (3) years of verifiable catering experience.
- Provide documentation demonstrating the financial success of their catering operations. Acceptable forms of proof include bank letters, business credit reports, and references from past catering clients or venue partners.

Beginning on the contract's effective date, the restaurant Vendor will be added to the Museum's *Approved Catering List*. This list is non-exclusive, not ranked in any order, and does not grant the right of first refusal. The Museum reserves the right to select any approved catering Vendor at its discretion. In addition, the selected Vendor will be required to provide two (2) complimentary catering events for the Museum each year, the details of which will be coordinated in advance with the Museum's Development and Communications Department.

USE OF RESTAURANT FACILITIES INDEPENDENT CATERING

If the Vendor uses their kitchen for any catering events not related to the Museum, the Vendor must provide five (5) percent of all sales from such events to the Museum. Vendors do not need prior approval to use the restaurant kitchen for their own catering needs, but they must notify the Museum's Development and Communications team in advance of any planned use to prevent conflict with the Museum's own special event dates. All catering activities happening inside the Museum's restaurant must be conducted in a manner that does not interfere with the daily operations of the restaurant, ensuring that Museum guests continue to receive timely service and that the kitchen remains fully operational for regular restaurant service. The Vendor is prohibited from hosting or conducting fundraising events except those in direct support of the Metal Museum, from renting the restaurant or Museum facilities to outside organizations, and from incorporating religious or political messaging in any use of the restaurant or related spaces.

CATERING CANCELLATION POLICY FOR RESTAURANT VENDOR

All catering cancellations must be submitted in writing no later than twenty (20) days prior to the scheduled event. If the qualified Vendor agrees to cater for an event in affiliation with the Metal Museum and subsequently cancels with less than twenty (20) days' written notice, they will potentially

be removed from the Museum's Approved Catering List. Vendors may reapply for consideration of catering for Metal Museum events at the beginning of each new fiscal quarter.

PLANNED & UNPLANNED CLOSING

The restaurant Vendor may request to close for planned reasons; however, all such requests must be submitted in writing to the Executive Director at least fourteen (14) days prior to the proposed closure date. Planned closures may not exceed three (3) consecutive days, and approval is at the sole discretion of the Executive Director.

PRIVATE EVENTS POLICY

The Museum may periodically be closed to the public to accommodate private events such as facility rentals, receptions, or other programs. When such closures are expected to impact restaurant operations, the Museum will provide the Vendor with a minimum of fourteen (14) calendar days' advance notice. In limited circumstances, shorter notice may be necessary due to unforeseen events.

Depending on the location and type of event, access to the restaurant may be fully restricted, partially limited, or remain unaffected. The Museum will communicate any operational restrictions at the time notice is given. In select cases, the Vendor may be offered the opportunity to provide catering services for the private event, which will be communicated to and agreed upon by both the Museum and the Vendor. Catering services are optional and are not guaranteed.

The Museum will not be held responsible for any loss of revenue resulting from these closures. It is the Vendor's responsibility to make any necessary scheduling or staffing adjustments in response to these events.

LEGAL TERMS OF RESULTING CONTRACT

BRANDING/SOCIAL MEDIA EXPECTATIONS

The Metal Museum is responsible for its own institutional branding, and the restaurant Vendor will be similarly responsible for creating and maintaining their own brand identity, including signage, printed materials (such as menus), and any promotional content. The Vendor is solely responsible for all costs associated with the production of these materials. However, any branding or promotional content, whether in print, digital form, or on social media, must be reviewed and approved in advance by the Metal Museum's Marketing Department. This includes, but is not limited to, Facebook posts, Instagram stories, independent events, and any community engagement initiatives proposed by the Vendor. The Vendor may not promote activities, messaging, or events that conflict with the Museum's mission, values, or public image, including any political or religious agendas, without the direct approval of the Executive Director. The Vendor and the Marketing Department will hold regular meetings to ensure all branding and communications align with the Museum's standards and to review any updates as needed.

CONFIDENTIALITY

Vendors are expected to maintain the confidentiality of all information provided by the Metal Museum, including timelines, materials, and any other proprietary or sensitive content, unless otherwise authorized in writing by the Museum. Vendors must also refrain from making public statements, press releases, or social media posts related to the proposal or any resulting service contract without the Museum's explicit prior approval. The Metal Museum, in turn, will also maintain the confidentiality of any proprietary or sensitive information provided by the Vendor, unless disclosure is required by law or otherwise authorized in writing by the Vendor. Failure to comply with these confidentiality terms may result in the rejection of the Vendor's proposal.

LIFE OF CONTRACT/RENT

The Museum is seeking an initial contract term of three (3) years with a six-month trial period, with the option to negotiate a renewal at the end of the third year. The exact length of the restaurant's lease will be finalized during contract negotiations. The Vendor will pay a base monthly rent of \$5,000. In addition, the Vendor will pay a percentage rent equal to five (5) percent of all restaurant sales, not exceeding \$20,000 cap per month.

The Vendor must submit detailed sales reports, including monthly profit and loss statements that break down sales by category. Payment of the base rent, percentage rent, and submission of these reports is due on the last business day of each month, excluding official Museum holidays.

SERVICE CONTRACT

The Museum is not obligated to accept any Vendor proposal submitted. It reserves the right to reject or negotiate all terms, including price, with the Vendor at its sole discretion. The Museum may request changes, propose adjustments, or decline proposals based on the outcome of these negotiations. A service contract must be agreed and signed by both parties, the Vendor and the Metal Museum's President of the Board and Board Treasurer, before any service may begin.

SUBLEASE OFFERINGS – OVERSEEING CONTROL

The Vendor will serve as a true partner and Operator of the restaurant. Subleasing the restaurant space is strictly prohibited. The lead personnel member is expected to meet regularly with Metal Museum staff to evaluate potential changes and improvements, with a focus on enhancing the visitor experience and aligning with the Museum's mission and interests.

GRACE PERIOD

After the contract begins, the Vendor will be required to pay the agreed-upon base rent on a monthly basis. However, the Vendor will not be required to pay the additional five percent (5%) of sales until thirty (30) days after the restaurant officially opens for business. During this initial period, the Museum may still request sales reports detailing purchases made for the restaurant.

REPORTING

The Vendor will be responsible for providing detailed reports of all the restaurant's related sales with each monthly payment, or at any time upon request. The Metal Museum reserves the right to audit the Vendor's financial records with reasonable notice, at the Museum's own expense. However, if the audit reveals a discrepancy of five (5) percent or more from the sale figures reported by the Vendor, the Vendor will be responsible for covering the full cost of the audit.

EQUAL OPPORTUNITY COMPLIANCE

The Metal Museum is an Equal Opportunity Employer and is committed to providing opportunities without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or any other characteristic protected by applicable law. Vendors submitting proposals must comply with all applicable federal, state, and local equal employment opportunity laws and regulations.

Vendors may be asked to provide documentation demonstrating their commitment to fair employment practices, such as an Equal Employment Opportunity (EEO) policy.

ADA COMPLIANCE

The Metal Museum is committed to providing an accessible and inclusive environment for all guests, in full compliance with the Americans with Disabilities Act (ADA). Vendors submitting proposals should include examples of how they have made or are planning to make a commitment to accessibility by ensuring their operations, facilities, services, and communications meet ADA standards.

SUBMISSION OF PROPOSAL REQUIREMENTS

MINIMUM SUBMISSION REQUIREMENTS/PROPOSAL MUST INCLUDE (PASS/FAIL)

Vendors must demonstrate that they meet the minimum requirements listed below in order to have their proposal considered.

1. Vendors must have a minimum of three (3) years of experience operating a restaurant, food truck, or comparable food service business.
2. Vendors must provide proof of sufficient financial capacity to operate a restaurant within the Metal Museum's new facility. They must also disclose any outstanding debts, liens, or bankruptcies.
3. Vendors must identify sources of working capital to demonstrate their ability to maintain consistent operations, including variations in seasonal activities. Acceptable documentation may include business credit reports, audited financial statements, and/or bank letters.
4. If a Vendor has, or potentially has, any conflict of interest involving their business, management, or personnel in relation to the Metal Museum or its management, then the nature of the conflict must be fully disclosed in the proposal. **If no such conflicts exist, the proposal must include a bold statement affirming the absence of any conflicts of interest.**

SUBMITTAL REQUIREMENTS/PROPOSAL WILL INCLUDE

Vendors interested in submission must include the following materials in their proposal. Proposals without certain materials may be automatically rejected or deducted points in the final evaluation.

1. **Introduction:** A brief, one-page letter introducing the Vendor and outlining their interest in operating the restaurant at the Metal Museum's new Overton Park location.
2. **Business Plan:** A detailed plan outlining the concept, branding, operations strategy, sustainability, staffing, and customer service/hospitality model, as well as proposed hours of operation.
3. **Sample Menu:** A draft menu showcasing the Vendor's style, menu offerings, and pricing approach. All items proposed in the draft menu must remain within an average variance of three percent (3%) of the final menu prices. The menu should include options for dietary needs like vegetarian, vegan, dairy-free, and gluten-free. Pictures of plated food are encouraged.
4. **Relevant Culinary Experience:** A description of at least three (3) years of experience operating a restaurant, restaurant, or similar food service business.
5. **Vendor's Efforts Towards ADA and EOE:** Vendors will demonstrate their commitment to ADA and Equal Opportunity Employer (EOE) by providing documentation of their efforts towards these laws. The Vendor will also explain how they will apply these efforts in operating the Museum's restaurant.

6. **Licensing & Permits:** Copies of relevant business licenses and certifications must be provided, including a business license, food service license, and health department permit, or a letter of intent to obtain these permits prior to opening.
7. **Insurance:** Proof of professional liability insurance with coverage of at least \$2,000,000 per occurrence, or a letter of intent to obtain such coverage meeting the minimum requirements. Insurance coverage should at minimum include workers' compensation and commercial general liability insurance.
8. **References:** At least two (2) professional references, including contact names, email addresses, and phone numbers.
9. **Rent & Terms:** If the Vendor's proposed rental terms differ from those outlined in the Museum's RFP, they must include a detailed description of their own proposed rent structure and percentage-of-sales model as part of their submission. If the Vendor agrees with the terms as stated, or wishes to propose only minor changes, they must clearly indicate this in their proposal.

SUBMITTING THE RFP

Proposals must be submitted by 5:00 PM CST on December 31, 2025. This deadline applies to both hardcopy and electronic submissions. Vendors are responsible for ensuring their proposals are received on time. Late submissions may be disqualified from consideration. Only one proposal will be accepted from any one person, partnership, or business.

Proposals may be delivered electronically, to the attention of Natalie Meihofner at nataliemeihofner@metalmuseum.org with the subject line including 'Metal Museum Restaurant Proposal Submission'.

For hardcopy submissions, Vendors must provide at least three (3) complete copies of the proposal, including all required forms and supporting documents, enclosed within a single sealed envelope. Any additional materials the Vendor considers relevant may be included at the Vendor's sole discretion. Any documents submitted outside of the Vendor's original sealed envelope may not be considered as part of the Vendor's official proposal.

Hardcopy proposals may be submitted by mail or courier to the following address:

Metal Museum
Attn: Natalie Meihofner
374 Metal Museum Dr
Memphis, TN, 38106

RESPONSE FORMAT

Proposals must be clearly written, well-organized, and logically structured. Submissions that are incomplete, difficult to read, or unclear may be rejected or receive lower evaluation scores. For email submissions, the Museum prefers proposals to be in PDF format, styled with one (1) inch margins and using a standard serif font (unless the Vendor provides a valid reason for an alternative format). Vendors should submit only **ONE PDF** as their proposal, combining all relevant materials into one document.

COST OF PROPOSAL & LIABILITY

The Metal Museum shall not be held responsible for any expenses incurred by Vendors in preparing their proposals. These expenses include, but are not limited to, scheduling interviews, providing hard copies, attending meetings, traveling, or any other costs related to the proposal submission/evaluation process. Vendors are solely responsible for all costs they incur in connection with their proposal.

NON-BINDING STATEMENT & PROCUREMENT RIGHTS

This RFP does not create any binding obligation on the part of the Metal Museum to purchase services or enter a service contract with any Vendor.

The Metal Museum reserves the right, at its sole discretion and at any time, to award a proposal regardless of type, completeness, or format; to reject any proposal for any reason; and to accept or reject proposals that are non-compliant, conditional, or include alternative terms.

The Museum also reserves the right to cancel this RFP at any time, for any reason, without obligation to initiate a new RFP, replacement process, or award a Vendor a service contract.

EVALUATION PROCESS

Proposals submitted by qualified Vendors who meet the minimum requirement within the submission deadline will be evaluated by a selected committee composed of stakeholders involved in the development of the Metal Museum's new facility. The Museum will evaluate proposals based on the criteria outlined below.

Proposals will not be scored during the screening of 'Minimum Requirements'. The 'Minimum Requirements' is simply a pass or fail. If the proposal passes the minimum requirements, then it will be given a score of points out of 100. Proposals that do not meet the stated minimum requirements may not be scored.

EVALUATION RUBRIC & SCORING

The evaluation process will be divided into categories, and each category will be assigned a certain number of points out of a total score of 100.

To be awarded the full number of points in each scoring category, the Vendor's proposal must meet all the requirements outlined in the Museum's RFP. Total points awarded will be determined at the discretion of the committee, and points under 50 will automatically be rejected.

CRITERIA

Scoring Category	Points
Minimum Requirements	Pass or Fail
Introduction	10 Points
Business Plan	20 Points
Sample Menu	20 Points
Relevant Culinary Experience	20 Points
Vendor's Efforts Towards ADA and EOE	5 Points
Licensing & Permits	5 Points
Insurance	5 Points

References	10 Points
Rent & Terms	5 Points
Total	100 Points

RIGHT TO DISQUALIFY

The Metal Museum reserves the right to disqualify any Vendor's proposal at its sole discretion and is under no obligation to provide a reason other than a notification of non-selection. Grounds for disqualification or rejection may include, but are not limited to, failure to meet the minimum requirements for eligibility, failure to achieve minimum evaluation score as determined by the selection committee, submission of incomplete, false, or misleading information, or the existence of a conflict of interest not previously disclosed. The Museum is not obligated to accept the highest-scoring proposal, or any proposal, and reserves the right to reject any submission for any reason deemed to be in the best interest of the Museum.

NOTIFICATION OF NON-SELECTION

The Metal Museum reserves the right, at its sole discretion, to reject any proposal received. Vendors will be notified of non-selection via email by the beginning of the calendar year 2026, using the email address provided in their proposal. The Metal Museum will not accept phone calls or inquiries regarding proposal status. If no email address is provided, the Vendor will not receive a notification of non-selection.

The Museum is not responsible for returning any materials, documents, or other information submitted as part of the proposal process.

PRE-AWARD NEGOTIATIONS

Vendors selected for pre-awarded negotiations will be notified via the email address provided in their proposal. This notification signifies that the Vendor has been identified as a leading candidate. During this phase, the Museum may request additional information, in-person meetings, clarifications, or documentation to ensure full understanding of the submitted proposal.

The Metal Museum encourages open and timely communications with the Vendor throughout the pre-awarded negotiation process. The Museum may propose modifications to the proposal's operational plan

or financial terms to better align with institutional goals. Vendors may also be asked to provide supplementary materials such as insurance documents, permits, or business licenses.

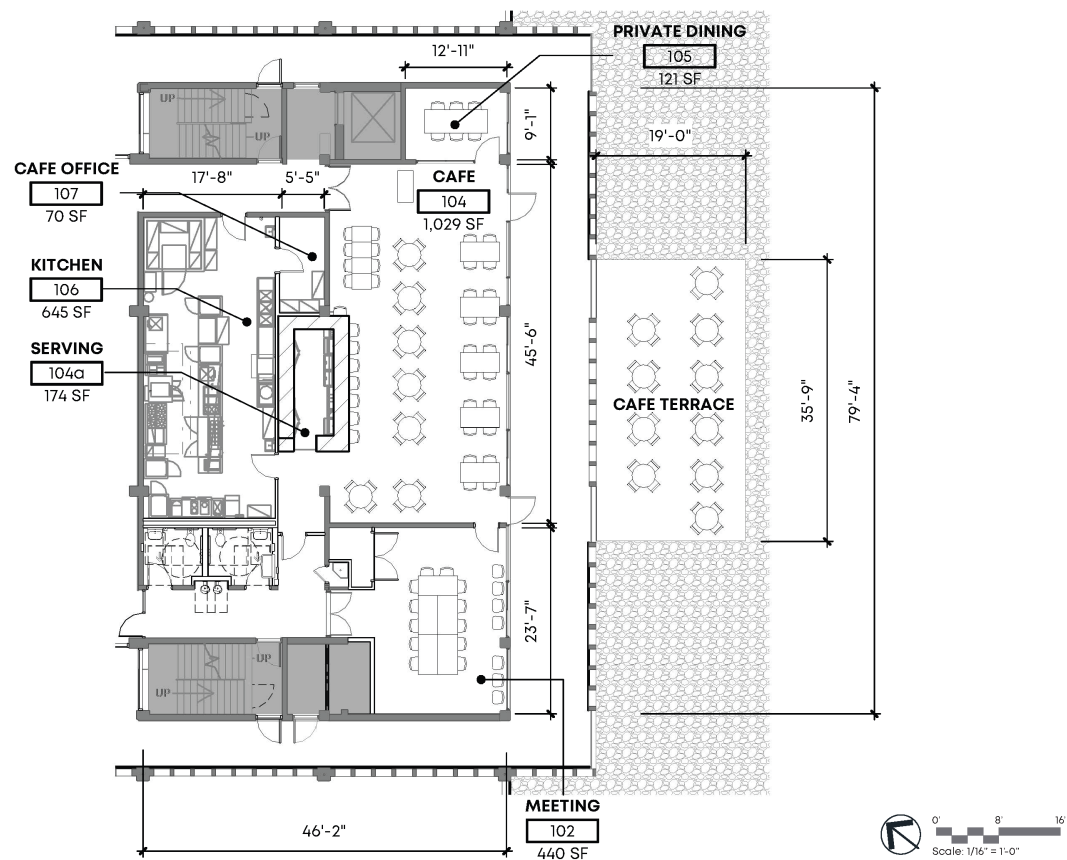
Participation in pre-award negotiations does not guarantee final selection. The Museum may, at its discretion, end negotiations at any point and engage with other candidates. The Metal Museum is not responsible for any costs incurred by the Vendor in relation to participation in pre-awarded negotiations or the submission of additional documents.

RESERVE THE RIGHT TO REVISE RFP/ ERRORS AND OMISSIONS

The Metal Museum reserves the right to revise any part of this RFP, including amendments, clarifications, or corrections of errors or omissions at any time. If any changes are made, they will be issued as a written addenda and shared with all known recipients of the RFP via the Metal Museum's website, www.metalmuseum.org. It is the responsibility of each Vendor to ensure they have received and reviewed all updates prior to submission. The Museum is not liable for any errors or ambiguities in the RFP or any related documents.

RESTAURANT FLOOR PLAN & RENDERINGS

RESTAURANT FLOOR PLAN

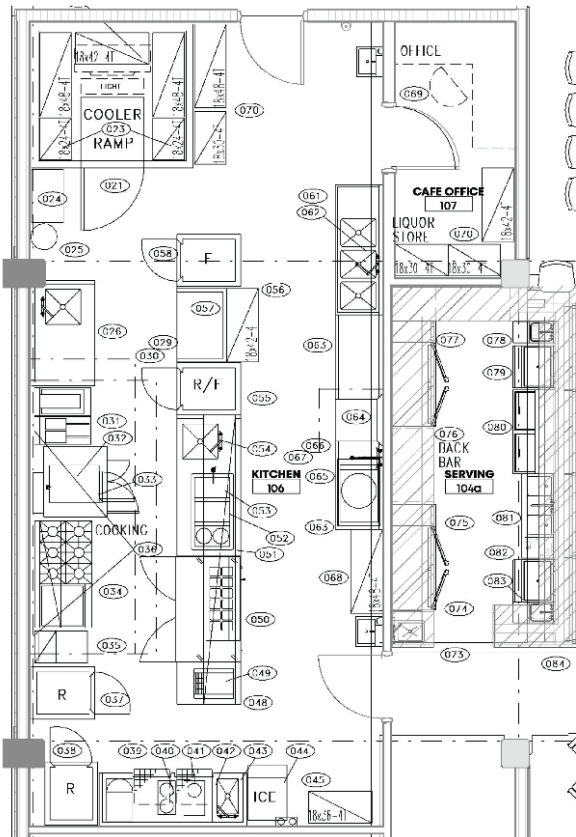


Cafe Floor Plan

Memphis, TN | 01.20026.00 | 09.25.24
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KITCHEN EQUIPMENT



ITEM #	DESCRIPTION	ITEM #	DESCRIPTION
021	WALK IN COOLER UNIT	053	THREE HOT FOOD WELLS
022	COOLER REFRIGERATION	054	COUNTER WITH SINK
023	COOLER SHELVING	055	REACH IN REFRIGERATOR/FREEZER
024	SODA BASE UNIT	056	UTENSIL SHELF
025	SODA CO2 SYSTEM	057	WORK TABLE
026	WORK TABLE W/ SINK	058	REACH IN FREEZER
029	FANS AND DUCTWORK	059	THREE COMPARTMENT SINK UNIT
030	EXHAUST HOOD WITH FIRE SUPPRESSION	060	WALL MOUNTED POT RACK
031	FRYING SYSTEM	061	SOILED AND CLEAN DISH TABLES
032	SINGLE DECK CONVECTION OVEN	062	DOOR TYPE DISH MACHINE
033	STEAM COMPARTMENT COOKER (FUTURE)	063	WASTE COLLECTION SYSTEM
034	RESTAURANT RANGE UNIT	064	CONDENSATE HOOD
035	LANDING TABLE W/ OVER SHELF	065	FAN AND DUCTWORK
036	QUILTED WALL FLASHING	066	BUS BOX DROP OFF
037	REACH IN REFRIGERATOR	067	OFFICE FURNITURE
038	WAITER'S REFRIGERATOR	068	STORAGE SHELVING
039	SODA DISPENSING UNIT	069	DROP IN HAND SINK
040	ICED TEA BREWER	070	CASH REGISTER
041	COFFEE WARMER	071	BACK BAR REFRIGERATOR
042	COFFEE BREWER	072	BACK BAR SUPERSTRUCTURE
043	BEVERAGE CABINET	073	BACK BAR REFRIGERATOR
044	450 POUND ICE MAKER W/ BIN	074	DUMP SINK W/ BLENDER RECESS
045	WAITER'S SHELVING	075	ICE BIN W/ BUILT-IN COLD PLATE
046	COUNTER SECTION	076	BOTTLE BOZ REFRIGERATOR
047	ROTARY TOASTER	077	THREE COMPARTMENT SINK UNIT
048	SANDWICH PREP TABLE	078	ICE BIN W/ BUILT-IN COLD PLATE
049	DOUBLE OVER SHELV	079	DUMP SINK W/ BLENDER RECESS
050	DOUBLE OVER HEAT LAMPS	080	FRONT BAR SUPERSTRUCTURE

LRK Kitchen Equipment
 Memphis, TN | 01.20026.00 | 09.25.24
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METAL
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RESTAURANT INTERIOR



LRK Cafe Interior
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**METAL
MUSEUM**

RESTAURANT EXTERIOR AT BREEZEWAY



Cafe Exterior at Breezeway

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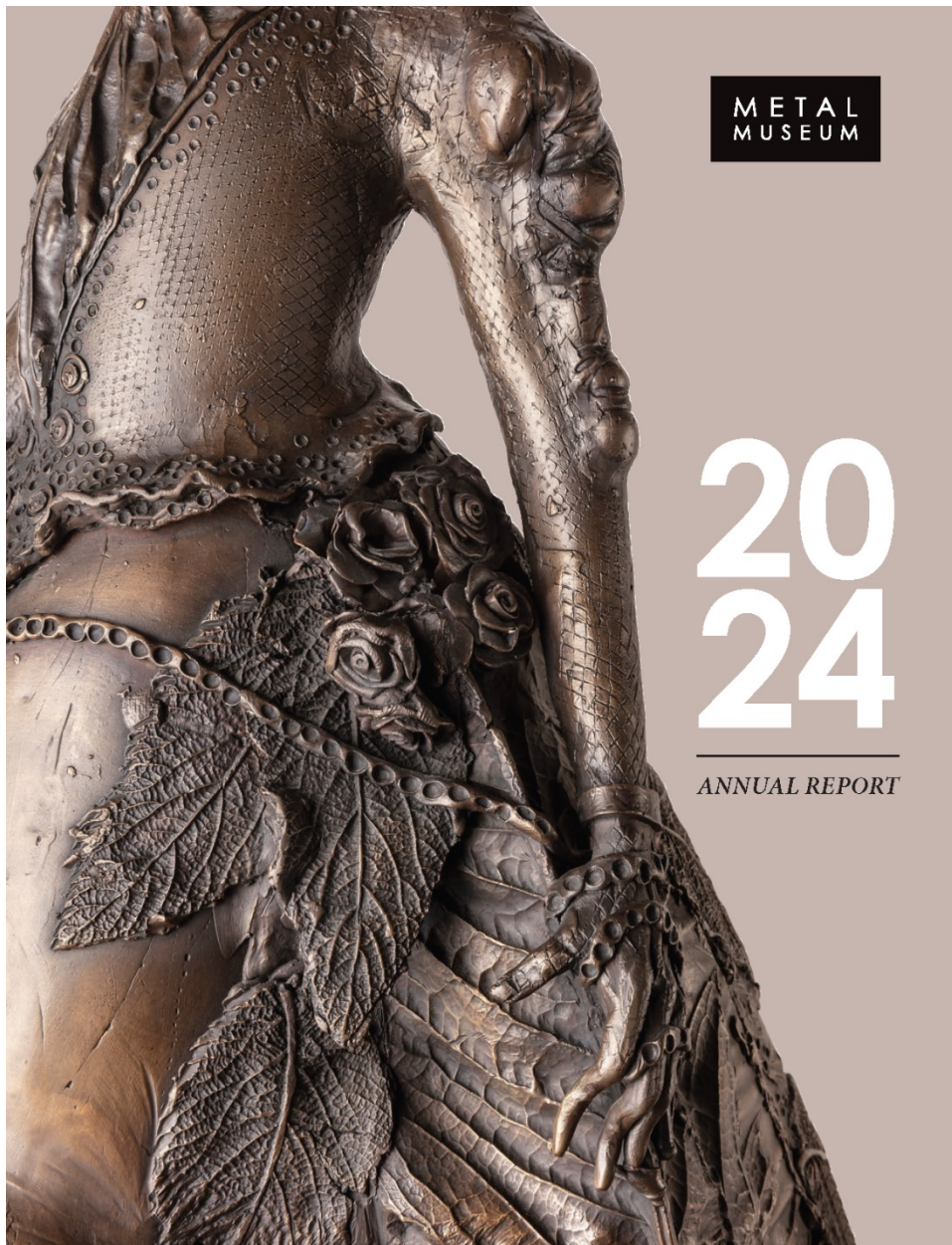
RESTAURANT TERRACE



Cafe Terrace
Memphis, TN | 01.20026.00 | 09.25.24
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METAL MUSEUM BRANDING EXAMPLES:



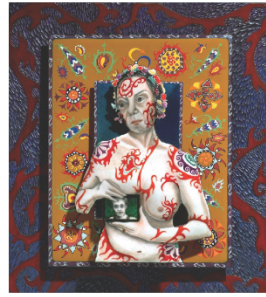
exhibitions

Health in Enamel

JULY 14 - SEPTEMBER 29, 2024

Themes of health, healing, and spirituality crystallized with a survey of enamel holdings from the Metal Museum's permanent collection. The exhibition featured a series of recent acquisitions, in addition to examples long familiar to the Metal Museum collection and community. Featured was Martha Banyas' twelve panel *Valley and Shadow* series, which chronicled the artist's journey through cancer diagnosis, treatment, and recovery using southeast Asian religious symbolism. In addition, newly acquired works by artists such as Michelle Startzman, Andrew Karbeck, and Hosanna Rubio explored topics of illness, healing, and religious beliefs. The exhibition also honored the late Martha Banyas through the display of two "quilts" with enameled squares created by artists from around the world.

FEATURED ARTISTS: Martha Banyas (d), Mary Chalk, Andrew Karbeck, Boris & Roger Cohen, William Lark, Barbara McPheeters, Hosanna Rubio, Michelle Startzman, plus 156 artists who participated in the international and Memphis area community quilts



Martha Banyas, *The Edge of Quiet*, 2012, Enamel, copper, steel, wood



SPECIAL CATALOG: The Art of Bill Helwig

Produced in celebration of the donation of enamel artist Bill Helwig's personal materials by the Bill Helwig estate.

127 pages, with bound, full color

Twelve from the

Additional Contributions:

Laura Hunkeler, Elbert

O'Brien, Rickson, Gary Haring,

Carolina Chausse, Fred Lewis,

Veronica Muto, and

Karlyn Setzer. Edited by

Billings by Susan Thomas

Design by Mark Somers

Photography by Jesse Stone

2024 Accessions to the Permanent Collection

NOVEMBER 27, 2024 - NOVEMBER 2, 2025

The *Accessions* series honors the new additions to the Metal Museum's permanent collection each calendar year. The exhibited pieces by 43 different artists reflect impressive examples of blacksmithing, casting, enameling, and metalworking, contributing to the Museum's mission of preserving, promoting, and advancing the art and craft of fine metalwork. The success and growth of the Metal Museum are built on interconnected "circles" of engagement that often overlap. The community consists of artists, students, collectors, donors, and patrons who return to the Museum, sometimes in new capacities, over many years. The objects acquired in 2024 for the permanent collection highlight the movement between these circles within the Metal Museum community. The pieces themselves, along with the artists and donors, help tell the ongoing story of crafting fine metalwork in contemporary America.



Alexander Sobot, *Chained Memories*, 1971, Gold plated sterling silver, pleochroic, rutillated quartz

ARTIST TALKS AND PROGRAMS

Branching Out

Opening Reception

February 19, 2024

Artist Talk with

Phoenix Savage

April 25, 2024

Virtual Artist Talk with

Alison Ouellette Kirby and Noah Kirby

May 23, 2024

Virtual Artist Talk with

Stacey Holloway and Marjorie Levine

June 20, 2024

Virtual Artist Talk with

Bryan Massey and Desmond Lewis

July 18, 2024

Virtual Smelting Conversation with

Jennifer Cholnoky, Janelle Sadaramanda,

David Peterson, and John Galt

August 8, 2024

Virtual Conversation with

Sloos Furnaces: Virginia Elliott and

Ty Malugani

August 15, 2024

Radical Jewelry Makeover:

The Artist Project

Opening Reception & Artist Talk with

Savio Gorch and Kathleen Kennedy

February 11, 2024

Tributaries:

Morgan Lugo | US All Relative

Artist Talk & Opening Reception with

Morgan Lugo

April 21, 2024

No Place Like Home

Virtual Curator Talk with

Andrew Thornton

May 3, 2024

Bracelets, Bangles & Cuffs: 1948-2024

Opening Reception & Artist Talk with

Helen Drutt

June 9, 2024

Art Jewelry Forum

Virtual Artist Talk with

Helen Drutt and Catissa Haussong

October 16, 2024

Health in Enamel

Opening Reception

July 14, 2024

Master Metalsmithic:

Preston Jackson | A Hidden Culture

Artist Talk at the Memphis

Botanic Garden

with Preston Jackson

October 16, 2024

Repair Days Volunteer Talk with

Preston Jackson

October 18, 2024

Repair Days Gallery Talk with

Preston Jackson

October 19, 2024

6 METAL MUSEUM

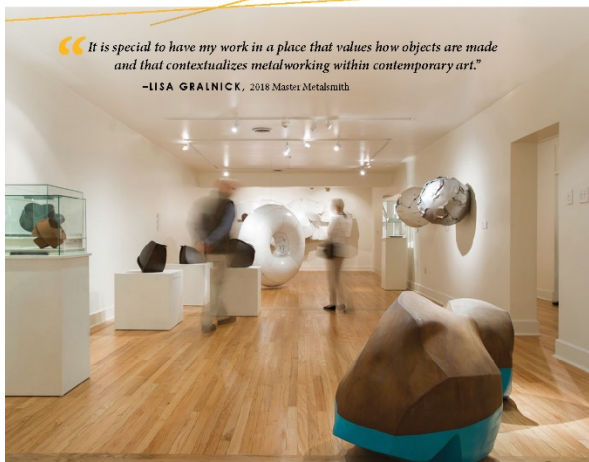
2024 ANNUAL REPORT 7



CELEBRATING the field of metalwork

“It is special to have my work in a place that values how objects are made and that contextualizes metalworking within contemporary art.”

—LISA GRALNICK, 2018 Master Metalsmith



The Metal Museum in Overton Park is a state-of-the-art facility for the collection, preservation, and celebration of metal art in all forms, attracting more artists, collectors, researchers, and fine art and craft patrons to Memphis while reigniting interest in the Museum among local audiences. Spacious galleries welcome triple the number of annual visitors to celebrate the field of fine metalwork, while increased collections storage positions the Museum to strategically build its collection and gain greater visibility as the global leader in the preservation and promotion of fine metalwork.

This dynamic expansion requires a \$35 million investment. \$25 million will transform the existing building and create a new building for the Metals Studios, while \$10 million will create an endowment to maintain the capital investment and ensure continued programmatic leadership within the field.

As a result of this campaign, the Metal Museum will be elevated into an internationally recognized, world-class center for the metal arts that inspires creativity among all audiences through art and education.



“This expansion promises the manifestation of relationships between various aspects of the Museum—exhibiting, making, educating—as an interconnected experience for visitors and artists alike.”

—CARISSA HUSSONG
Executive Director of the Metal Museum



be the SPARK

for the Metal Museum,
the field of fine metalwork,
Overton Park, and Memphis.



For more information, contact:

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MADISON MILLER
Director of Development & Communications
mads@metalmuseum.org

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INTERNATIONAL
METAL ARTS INSTITUTE

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metalmuseum.org