



August 10, 2023

The City of Leon Valley is seeking submissions for a proposal for the operation of The Kinman House located at 6417 Evers Road in Leon Valley, Texas. We are seeking a dedicated and experienced restaurant/café business to develop, manage, and operate, a business to serve the local community. The lease amount has a range between \$1,500 and \$2,500. The City will not consider service in lieu of payment; therefore, submissions unable to pay the minimum of \$1,500 will not be considered.

We appreciate your interest in replying to the City of Leon Valley's request for proposals. Enclosed is the Request for Proposals packet, which outlines the following:

1. Background information
2. Objectives
3. Scope of Work
4. Proposal Submission
5. Evaluation Criteria
6. Important Dates
7. Communication

To ensure the proper processing of your proposal please submit a *complete* proposal to the **Economic Development Office at 6400 El Verde Rd, Leon Valley, TX 78238 by 4:00 p.m. on Friday, September 12, 2023.** The City of Leon Valley reserves the right to reject any responses.

Sincerely,

Roque Salinas, MPA
Director of Economic Development
City of Leon Valley, Texas
Office: (210) 684-1391 ext. 232
Cell: (210) 461-9321
Email: r.salinas@leonvalleytexas.gov

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**CITY OF LEON VALLEY
REQUEST FOR PROPOSALS (RFP)
The Kinman House**

Background information

The Kinman House is located at 6417 Evers Road. This 2,100 square foot facility was an iconic old home that was converted into a restaurant, complete with a detached office/fridge/freezer building, outdoor patio, and all appliances and equipment needed for a small restaurant or bakery. The facility will seat up to 120 people.

The City of Leon Valley will make available a full kitchen, if required, to the new tenant. All equipment is property of the City of Leon Valley and cannot be removed from the property. The kitchen has the following items available for use:

- A. contained worktop refrigerator;
- B. countertop griddle and char broiler;
- C. beverage merchandiser;
- D. worktables and equipment stand;
- E. full pot fryer;
- F. sandwich/salad prep refrigerator;
- G. commercial 10 burner gas range;
- H. double deck convection oven;
- I. ice machine;
- J. commercial dishwasher;
- K. planetary floor mixer;
- L. water softener;
- M. and security and fire alarm systems.
- N. Serving equipment includes all the pans, containers, plates, glasses, bowls, and cutlery.

Additional equipment needed for operations must be provided by the tenant.

Objective

The primary objective of this Request for Proposal (RFP) is to identify a restaurant/café business entity capable of:

- A. Managing and operating the space efficiently and effectively.
- B. Offering a high-quality experience with a focus on customer satisfaction.
- C. Developing a sustainable business model and profitability.
- D. Contributing to the local economy and fostering community engagement.

Scope of Work:

The selected business entity will be responsible for the following:

- A. Operation of a restaurant/café in the location.
- B. Must be able to obtain general liability insurance with a minimum coverage of \$1,000,000.
- C. Must be able to make a lease payment between \$1,500 and \$2,500. The City Council will make the final decision on the month's lease amount.

- a. Businesses unable to pay the minimum of \$1,500 will not be considered.
- D. Hiring and managing qualified staff, ensuring exceptional customer service.
- E. Establishing partnerships with local suppliers and vendors whenever possible.
- F. Interior design and layout optimization, as needed.
- G. Procuring all necessary supplies and licenses.
- H. Implementing effective marketing and promotional strategies to attract customers.
- I. Personal Guarantee: If company fails to meet its lease obligations, whether they pertain to rental payments, property maintenance, repairs, or any other stipulated terms of the lease agreement, personal commitment to assume full responsibility for any outstanding payments or liabilities owed to the landlord under the terms of the lease.

Proposal Submission:

Interested businesses are requested to submit a comprehensive proposal that includes the following:

- A. Lease payment estimate: The amount the business is willing to pay to take over the location.
- B. Executive Summary: An overview of the proposed concept, highlighting key strengths and differentiators.
- C. Business Plan: A detailed outline of the proposed business model, including marketing strategies, staffing plans, financial projections, and sustainability initiatives.
- D. Experience and Qualifications: A summary of the business entity's relevant experience, including previous successful business operations, certifications, and awards.
- E. Business financials: if applicable, a profit and loss statement, cash flow statement, balance sheet for the last two years (2).
- F. Timeline: A proposed timeline for the commencement of operations, including any necessary renovations or installations.
- G. Optional References: Contact information for property managers of other locations where you have leased.

Evaluation Criteria:

The City of Leon Valley will evaluate on a 100-point scale. The proposals will be scored based on the following criteria:

A. Experience and Qualifications of the business entity	30 points
B. Financial Viability, Capacity, Feasibility and Sustainability of the proposed operations.	40 Points
C. Amount of Lease payment	25 Points
D. Demonstrated Commitment to customer satisfaction and community engagement	5 Points

Important Dates:

RFP Release Date: August 10, 2023

Deadline for Submission of Proposals: September 11, 2023, 4PM.

Evaluation Period: TBD

Council meeting: TBD. Submission of requests, recommendation of selection and possible section and approval by council.

Communication Restrictions

Applicant or their representatives are prohibited from communicating for the purposes of soliciting support or opinion with any City of Leon Valley officials to include:

1. City Council members
2. City of Leon Valley Directors and staff

Applicant or their representative are prohibited from communicating with City of Leon Valley employees regarding this RFP, expect to ask technical questions, per the appropriate channels from the time the solicitation released until the contract is awarded.

Applicants may **only** submit their questions in **writing** concerning this RFP. The contact person for this RFP is:

Roque Salinas, MPA
Director of Economic Development
City of Leon Valley, Texas
Email: r.salinas@leonvalleytexas.gov

Questions regarding this RFP received after the deadline will not be answered.

Failure to follow the communication restrictions could result in the disqualification of your application.

ADDITIONAL INFORMATION

A copy of this RFP is available online at: <https://www.leonvalleytexas.gov/rfps>. All questions shall be directed to Roque Salinas, Director of Economic Development, by email: r.salinas@leonvalleytexas.gov or phone: (210) 461-9321.

DELIVERABLES

For consideration, one (1) original proposal, five (5) physical copies, and one (1) digital copy of your proposal must be provided in a **sealed envelope or container**, clearly marked "**The Kinman House**", and submitted to:

Roque Salinas, Director of Economic Development
City of Leon Valley
6400 El Verde Road
Leon Valley, TX 78238

Submissions are due no later than **4:00 p.m. on September 12, 2023**, and shall remain valid for a minimum of sixty (60) days. Submissions received after this time will be returned unopened.

The City of Leon Valley reserves the right to reject any and all responses.

CITY COUNCIL and CITY OFFICIALS

CITY COUNCIL MEMBERS

Chris Riley	Mayor
Benny Martinez	Council Place 1
Josh Stevens	Council Place 2
Philp Campos	Council Place 3
Rey Orozco	Council Place 4
Will Bradshaw	Council Place 5

STAFF MEMBERS

Dr. Crystal Caldera	City Manager
Saundra Passailaigue	City Secretary
Vickie Wallace	Finance Director
David Gonzalez	Chief of Police
Michael Naughton	Fire Chief
Melinda Moritz	Public Works Director
Mindy Teague	Community Development Director
Regina Reed	Library Director
Crystal Miranda	Community Relations Director
Roque Salinas	Economic Development Director
Lisa Hernandez	Human Resources Director