

**Official University Centers Advisory Board Statement on the Decision to Begin an RFP (Request for Proposals) Process for the Porter's Pub Space
November 18, 2014**

On November 4, 2014, the students of the University Centers Advisory Board unanimously moved to begin the process of finding a new tenant for the pub space at the Original Student Center. Porter's Pub is currently in a lease which expires in May of 2015.

As a student-run, student-majority advisory board, the University Centers Advisory Board (UCAB) is tasked with evaluating all potential retail renewals, considering a variety of criteria in determining whether to recommend either a renewal of the lease, or a request for proposals (RFP). Annual sales and retail trends, customer feedback, analysis of vendor operations, as well as input from students and student organizations are all taken into account when a vendor is being evaluated.

Porter's Pub was initially brought onto campus to meet a desire which students expressed in retail surveys for an on-campus pub, serving both food and alcoholic drinks. In order to satisfy the pub concept, the ratio of food to alcohol sales is key: it is especially important that food sales outpace alcohol sales. This has not been the case at Porter's for a significant amount of time. Additionally, the restaurant generally sells the least amount of food, out of all of the restaurants in University Centers. In FY 2013-2014, sales at Porter's were below the vast majority of University Centers vendors. In addition to low sales numbers, feedback from students was crucial in determining the next steps for the pub space. In Secret Shopper surveys conducted in 2012 and 2013, students were able to provide feedback on Porter's Pub. The responses from the surveys ranked quality of food, freshness of food, speed of service, cleanliness of facilities, and overall value as all being low.

Porter's Pub was granted primary control of the stage room in the building in a lease amendment made in 2008, with the stipulation that student organizations be able to access the stage room to hold events. Stage access at UCSD is in high demand, and students felt that it was important that they had places which they could program in. Prior to Porter's Pub being granted control of the stage room, student events were regularly held in the space. In FY2005-2006, 87 events run by students were held. In FY2006-2007, 75 events for student organizations were held in the space, and in FY2007-2008, 70 were held. After Porter's was given the stage in 2008, that number dropped to 31 events, and this number has continued to drop.

In evaluating whether or not to renew the lease, UCAB considered challenges which student organizations and student employees encountered when working with Porter's Pub. Student and staff employees in custodial, house management, and tech services have experienced difficulties in working with Porter's Pub. Student organizations reported concerns which affected their ability to program in the Stage Room, and their willingness to return to the space for future events. Double booking, lack of adherence to University Centers reservation procedures, lack of response to reservation requests, being charged for using the space, and being misled into noncompliance with Center for Student Involvement and TAP forms, were all cited as challenges in working with the vendor.

The stage room at Porter's Pub is a student fee funded space. As such, the stage will be made available for student organization use. Concerts and performances sponsored by student organizations, ASCE, and University Centers, will continue to be booked at the space as the search for a new pub begins, and the Request for Proposals process is initiated.

The Request for Proposals (RFP) process is a public bidding on the right to lease the space. The University will first publicly announce that a new tenant is being sought. Any interested vendors who fit the pub concept, Porter's Pub included, are able to indicate interest to the University. Vendors recommended by students in previous UCEN retail surveys will also be notified. Additionally, vendors which students recommend will be notified that the space is open for lease.

In order to ensure that every interested party has the same information about the process, University Centers holds a meeting for any parties interesting in submitting a proposal for the space. In this meeting, the steps of the RFP process are outlined, including all deadlines for proposals, and all criteria for evaluation by UCAB student members.

After the proposals have been turned in, a University Centers Advisory Board retail selection committee is called to review and score the proposals along a standard list of criteria. All proposals are visited, at an unannounced time, and their sites are reviewed by the retail selection committee. The proposal whose score is highest at the end of this process is recommended by the committee. From there, University Centers, working with UCSD Real Estate and Campus Counsel, begin the process of lease negotiations.

The decision to begin seeking out a new tenant for the pub space was made by students from organizations across campus, taking into account a range of factors. Retail sales, input from student organizations and individual students, lack of student access to the space, student satisfaction with food at Porter's Pub, as well as repeated breaches of campus and University Centers policies were all significant factors in the decision to not renew the lease for Porter's Pub after May 2015.

As a student-run, student-led, student-majority advisory Board, UCAB will prioritize the input and interests of students at all points of the RFP process.

Respectfully submitted,

Claire B. Maniti

2014-2015 Chair, University Centers Advisory Board