



## **REQUEST FOR PROPOSALS**

### **Restaurant Operator**

**Philip Billard Municipal Airport - Topeka, Kansas**



**Distributed beginning: August 23, 2023 \* Submittal Deadline: September 18, 2023**

Metropolitan Topeka Airport Authority  
6510 SE Forbes Ave., Ste. 1  
Topeka, KS 66619-1446  
(785) 862-2362

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Pursuant to Resolution No. 18-264 of the Metropolitan Topeka Airport Authority, which sets bidding procedures, this notice for proposals has been published, sent to all known prospective restaurant operators and posted on the MTAA website at [www.mtaa-topeka.org](http://www.mtaa-topeka.org).

This document constitutes a request for sealed proposals from qualified individuals and organizations to furnish services and/or items as described herein.

Neither advertisement of this Request for Proposal nor acceptance of responses hereto nor negotiation with any respondent shall obligate the MTAA to proceed with the project contemplated hereby. All respondents are solely responsible for any costs they may incur in preparing their responses to this Request for Proposal.

Copies of this Request for Proposal and associated documents may be obtained in person from the Office of the President, MTAA, 6510 SE Forbes Ave., Ste. 1, Topeka, Kansas 66619-1446 and are also available online at [www.mtaa-topeka.org](http://www.mtaa-topeka.org). These documents are open to public inspection.

## INTRODUCTION

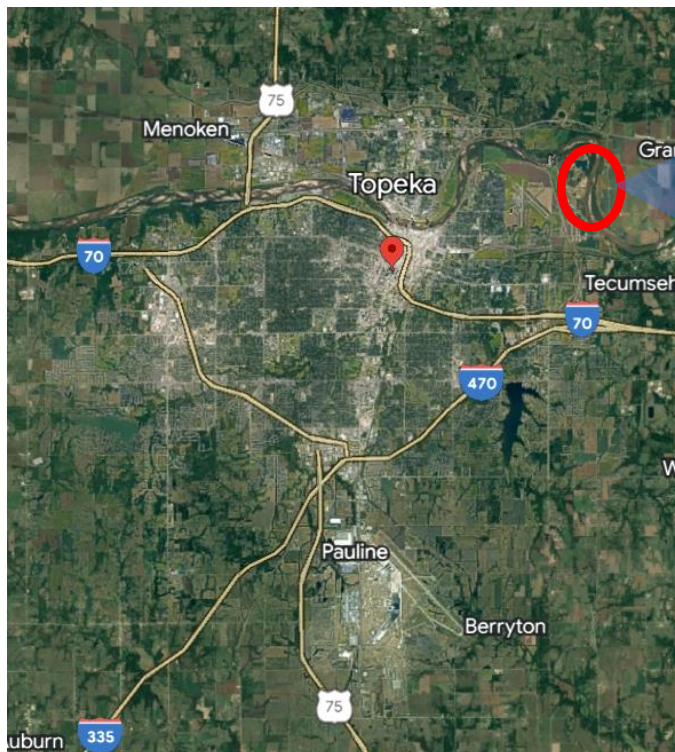
### Topeka's Most Unique Restaurant Takes Flight In 2024!

The MTA is investing more than \$4 million in its new terminal facility and restaurant at Billard Airport in the Northeast Topeka community of Oakland. The MTA seeks an experienced restaurateur capable of operating a unique full-service restaurant in this new facility.



Billard's new terminal will

feature a 1,250 square foot commercial kitchen serving 80 patrons in a dynamic flexible public seating area. The Billard restaurant will be a popular destination for visiting air crews and people from across Northeast Kansas.



The new restaurant will be just minutes from the Oakland Expressway which carries an average of **8,500 vehicles** past the airport each day.

Close to 80 aircraft call Billard home, including single and multi-engine craft, jets and helicopters. Each day 45 sets of landing gear touch down or take flight at Billard.

MTAA will lease the commercial kitchen and accompanying office space and grant the operator rights to serve customers in the terminal's public space.

**This is a rare opportunity to bring a new concept to Northeast Kansas, create one of the region's most talked-about venues and draw visitors to this historic neighborhood.**



## **RULES FOR SUBMISSION OF PROPOSALS**

1. Restaurant operators interested in responding to this RFP must submit their proposals utilizing the forms attached hereto, in a sealed envelope, clearly marked on the outside as **Proposal for Restaurant Operator, Philip Billard Airport, Topeka, Kansas**.
2. Proposals are to be sent via United States Postal Service, FedEx or similar service or hand-delivered to:

Attn: MTAA President  
6510 SE Forbes Ave., Ste. 1  
Topeka, Kansas 66619-1446
3. Proposals will be accepted until **September 18, 2023 at 2:00 PM**. Proposals received by MTAA after that time, regardless of when deposited with the carrier, will be returned unopened.
4. Proposers wishing to tour the facilities prior to submitting a proposal or who have questions regarding the language or interpretation of the RFP must submit such inquiries to Eric Johnson, MTAA President & Director of Airports at [ejohnson@mtaa-topeka.org](mailto:ejohnson@mtaa-topeka.org). Only e-mails bearing the words "RFP Inquiry" in the re: line will receive a reply.
5. Any interpretation of the RFP or associated documents will be made only by Addendum duly issued and delivered to all known recipients of the initial RFP. The MTAA will not be responsible for any other explanation or interpretation of the proposed documents.
6. Anyone submitting a proposal thereby accepts the terms and conditions contained in this RFP and associated documents and affirms their ability and intent to perform the services described, including acquiring all necessary permits and food service operating licenses, if they become the successful proposer and enter into a negotiated agreement to do so.
7. The MTAA reserves the right to reject any or all proposals, or any part or parts thereof, which are not compliant with the above Rules for Submission or which fail to provide any of the Required Content set forth below in the format and manner described, as determined by the MTAA in its sole discretion. The MTAA further reserves the right to waive any formality in any of the bids received, as determined by the MTAA in its sole discretion.

## **REQUIRED CONTENT OF PROPOSALS**

Every proposer must provide the information required below by completing the questionnaire attached hereto as Exhibit A, providing complete and truthful responses to each inquiry. Attach additional pages as necessary.

### **1. GENERAL**

- 1.1. Every proposal must state the operator's name, business name if any, phone number, e-mail address and post office mailing address. Anyone signing a Proposal as an agent for another must include evidence of their authority to do so in form acceptable to MTAA.
- 1.2. The proposer should provide their concept for marketing and operating a unique restaurant out of the 1,250 square foot commercial kitchen at the new Billard Terminal Building as depicted on Exhibit "B." The description should include overall restaurant theme, sample breakfast, lunch and dinner menus, customer service theory, proposed hours of operation, catering potential and any other details which make their concept unique.
- 1.3. The concept should incorporate service of alcoholic beverages and the proposer must confirm they either possess a Kansas liquor license or have the ability to obtain one.
- 1.4. The MTAA will consider separate and/or joint proposals for the kitchen and restaurant operation.
- 1.5. Acquisition of the current inventories and/or equipment shall be negotiated with the proposer considered most qualified.

### **2. PROPOSER QUALIFICATIONS**

- 2.1. The proposer must include past history and references which demonstrate the proposer's restaurant management capabilities and qualification to operate the facility.
- 2.2. The proposer must include a financial statement prepared in accordance with standard accounting practices and containing information sufficient to demonstrate the proposer's financial history, stability and wherewithal to undertake the proposed operation on a sustained basis.

### 3. INSURANCE

- 3.1. The proposal must contain a confirmation that the proposer is willing and able to obtain the following insurance coverage in the event they become the successful proposer:

*Comprehensive Public Liability Insurance covering Lessee and MTAA against claims for personal injury and property damage, including fire, relating to Lessee's use of or occupancy of the leased premises and adjacent common areas with limits of not less than \$1,000,000 for any one person killed or injured and \$3,000,000 for all claims arising out of a single accident or occurrence.*

- 3.2. The successful proposer will be required to maintain the above insurance at all times during the term of the lease and to evidence such coverage by delivering a Certificate of Insurance to MTAA annually and upon MTAA's reasonable request. Such insurance must be issued by responsible insurance companies in form reasonably acceptable to the MTAA and naming the Metropolitan Topeka Airport Authority as additional insured.

### **EVALUATION OF PROPOSALS**

1. The MTAA will only examine timely responses which comply with the above Rules of Submission.
2. The MTAA may: seek to independently verify any content submitted; request additional information from any proposer (e.g. operating pro forma); and/or ask any proposer to appear in-person for further inquiry regarding their proposal.
3. The MTAA reserves the right to reject any proposal if the contents submitted, or MTAA's follow-up investigation, fail to satisfy the MTAA, in its sole discretion, that the proposer is properly qualified to adequately deliver the services sought or to carry out the obligations of the contemplated lease agreement.
4. The MTAA may enter into negotiations with any or all proposers who have met the requirements of this RFP as to format and content and which have demonstrated to the MTAA's satisfaction that they are qualified. Terms offered by or to one proposer shall not be discussed with another proposer.

5. The successful proposer will execute a lease agreement and such ancillary agreements as are warranted to secure the rights and obligations contemplated by this RFP on terms and conditions mutually agreed upon by the parties; provided that such agreements are subject to final approval by the MTAA Board of Directors.



**EXHIBIT A - QUESTIONNAIRE**

|                                                                                                                                                                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Individual Proposer's Name &amp; Title (if applicable)</b>                                                                                                                                                                                                                       |  |
| <b>Company Name</b>                                                                                                                                                                                                                                                                 |  |
| <b>Company Mailing Address</b>                                                                                                                                                                                                                                                      |  |
| <b>City, State &amp; Zip</b>                                                                                                                                                                                                                                                        |  |
| <b>Telephone No.</b>                                                                                                                                                                                                                                                                |  |
| <b>E-mail Address</b>                                                                                                                                                                                                                                                               |  |
| <b>Personal Mailing Address</b>                                                                                                                                                                                                                                                     |  |
| <b>City, State &amp; Zip</b>                                                                                                                                                                                                                                                        |  |
| <b>SSN or TIN</b><br>(Necessary for background checks)                                                                                                                                                                                                                              |  |
| <b>Date of Birth</b><br>(Necessary for background checks)                                                                                                                                                                                                                           |  |
| <p>Describe your employment background over the last ten (10) years including employer names and addresses, positions held and dates of employment. If you have been self-employed, provide similar information which describes your business activities over that same period:</p> |  |

Describe your background in the restaurant / food service industry:

If you have ever owned a food franchise or food service operation, provide the name and location of the franchise or operation, years of operation and the outcome of that venture:

Have you or any business entity in which you have owned an interest greater than 10% been declared bankrupt, voluntarily or involuntarily, or been the subject of insolvency proceedings?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes," provide the date such proceedings were initiated, the name under which you or your business participated and the outcome of the proceedings:

Have you provided a financial statement prepared in accordance with standard accounting practices and containing information sufficient to demonstrate your financial history, stability and wherewithal to undertake the proposed operation on a sustained basis?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing and able to obtain and maintain the insurance coverage described in Section 3.1 above throughout the term of your contractual engagement with the MTAA if you become the successful proposer?

Yes \_\_\_\_\_ No \_\_\_\_\_

Describe your concept for operating a unique restaurant out of the 1,250 square foot commercial kitchen at the new Billard Terminal Building as depicted on Exhibit "B," including overall restaurant theme, sample breakfast, lunch and dinner menus, customer service theory, proposed hours of operation, catering potential and any other details which make your concept unique:

Describe your plan for marketing the Billard airport restaurant to attract new customers from across Northeast Kansas, including your thoughts on appealing to the local community.

Are you willing to serve alcoholic beverages at the proposed restaurant and are you able to obtain a Kansas liquor license for the purpose of doing so?

Yes \_\_\_\_\_ No \_\_\_\_\_

Will you devote your full time to this business?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "No," describe how you propose to manage the operation:

Identify all persons other than yourself who will act as managers of the operation and provide their experience in the food service industry:

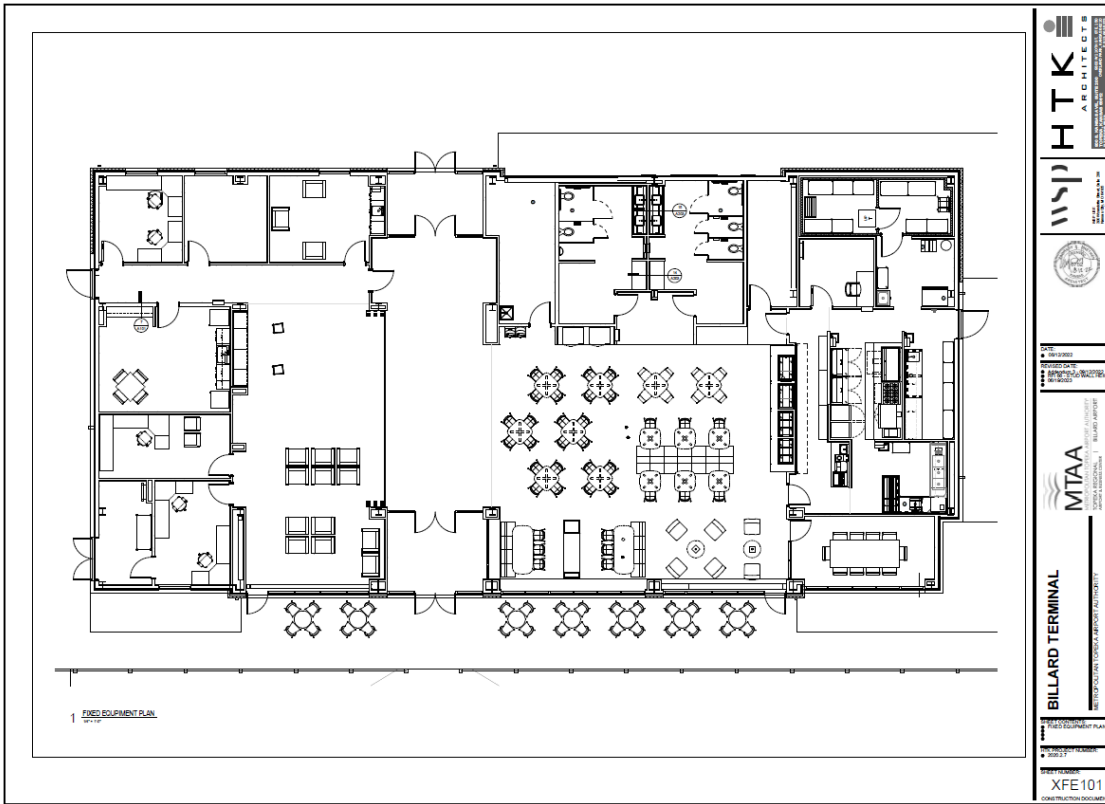
Identify any and all persons other than yourself who will own more than 10% of the operation or have a material voice in the management of it, provide their experience in the food service industry and describe their proposed role in the management of the operation:

I hereby certify that all the information provided above is true, complete and accurate to the best of my knowledge as of the date of this proposal. I will promptly update this proposal should I become aware that any of the information provided either is, or has become, other than true, complete and accurate. I acknowledge the MTAA may choose to independently verify any of the information provided above and that, should any of it prove to be other than true, complete and accurate, may abandon my proposal immediately without notice or explanation or declare me to be in default of any contractual arrangements which may have been entered into by myself and the MTAA.

**Proposer's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

# EXHIBIT B



3D VIEW - EAST



3D VIEW - SOUTH



3D VIEW - NORTH



3D VIEW - WEST

