



**CITY OF HOUSTON  
Public Works & Engineering  
Houston Permitting Center**

**NOTICE OF REQUEST FOR QUALIFICATIONS  
Food and Beverage Concession Service**

**Public Works &  
Engineering – Houston  
Permitting Center**  
Attn: Carmen Gordon  
1002 Washington Ave,  
2<sup>nd</sup> Floor, Procurement Office  
Houston, Texas 77002  
(832) 394.9017

### **Introduction**

The City of Houston invites and welcomes your participation in a process to identify qualified vendors to develop and operate a food and beverage concession service at the Houston Permitting Center (HPC). This Request for Qualifications (RFQ) is the first step in the process and will be used as a decision making tool in determining the best concept for the HPC site. Prospective vendors are encouraged to submit their qualifications according to the guidelines contained in this notice.

The HPC is a City of Houston facility located at 1002 Washington Avenue, Houston, TX 77002. It is a five floor office building that hosts approximately 450 permanently stationed employees, 165 transient employees, and 1000 customers daily. Concession options in the immediate vicinity are extremely limited. As a result, the HPC has reserved 349 square feet of prime floor space in the main customer lobby for a concession area.

Ultimately, the City plans to enter into an agreement with a vendor to provide concession services at the HPC site. The agreement will include, but is not necessarily limited to, the following provisions:

- City shall provide funds for the build out of reserved concession space not to exceed \$15,000.00.
- City deferment of revenue sharing / rent for up to six months after the service opens for business.
- City cooperation in development of best concession model.
- Vendor provision of a product discount for city employees.
- Vendor commitment to offer a significant number of healthy diet menu options—as defined by the USDA's Dietary Guidelines.
- Vendor commitment to incorporate sustainable equipment, packaging, and waste disposal into its operating strategy.
- Vendor commitment to achieve participation goals for minority and women owned businesses.

### **Key Assumptions**

The City is open to innovative approaches for developing the best concession concept for the HPC site, but is committed to maintaining a rigorous vendor selection process and development timetable with established milestones. Prospective vendors should factor the following key assumptions into their submittals:

- The City will engage a limited number of vendors in a subsequent phase.
- The City is interested in opening a concession service within 90 days of executing the agreement.
- The City is not interested in offering a vending machine service.
- The City is not interested in providing menu items that require on-site cooking.
- The City is not interested in enlarging the space allocated for the concession service area.

### **Selection Criteria**

The City's primary goal is to provide its HPC employees and customers a food and beverage concession service offering a variety of nutritious and economical menu options. Creativity, innovation, and adherence to the intent of the stated objectives will weigh heavily in the selection of the finalists. The City will select a limited number of finalists that substantially meet the following criteria for advancement to an interview/proposal phase:



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- Have a proven track record of operating a viable food and beverage concession service under similar conditions.
- Have a stable financial profile.
- Have a commitment to offering a significant number of healthy diet menu options—as defined by the USDA’s Dietary Guidelines.
- Have a commitment to incorporating sustainable strategies or elements into service concept.
- Are committed to achieve the City’s participation goals for minority and women owned businesses.
- Are able to qualify for all required City of Houston permits, licenses, and/or registrations.

**MDBE Participation**

This RFQ is issued with a **3%** MDBE participation goal.

**Pre-Qualification Conference**

There will be a pre-qualification conference held on Monday, July 30, 2012 at 9:00am at the Houston Permitting Center, 1002 Washington Ave, Conference Room 2B (2<sup>nd</sup> floor), Houston, Texas 77002.

**RFQ Due Date:**

This RFQ is due by close of business Monday, **August, 13, 2012 at 3:00 p.m. C.S.T.**

**General Requirements**

Submittals must list the names, agency (ies), contact person, telephone numbers, qualifications and the profile of expected participants in the implementation of the services. There may be subsequent instructions, if any, issued to the selected contractor in connection with the final process.

**Required Documents:**

- At least three letters of reference from clients, suppliers, lenders, or other relevant parties reflecting the submitter’s general qualifications.
- Company financial statements covering at least 24 months prior to the publication date of this notice.
- A list of all food and beverage concession services currently in operation or in development: listing should include name of establishment, physical location, working phone number, and current menu with prices.
- Company mission, vision, and values statements.
- All forms listed in Tabel 1 below:

<b>TABLE 1 - REQUIRED FORMS</b>
Affidavit of Ownership
Fair Campaign Ordinance



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Insurance Requirements
Drug Forms
Conflict of Interest Questionnaire
Pay or Play <a href="http://www.houstontx.gov/obo/popforms.html">http://www.houstontx.gov/obo/popforms.html</a>
Insurance Requirement
Hire Houston First <a href="http://www.houstontx.gov/obo/hirehoustonfirst.html">http://www.houstontx.gov/obo/hirehoustonfirst.html</a>
MDBE Documents

**Disclaimer**

The City reserves the right to suspend or terminate this solicitation at any time during the process. In addition, the City reserves the right to reject any or all RFQ submittals and reissue this solicitation at a future date.