



## REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS

### TO PROVIDE PROFESSIONAL FOOD CART POD MANAGEMENT SERVICES FOR 21<sup>ST</sup> AND MAIN PROPERTY OF THE CITY OF MILWAUKIE

#### ANNOUNCEMENT

The City of Milwaukie Community Development Department is requesting letters of interest and qualifications from interested parties with demonstrated experience in development of a food cart pod (the city would entertain 8-15 food carts) and the management of such a pod on an interim basis (24 months). The city will be purchasing the site. The pod shall meet all public health regulations related to mobile food units and include seating, bathrooms, trash and recycling receptacles, and a canopy. The location of the site is the vacant site adjacent to the new Orange Line platform station in Downtown Milwaukie (21<sup>st</sup> Avenue and Main Street). This site has been identified as an opportunity site for future development, but in the long term. The city would like to activate the space and leverage the opportunity that abounds in the surrounding area.

The City of Milwaukie is a first-tier suburb of Portland with a growing population of over 20,000 people, over 770 businesses, and over 12,500 employees with a growing number of visitors to the downtown. On September 12, 2015 the city opened the light rail station on Main Street and 21<sup>st</sup> Avenue. The Orange Line is expected to have an average annual ridership of over 11,000 people. Within a half-mile radius of the food cart pod location is Milwaukie City Hall, Milwaukie Riverfront Park, the Portland Waldorf School, St. John's Catholic School, the headquarters of Dark Horse Comics, over 50 other businesses, and three churches. The campus of Milwaukie High School, a public high school with over 1,000 students, is located across the street from the food cart pod location.

#### General information

- A. The "Site" is a 8,600 square feet gravel lot adjacent to the Milwaukie Downtown Orange Line platform station.
- B. "Food cart" means a vehicle as defined in Section 19.201 of the City's municipal code that meets all the following criteria:
  - (1) The food cart sits on an existing paved or graveled site that is zoned to allow eating and drinking establishment uses;
  - (2) The food cart has wheels, and the wheels will not be removed;
  - (3) Any canopies, awnings, or any other attachments to the food cart are attached, and supported entirely by, the food cart and do not touch the ground;

(4) The food cart is self-contained and provides the necessary plumbing requirements that the Oregon Public Health laws require.

C. "Food cart pod" means the grouping of food carts under common management at the property location, Main Street at 21<sup>st</sup> Avenue, which sell food to the public, and where all of the following apply:

(1) One or more tables are available for food cart patrons to be seated and eat food obtained from food carts operated by the operators;

(2) Solid waste services are provided to the Property by the City's franchised waste hauler, or food cart operators self-haul solid waste off of the site;

(3) Potable water and a source of electricity are brought to the Property either by **Food Cart Pod Manager**, the operators, or public or private utility providers; and

(4) Sanitary waste disposal (including gray water) is obtained either by connection to the City's sanitary waste disposal system, or by **Food Cart Pod Manager** arranging for such wastes to be hauled off the Property.

D. "Operator" is the person or entity operating a food cart that is established at the food cart pod located on the Property.

E. "Food Cart Pod Manager" is the person(s) that will be operating and maintaining the food cart pod on the Property.

F. "Property" is the location of 21<sup>st</sup> Avenue and Main Street in Downtown Milwaukie. The Property is also known as the name "Triangle Site," and is located adjacent to the platform for the Trimet Orange Line.

## SELECTION CRITERIA

Consultants responding to this request will be evaluated against the following criteria:

- Individual qualifications and experience of key staff
- Insurance coverage meets or exceeds minimum limits outlined below:

**Insurance:** Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this contract, Commercial General Liability Insurance covering Bodily Injury and Property Damage on an "occurrence" form. This coverage shall include Contractual Liability Insurance for the indemnity provided under this contract and Product and Completed Operations. Such insurance shall be primary and non-contributory. Coverage shall be a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate.

**Automobile Insurance:** Contractor shall also obtain, at contractor's expense, and keep in effect during the term of this contract, Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$2,000,000.

**Professional Liability Insurance:** Contractor shall obtain, at Contractor's expense, and keep in effect during the term of this contract, Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts. Combined single limit per occurrence shall not be less than \$2,000,000. Annual aggregate limit shall not be less than \$2,000,000.

**Workers' Compensation Coverage:** If Contractor is a "subject employer" as defined in ORS 656.005, Contractor shall comply with ORS 656.017.

- **Any objections to the insurance requirements or Agreement for Services Contract shall be submitted in writing with the letter of interest for consideration.**

## **CONTRACTUAL REQUIREMENTS**

The successful Food Cart Pod Manager will be required to enter into an Agreement for Services Contract (sample attached) with the City upon selection. At that time, the consultant must obtain and submit the following information:

- Metro or City of Milwaukie business license number
- Federal tax ID number
- Certificate of Liability Insurance

The submission will become a part of the final contract.

## **SUBMITTAL REQUIREMENTS**

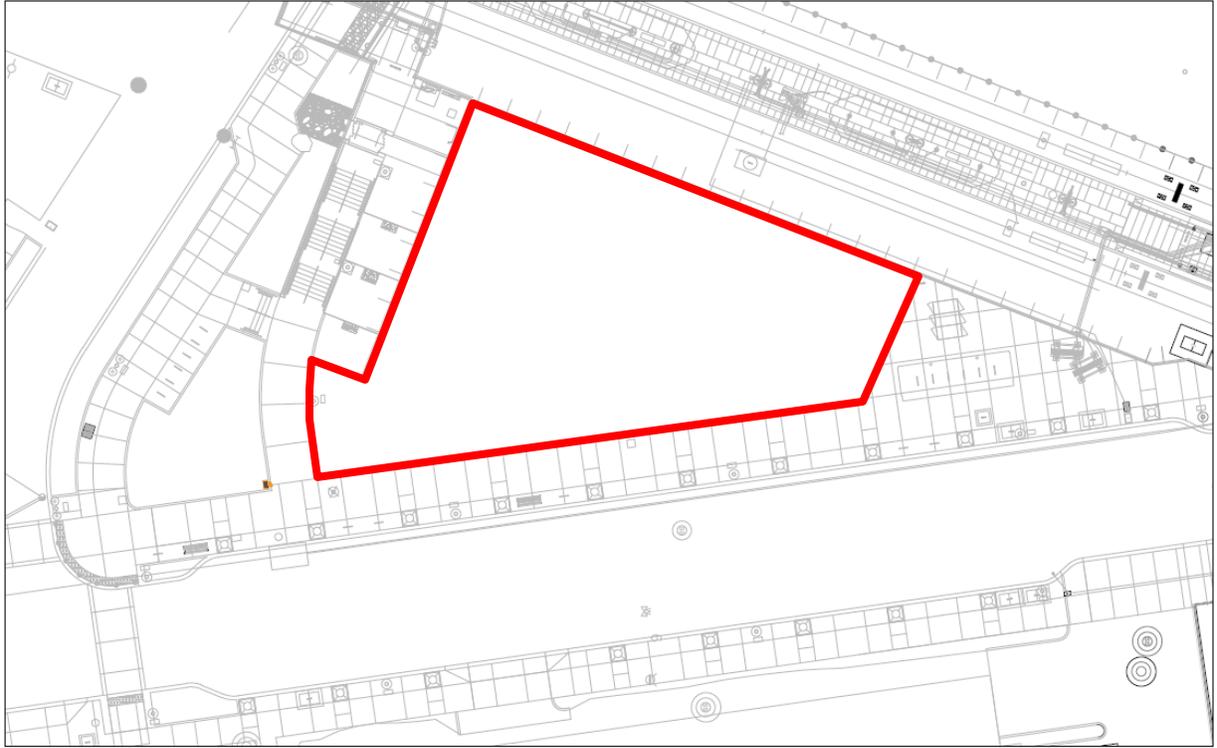
1. **Letter of Interest:** The consultant shall briefly state the firm's interest in providing the City with the requested services for the contract period.
2. **Firm's Capabilities:** The consultant shall describe the firm's capabilities and resources in relation to the requested professional services, including the qualifications of key staff that would likely provide these services. A simple design concept of the food cart pod should be attached.

To be considered, materials must be received by mail or e-mail by 5:00 p.m. (PST), on **Friday, January 29, 2016**, and addressed to:

Alma Flores, Community Development Director  
City of Milwaukie  
6101 SE Johnson Creek Blvd.  
Milwaukie, OR 97206  
ATTN: FOOD CART POD MANAGEMENT SERVICES  
  
E-mail to [floresa@milwaukieoregon.gov](mailto:floresa@milwaukieoregon.gov).

Please contact Alma Flores via e-mail or at (503) 786-7652 with any inquiries regarding this request.

LOCATION OF SITE: EXHIBIT A



City of Milwaukie - "Triangle Site" 1 INCH = 30 FEET

