



DISCOVERYGREEN®

Request for Proposals

I - Introduction

Discovery Green is planning to contract concession services for 2025. It is a 12-acre park in downtown Houston, across from the George R. Brown Convention Center. Discovery Green welcomes over 2 million visitors annually and is within walking distance of the Toyota Center and Daikin Park (formerly Minute Maid Park). Proposals are being solicited to help select a single (or multiple) concessionaire(s) to provide services along the White Promenade, centrally located within the park. The concession services will supplement the two existing onsite restaurants, the Grove and Lake House. Map and diagram of the park are provided, see Exhibit A.

II - Proposal Evaluation

RFP amounts proposed by concession service operators will not be the sole determining factor in selecting the concession operator(s). The criteria for evaluating the RFPs will be based upon what Discovery Green considers, which option provides the best value. Discovery Green will consider several factors in determining the best value, including revenue potential, impact on the park, operator history, type of concession, and guest experience.

Special consideration will be given to the concessionaires that provide:

- A unique experience to the park visitor,
- The type of food that will be served, and
- The visual aesthetic of the booth / setup.

Discovery Green reserves the right to add other concessions at its discretion.

III - Proposal Deadline

All proposals must be received by Friday, February 28th, 2025, **at noon**. Proposals may be submitted via email at concessions@discoverygreen.com or to the Discovery Green offices, 1500 McKinney St, Houston, TX 77010. Hand delivery is recommended to ensure your proposal is considered. **All proposals must be submitted in sealed envelopes with the name and address of the business.**

IV - Proposal Submission Requirements

Each proposal is expected to include the following information:

1. Contact Information
 - a. Full name of owner(s) of the business
 - b. Business name
 - c. EIN or Social Security #
 - d. Address of the Business
 - e. Phone Number(s) of all owners
 - f. Social Media

2. Resume and/or professional experience from the owner(s).
3. At least three business references (including names, addresses, and phone numbers).
4. Approved documentation from the City of Houston Health Department.
5. Photograph or rendering of the mobile vending stand that will be used, along with dimensions. The concession is not a permanent structure. The kiosk or stand will need to be able to be moved.
6. Business plan/description. Include the menu and pricing, along with any seasonal items. Include the point-of-sale system used to verify daily sales and reports.
7. Guaranteed days and hours of operation.
8. Proposed Fee Structure.

Fee Structure

The minimum commission is \$1,000 monthly, and the minimum percentage of gross sales is 20%. Monthly payments, due on the fifth (5th) day of the following month, will equal the minimum monthly commission or the proposed percentage of gross sales, whichever is higher, accompanied by a detailed report on sales.

Please submit a proposed minimum monthly commission and percentage of gross sales.

V – Additional Items

1. The agreement will be for the 2025 calendar year.
2. The concessionaire will obtain and maintain all certificates and permits with the city, county, etc. as well as abide by all laws and ordinances.
3. The concessionaire is required to have general liability insurance of at least \$1,000,000 per occurrence and \$2,000,000 aggregate. It will indemnify and name Discovery Green, Houston Downtown Park Corporation, Houston First, and the City of Houston as additional insureds.
4. The concessionaire will provide first-class customer service to their customers and park visitors.
5. Discovery Green will furnish electricity for the concession location. The concessionaire will be responsible for any additional utilities, such as Wi-Fi.
6. Discovery Green must approve all items and pricing.
7. The concessionaire is responsible for all labor, services, materials, supplies, and equipment necessary to maintain a clean, orderly, inviting concession stand within a 20-foot radius.
8. Discovery Green reserves the right to conduct inspections.
9. The concessionaire is responsible for all the kiosk/mobile vending cart repairs and maintenance.
10. The concessionaire shall maintain accurate records and shall make the records available for audit if requested.
11. The concessionaire shall not have the authority to sublease the location.
12. Concessionaires will be required to submit monthly statements of gross receipts in a format provided by Discovery Green no later than the fifth (5th) day of the following calendar month or on the first business day thereafter if the 5th day falls on a Saturday, Sunday, or city holiday.

If you would like to schedule a time to visit the location, please email concessions@discoverygreen.com.

Discovery Green reserves the right to postpone, cancel, or reject all RFPs if it determines that doing so is in the park's best interest.



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Exhibit A

Map of Discovery Green

