



CITY OF SAN ANTONIO
**CENTER CITY DEVELOPMENT
OFFICE**

REQUEST FOR INFORMATION (RFI)
for
RIVERWALK CULINARY VENDING KIOSK
RFI 21-087

Release Date: Friday, June 4, 2021
Proposals Due: Tuesday, July 6, 2021
at 11:00 a.m., Central Time

001 - TABLE OF CONTENTS

Section Number	Section Name	Page Number
001	TABLE OF CONTENTS	2
002	DESCRIPTION	2
003	BACKGROUND INFORMATION	2
004	SCOPE	3
005	GENERAL TERMS AND CONDITIONS	4
006	RESPONSE SUBMISSION	5
007	RFI ATTACHMENTS	6

002 – DESCRIPTION

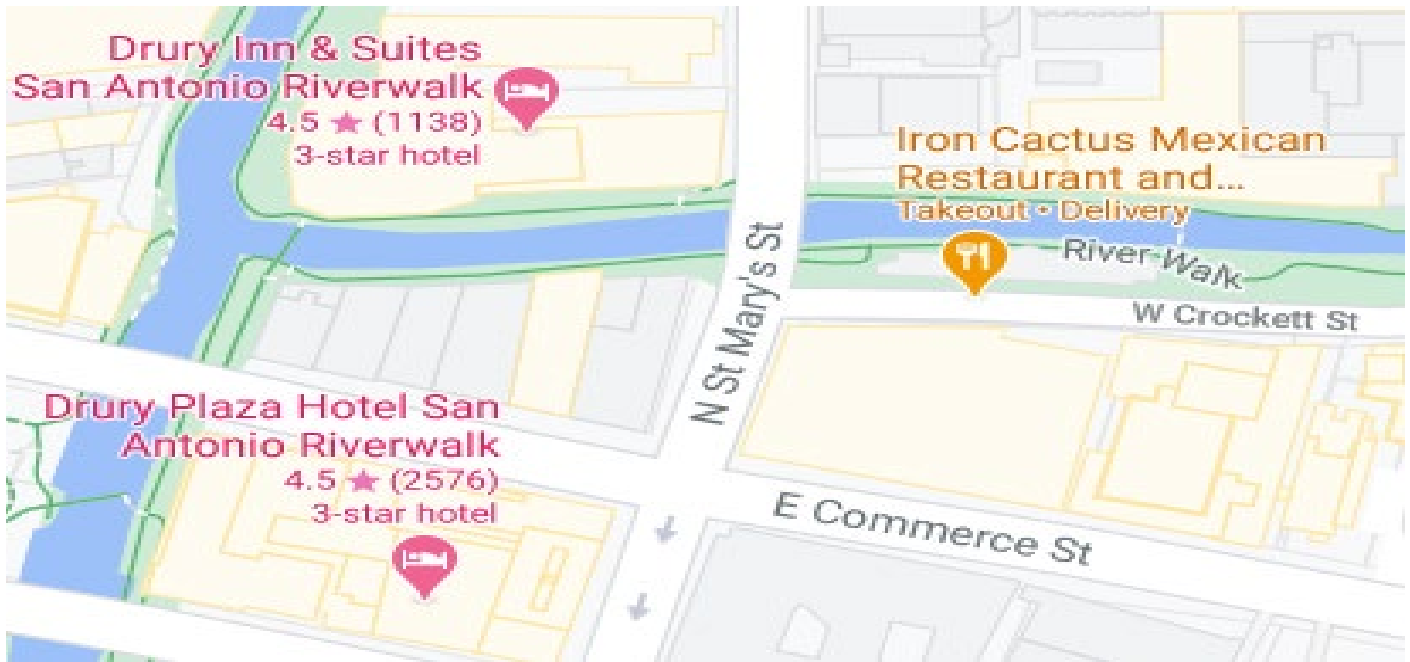
The City of San Antonio, Center City Development and Operations Department (“City”) seeks a highly qualified and creative operator or team to develop a concept for the build-out and operation of an outdoor culinary experience. The purpose of this Request for Information (“RFI”) is to enable the City to obtain information from respondents on a variety of potential food and beverage concepts for the specified location.

003 – BACKGROUND INFORMATION

The Riverwalk is one of San Antonio’s most popular attractions for sightseeing, shopping, food, and fun. Open 24 hours a day and 365 days a year, the Riverwalk hosts tourists and locals year-round. To further promote activation along the Riverwalk, the City has identified a location beneath the St. Mary’s Street Bridge as a potential permanent outdoor vending location.

The vending location is situated on the north side of the Riverwalk between Houston and Commerce Streets, and adjacent to the Drury Inn and Suites hotel. This location will see increased foot traffic as construction concludes on several nearby projects, including the new Canopy by Hilton hotel, the restored historic Witte Building, and the new outdoor promenade at the Aztec Theater. A food and beverage vendor at this location will serve as an additional offering of local San Antonio flavor, while also promoting safety and deterring criminal activity.

This opportunity is independent from, but complementary to, the Riverwalk Vending program, which selects six vendors annually to sell merchandise from a stationary stand or cart without access to utilities.



004 – SCOPE

The City of San Antonio, Center City Development and Operations Department (“City”) seeks a highly qualified and creative operator or team to develop a concept for the build-out and operation of an outdoor culinary experience. The purpose of this Request for Information (“RFI”) is to enable the City to obtain information from respondents on a variety of potential food and beverage concepts for the specified location pursuant to a forthcoming RFP.

The City envisions a culinary experience reflective of San Antonio’s unique culture, including food and beverage in a grab-and-go environment. Retail offerings may also be proposed in conjunction with food and beverage service. The experience should serve the public during daytime and evening hours, with an emphasis on promoting nighttime activation of the Riverwalk.



The site is located directly beneath the St. Mary’s Street Bridge, on the north side of the Riverwalk and adjacent to the Drury Inn & Suites hotel. The vendor space may propose to occupy most of the open space adjacent to the walkway, but may not obstruct the walkway with improvements, river parade event seating along the Right of Way of the proposed lease space, or queuing. A minimum of 60 square feet of space will be reserved for one vendor operating a non-permanent booth through the City’s Riverwalk Vending program and estimate of 200 square feet of space will be reserved

for the selected vendor The selected vendor, pursuant to a forthcoming RFP, will be adjacent to the River Walk Vending program vendor.

This location has water connections and is scheduled to receive lighting upgrades in Summer 2021. The selected vendor will be responsible for the full cost of capital improvements associated with developing the location and any permits that are needed. The City will not fund construction or incur costs to implement the concept. Respondents should also propose a commission structure to the City for consideration.

RFI responses should include the following:

- Conceptual food and beverage menu and description of its relationship to San Antonio culture
- Additional retail offerings, which should avoid duplication of existing retail offerings within the immediate area
 - Note: The sale of tickets for entertainment/attractions is not permissible
- Proposed hours of operation and description of how the concept will activate the Riverwalk
- Plan of action on vending during river parade events to ensure no conflict with seating on the Right of Way
- Visuals of proposed layout, including site plan and/or renderings
- Plan of action for making restroom facilities available to customers
- Estimated cost of improvements
- COVID-19 safety protocols and prior experience with such, if applicable
- Proposed commission structure to City, which may include one or a combination of the following:
 - Monthly rent
 - Percentage of sales on food and beverages
 - Percentage of sales on merchandise

Based on the information received, the City may be issuing a Request for Proposals in the future.

005 - GENERAL TERMS AND CONDITIONS

- 1) This is **ONLY A REQUEST FOR INFORMATION (RFI)** and should not be construed as intent, commitment or promise to acquire the concepts or solutions presented by Respondents.
- 2) This RFI is being issued for the purpose of gaining knowledge of the services available and the concepts on the market that address the purpose of the RFI. The City will review information and recommendations received to assess our needs and define our requirements.
- 3) The City of San Antonio will not be obligated to any Respondent as a result of this RFI. The City is not obligated for any cost incurred by Respondents in the preparation of a response to this Request for Information. The City will not pay for any information herein requested, nor is liable for any costs incurred by the Respondent. For economy of presentation, special bindings, colored displays, promotional materials, and the like are not required. But if they are presented, the City will not be responsible for this cost.
- 4) All information obtained shall become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained. However, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.
- 5) Respondents to this RFI may be asked to provide a demonstration to City staff seeking to gain a better understanding of product offering.
- 6) The City welcomes Respondents to submit pertinent information that the City should consider electronically, including topics that the City has not included in this RFI. This information should be labeled separately as "Supporting Documentation".
- 7) At a later time, the City may release its requirements, based in whole or in part to the responses received for this RFI, and pursue a contract through the normal fair competitive bidding process.

Respondents may submit written questions concerning this RFI to the Staff Contact Person listed below until **2:00 p.m., Central Time, on Thursday, June 17, 2021**. Questions received after the stated deadline will not be answered.

All questions shall be sent by e-mail to:

Debra Light, Procurement Specialist III, City of San Antonio, Finance Department/Purchasing Division
Debra.light@sanantonio.gov

Questions submitted and the City's responses will be posted on the City's website with this solicitation at:
<https://www.sanantonio.gov/purchasing/biddingcontract/opportunities>.

006 – RESPONSE SUBMISSION

The deadline for submitting the RFI Response is **11:00 a.m., Central Time, Tuesday, July 6, 2021**. Please submit your responses according to the following:

- 1) **Responses shall be summarized and limited to ten (10) pages, including illustrations, and a minimum 10-point font.**
- 2) **Response Submission Format: All responses must be submitted by email as follows:**
 - a) Submit **one (1) complete copy** of the **summarized 10-page response** by email to: Debra.Light@sanantonio.gov with the subject heading in the email as **"RFI 21-054, RIVERWALK CULINARY VENDING KIOSK "**. Any supporting documents may be added to the email as a separate document labeled "Supporting Documentation". Attachment A must be submitted as a separate document labeled as "Attachment A".
 - b) Pursuant to this RFI, Section 005, 6), the City welcomes supporting documentation. All additional information or supporting documents shall be submitted to the City by email and labeled separately from the summarized 10-page response. Please note that supporting documentation is optional.

RFI Response Contact: Firms responding to this RFI shall designate a single point of contact within that firm, whom the City may contact, if needed, regarding the RFI submission. Please complete Attachment A providing Respondent and Contact Information. This Attachment A must be submitted electronically by email. Attachment A is not part of the 10-page summarized response.

This RFI is posted on the City of San Antonio's Bidding and Contracting Opportunities website at:
<https://www.sanantonio.gov/purchasing/biddingcontract/opportunities>.

007 – RFI ATTACHMENTS

Attachment A

Respondent and Contact Information

A. Respondent Information: Provide the following information regarding the Respondent.

Respondent Name:		
Principal Address:		
City:	State:	Zip Code:
Telephone No.	Fax No:	
Website Address:		

B. Contact Information: List the one person whom the City may contact concerning your proposal.

Name:	Title:	
Address:		
City:	State:	Zip Code:
Telephone No.	Fax No:	
Email Address:		