



June 23, 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 business entity to develop, manage, and operate, a business to serve the local community. The space is currently used as a small restaurant; however, all businesses are welcome to submit their proposal.

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

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 Monday, July 24, 2023**. The City of Leon Valley reserves the right to reject any and all 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](mailto:r.salinas@leonvalleytexas.gov)

## Contents

<b>CITY OF LEON VALLEY .....</b>	<b>3</b>
Background information .....	3
Objectives.....	3
Scope of Work:.....	3
Proposal Submission: .....	4
Evaluation Criteria: .....	4
Important Dates:.....	4
ADDITIONAL INFORMATION .....	4
DELIVERABLES .....	5
<b>CITY COUNCIL MEMBERS .....</b>	<b>6</b>

**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 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. 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:**

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

- 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.

**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](mailto: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 July 24, 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