

# Request For Proposal

## Kinman House

Roque Salinas, MPA

Director of Economic Development

7/18/2023

# Summary

- 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 business entity to develop, manage, and operate, a business to serve the local community.

## **Options:**

1. Approve moving forward
2. Denial moving forward

# ELIGIBILITY CRITERIA

- 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

# Background

- 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:
  1. contained worktop refrigerator;
  2. countertop griddle and char broiler;
  3. beverage merchandiser;
  4. worktables and equipment stand;
  5. full pot fryer;
  6. sandwich/salad prep refrigerator;
  7. commercial 10 burner gas range;
  8. double deck convection oven;
  9. ice machine;
  10. commercial dishwasher;
  11. planetary floor mixer;
  12. water softener;
  13. and security and fire alarm systems.
  14. Serving equipment includes all the pans, containers, plates, glasses, bowls, and cutlery.

# Objective

- 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. Tracking financial performance, preparing periodic reports, and ensuring compliance with all applicable laws and regulations.
  - B. Hiring and managing qualified staff, ensuring exceptional customer service.
  - C. Establishing partnerships with local suppliers and vendors whenever possible.
  - D. Interior design and layout optimization, as needed.
  - E. Procuring all necessary supplies and licenses.
  - F. Implementing effective marketing and promotional strategies to attract customers.

# Proposal Submission

- A. Executive Summary: An overview of the proposed concept, highlighting key strengths and differentiators.
- B. Business Plan: A detailed outline of the proposed business model, including marketing strategies, staffing plans, financial projections, and sustainability initiatives.
- C. Experience and Qualifications: A summary of the business entity's relevant experience, including previous successful business operations, certifications, and awards.
- D. Business financials: if applicable, a profit and loss statement, cash flow statement, balance sheet for the last two years (2).
- E. Timeline: A proposed timeline for the commencement of operations, including any necessary renovations or installations.
- F. 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	20 points
B. Strength and Feasibility of the proposed business plan	30 Points
C. Financial Viability, Capacity, and Sustainability of the proposed operations	40 Points
D. Demonstrated Commitment to customer satisfaction and community engagement	10 Points

# Important Dates

- RFP Release Date: June 23, 2023
- Deadline for Submission of Proposals: July 24, 2023, 4PM.
- Evaluation Period: TBD
- Council meeting: TBD. Submission of requests, recommendation of selection and possible section and approval by council.

# Other City uses

- The city could also use the building to be the new library annex. The building can be used for record storage and allow the city to demolish the current building on the corner of Poss and Evers Road.



# S.E.E. Statement

## Social Equity:

- N/A

## Economic Development:

- The City will provide a diverse and versatile business environment that supports a healthy economy. The City will exhibit a distinctive and welcoming identity at its boundaries and throughout the community. The City will attract, expand and retain viable businesses to promote development and redevelopment and including a town-centered design.

## Environmental Stewardship:

- N/A



# Strategic Goals

**Economic Development** is a strategic goal outlined in Leon Valley's Strategic Plan.

- Revitalize declining commercial areas by creating, reviewing, and enforcing codes that impact Economic Development
- Promote Leon Valley

# Recommendation

- At council discretion