



## **REQUEST FOR PROPOSALS: LEASE & OPERATION OF THE HISTORIC GRIER HOUSE**

### **PART I: OFFICE SPACE OPPORTUNITY**

#### **1. Introduction & Community Profile**

The City of Liberal, Kansas, home to approximately 19,825 residents, is a welcoming community built on a legacy of generosity. Situated at the "crossroads of commerce," the city serves as a critical arterial passage for major trucking routes US 54 and US 83 Highway. The area's diverse economic landscape supports key agricultural, processing, energy, and fabrication industries. Essential community institutions include Liberal Mid-America Regional Airport, Seward County Community College, and Southwest Medical Center.

Demonstrating a focus on fiscal responsibility, the City is currently seeking a professional partner to operate 2,420 square feet of upper-level floor space within the historic Grier House, located at 2 Rock Island Road. This significant local landmark in Liberal's Downtown District boasts a classic Spanish Mission architectural style, complete with accessibility features.

The City is seeking a proposal from external parties to establish a new, financially sustainable business in the designated space. The premises will be leased on a yearly basis at a rate of \$2,000 per month. Interested parties can find more information about the property and the application process on the City of Liberal official website ([cityofliberal.org](http://cityofliberal.org)).

#### **Our Values:**

- **Engagement:** Community collaboration in decision-making.
- **Integrity:** Transparent and fiscally responsible operations.
- **Excellence:** Professional service and adaptability to community needs.

#### **2. Purpose & Objectives**

The City intends to award an operating agreement and long-term lease to a partner who will achieve:

- **Historic Activation:** Honors the site's heritage as a practical business establishment.
- **Economic Vitality:** Serves regional visitors and local residents fueling growth, and provides stable, local jobs.

- Community Alignment: Integrates with Liberal’s Downtown District to enhance local quality of life.

### 3. Property Description & Preservation

The Grier House is a beautifully renovated landmark of Liberal’s railroad history, formerly serving the Rock Island Depot.

- Accessibility: Equipped with a stairwell and ADA compliant restrooms and elevator.
- Common Areas: Lower level entry with restrooms and elevator access with a welcoming lobby and reception area for visitors.
- Functional Spaces: Dedicated private office and storage space to meet your needs.
- Status: Recognized on the Kansas State Register of Historic Places; lessees must adhere to the Secretary of Interior’s Standards for the Treatment of Historic Properties.
- Responsibility: The lessee is responsible for cleaning, repairs, and maintaining equipment and building condition.
- Utilities: Water, electricity, sewer, trash, natural gas, fire inspections and extinguishers, and dedicated emergency fire alarm included with lease.

## **PART II: SUBMISSION RULES**

### 4. Submission Instructions

- Deadline: Proposals are due by February 23, 2026 at 8:00 AM. No extensions.
- Format: Submit two (2) original copies, signed in blue ink, on 8.5” x 11” paper.
- Labeling: Sealed packages must be clearly marked “SEALED PROPOSAL: GRIER HOUSE OFFICE SPACE.”
- Method: Hand-deliver or mail to: Attn: City Manager’s Office, 324 N Kansas Ave, Liberal, KS 67901. (Email/Fax will not be accepted).
- Public Disclosure: Under the Kansas Open Records Act (KORA), proposals are public records. Clearly mark trade secrets as "Proprietary" to request a privilege against disclosure.

### 5. Evaluation & Selection (100-Point Scale)

Criteria	Max Points	Evaluation Factors
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Operating Plan & Concept	35	Innovation, theme quality, and resource allocation strategy.
Experience & Qualifications	30	Proven track record and successful past partnerships.
Financial Capability	15	Stability, funding, and realistic financial projections.
Marketing & Impact	10	Ability to draw regional visitors and fuel community growth.
Responsiveness	10	Professionalism, organization, and adherence to RFP requirements.

**PART III: REQUIRED CONTENT TO BE SUBMITTED**

**SECTION 1: PROPOSER IDENTIFICATION**

- Individual/Entity Name: \_\_\_\_\_
- Primary Contact & Title: \_\_\_\_\_
- Business Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_
- TIN/SSN & Date of Birth: \_\_\_\_\_  
*(Required for mandatory background, credit, and criminal history checks)*

**SECTION 2: EXPERIENCE & REFERENCES**

- Years in Industry: \_\_\_\_\_
- History: Attach a resume for the lessee and all principal personnel. Include a 10-year summary of employment or business ownership.
- Insolvency: Have you or any business in which you owned >10% ever been subject to bankruptcy or insolvency proceedings? [ ] Yes [ ] No (If yes, attach details).
- References: List three (3) professional references with direct knowledge of your experience (Name, Company, Phone Number).

SECTION 3: OPERATIONAL CONCEPT

- Theme & Vision: Attach a detailed description of the theme, customer service theory, and business plans.
- Schedule: List proposed hours for Weekdays, Weekends, and Holidays.

SECTION 4: STAFFING & BUSINESS PLAN

- Staffing: Provide an organizational chart, expected headcount, position descriptions, and salary ranges.
- Marketing: Attach a plan for advertising to the public and integrating with City events.

SECTION 5: FINANCIALS & IMPROVEMENTS

- Projections: Attach a 3-year financial projection for the business.
- Funding: Attach a formal financial statement showing resources available for start-up and sustained operation.
- Improvements: List any planned improvements to the facility, including equipment and décor.

PART IV: CERTIFICATION & SIGNATURE

I hereby certify that all information provided in this proposal is true and accurate. I acknowledge that the City of Liberal may independently verify this information and that any inaccuracies may result in disqualification or contract default.

Proposer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PART V: FACILITY TOURS

Respondents are strongly encouraged to tour the facility.

- Appointments: Contact Steve Carroll at 620-626-2222 to schedule.

**LEGAL DISCLAIMER: THIS RFP IS A SOLICITATION FOR PROPOSALS AND NOT A CONTRACT. THE CITY RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS AND WAIVE INFORMALITIES AT ITS SOLE DISCRETION.**