



# Hondo Economic Development Corporation

## REQUEST FOR QUALIFICATIONS (RFQ)

### NAVIGATOR'S CAFÉ OPERATOR – HONDO, TX

**PUBLISHED DATE: September 3<sup>rd</sup>, 2024**

**PROPOSAL SUBMISSION DEADLINE: NOVEMBER 20<sup>TH</sup>, 2024, 5:00 pm QUESTION SUBMISSION DEADLINE: NOVEMBER 15<sup>TH</sup>, 2024 4:00 pm**

Questions may be submitted in written form to:

**Contact Name:** Sean Patty  
**Contact Address:** 700 Vandenberg  
Hondo, Texas 78861  
**Email Address:** Spatty@hondo-tx.org

#### INTRODUCTION

Hondo Economic Development Corporation invites and welcomes proposals for qualifications to operate the proposed new construction of Navigator's Café. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "**PROPOSAL SUBMISSION DEADLINE.**"

#### PROJECT AND LOCATION

The project associated with this RFQ is or shall be located at or near 700 Vandenberg, Hondo, Texas 78861.

#### PROJECT OBJECTIVE

At the South Texas Regional Airport in Hondo, Texas, a piece of history is about to be reborn. Years ago, the Flight Line Café served as a community hub and favorite stop for pilots, until a fire ended its legacy. Now, the City of Hondo and the Hondo Economic Development Corporation are seeking a visionary partner to bring Navigator's Café to life—a new dining destination that honors the past while embracing the future.

Navigator's Café will be a vibrant, aviation-themed restaurant, designed by renowned architect Thomas Oppelt of Paddle Creek Design. Located next to the runways of South Texas' largest General Aviation Airport, the café will cater to travelers, and local's alike, offering high-quality food and a welcoming atmosphere.

The City of Hondo will handle the construction and delivery of the café shell—all you need to bring is your vision, experience, and energy as the operator of this exciting new business. The café's theme pays homage to the old Hondo Army Airfield, a WWII navigator-training base, blending history with modern culinary experiences.

With support from the Hondo Economic Development Corporation, including favorable lease terms during start-up, and possible other incentives, Navigator's Café is poised to become a key part of Hondo's growth. Located just 41 miles west of San Antonio, Hondo is rapidly developing, with major businesses like Hondo Railway, James Avery manufacturing, TXN Bank and Boise Cascade making it home.

Join us in making Navigator's Café a beacon of success in Hondo, where every meal tells a story, and every visitor leaves with a memory. The runway is clear, the skies are open—Navigator's Café is ready for takeoff. Will you be the one to guide it to new heights?



## PROJECT SCOPE AND SPECIFICATIONS

Elements to be included for restaurant operations are:

### 1. Scope of Work

- Daily management and operations of Navigator's Cafe.
- Hiring, training, and supervising restaurant staff.
- Menu development and management, including sourcing local ingredients when possible.
- Marketing and promotion of the restaurant to attract and retain customers.
- Financial management, including budgeting, accounting, and reporting.
- Compliance with all health, safety, and regulatory requirements.
- Maintenance of the restaurant facility and equipment.

### 2. Submission Requirements

- **Cover Letter**: Introduction and summary of your interest in the project.
  - **Experience and Qualifications**: Detailed information on your experience in restaurant operation and management, particularly any experience in airport or high-traffic locations.
  - **Staffing Plan**: Outline of your staffing strategy, including hiring practices, training programs, and retention efforts.
  - **Menu and Concept**: Preliminary menu ideas and overall concept for Navigator's Cafe, including how you plan to differentiate the restaurant menu and drink offering.
  - **Financial Plan**: Outline of your financial management practices, including budgeting, accounting, and financial reporting.
- Ability to finance FF&E to complete the interior building shell.**
- **Space Design**: Initial feedback in final design of front & back of house from proposed site/concept plan.
  - **Lease Agreement**: Inclusion of preferred lease agreement, if any, provided in RFQ.
  - **Marketing Strategy**: Description of your marketing and promotional strategies to attract and retain customers.

### 3. Selection Criteria

- Demonstrated experience and success in restaurant operations and management.
- Quality and feasibility of the proposed concept and menu for Navigator's Cafe.
- Strength and viability of the financial and staffing plans.
- Effectiveness of the marketing strategy.
- References and past performance in similar projects.

## SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by the Hondo Economic Development Corporation.

### TIMELINE:

	DATE
* RFQ Question Submission Deadline	November 15 <sup>th</sup> , 2024
* RFQ Final Submission Deadline	November 20 <sup>th</sup> , 2024
* Hondo Economic Development Corporation review submissions	November 21 <sup>st</sup> , 2024
* Top finalist(s) notified and invitations extended for in-person interview	November 27 <sup>th</sup> , 2024

## PROJECT PROPOSAL EXPECTATIONS

Hondo Economic Development Corporation shall award the contract to the proposal that best accommodates the various project requirements. Hondo Economic Development Corporation reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, and (ii) refuse any proposal or contract.



## DEADLINE TO SUBMIT PROPOSAL

All proposals must be submitted in a sealed package marked "HONDO NAVIGATOR'S CAFÉ OPERATOR" and addressed to:

City of Hondo  
Attn: Rebekah Dolphus, City Secretary  
1600 Avenue M  
Hondo, Texas 78861

The City Secretary must receive **(1) original (marked) and (6) copies** no later than **4:00 pm of NOVEMBER 20<sup>TH</sup>, 2024**.

## PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Hondo Economic Development Corporation reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

## PROPOSAL SUBMISSION FORMAT

In addition to project scope & specifications submission requirements, the following list should be included in the proposal submission:

### Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Bidder's Federal Employee Identification Number (FEIN)
6. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

### Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code, or is currently under investigation by any regulatory or governmental body.

### Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

### References

- Provide three references

*By submitting proposal, respondent agrees that Hondo Economic Development Corporation may contact all submitted references to obtain any and all information regarding respondent's performance.*