



January 04, 2023

City of Lacey Request for Proposal

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Market Events & Food Truck Coordinator Services Community and Economic Development Department

The City of Lacey is seeking a qualified service provider of market events and food truck coordinator services for the City of Lacey's Community and Economic Development Department. The coordinator will organize monthly market events with entertainment and manage various food truck/trailer vendors at the Lacey Depot location (5500 Lacey Blvd SE) with the goal of continuing to make Lacey a vibrant place to live, work and play and creating a diverse economy. The Lacey Depot Market & Food Truck Plaza will provide cultural, recreation, and culinary experiences to the community while supporting local businesses.

Proposals will be evaluated based on the company's experience providing services of this type, ability and capacity to perform the work, responsiveness and completeness of proposal and proposed cost of services. The successful candidate will demonstrate proven event management skills, understand the Department of Health requirements for food vendors, and connection to local vendors. Interested companies should submit a services approach and identify those individuals, along with their expertise, that will be assigned to the services. Examples of relevant work are required, and should showcase the quality, breadth, and approach used in prior services provided.

At the option of the contractor, the scope of the Market Events coordinator could include the management of the Food Truck Plaza at the Lacey Depot to include the recruitment of ongoing food truck/trailer operators, scheduling vendors, and promoting The Lacey Depot Market & Food Truck Plaza.

Proposals, prepared according to the following detailed instructions, must be received at the email address below **no later than 4:30 PM PST, January 18, 2023**.

The City of Lacey assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

It is the City of Lacey's policy to assure nondiscrimination in any contract entered into pursuant to this advertisement. Contractors will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award as provided by Title VI of the Civil Rights Act of 1964.

For additional information, contact:

Wesley Nguyen, Economic Development Coordinator
Lacey Community & Economic Development Department
420 College Street SE
Lacey, WA 98503
Phone: (360) 412-3199
E-mail: wnguyen@ci.lacey.wa.us

GENERAL INFORMATION

The City of Lacey is organized under the optional municipal code (Chapter 35A.63 RCW) as a Council-Manager plan of government.

The City of Lacey will utilize the Lacey Depot (5500 Lacey Blvd. SE) and the surrounding property as the location for the events. The Market Events Coordinator will make decisions regarding local vendors and associated fees required to participate in the events. In addition to the ongoing food truck vendors, there should be a minimum of 20 vendors at each market event.

The City's Community & Economic Development Department staff will work with the Market Events Coordinator to ensure the success of the activities at the Depot.

INTENDED SCHEDULE

RFPs due	1/18/2023
Interviews (if needed)	1/27/2023
Negotiations with Finalist	2/03/2023
Final Review of Contract	2/08/2023
Finalize Contract	2/15/2023

SCOPE OF WORK

Market Events Coordinator will provide bi-monthly (2 per month – 14 total) market events to include the following:

- Family-friendly entertainment
- Stage (if required)
- Portable toilet/s (if required)
- Tents and supplies
- Site clean up during and after the events
- Recruitment and contracts for at least 20 vendors per event (in addition to the permanent food vendors on-site)
- Marketing & promotion coordination
- Parking management during and after the events
- Ensuring restrooms and electrical are functioning appropriately and coordinating with designated City staff for emerging needs

As for the City of Lacey, City will provide:

- Two restrooms (on-site)
- 4 on-site trash bins
- Electricity
- Marketing & promotion coordination
- Service costs within a negotiated range and determined as part of the final contract and scope of work with the successful contractor.

The service costs are expected to be in the range of \$15,000 to \$20,000. The final dollar amount will be negotiated as part of the final contract and scope of work with the successful contractor.

Optional Scope of Work

The Market Events Coordinator's responsibilities for the optional service of managing the Food Truck Plaza for the term of up to \$5,000 and would include:

- Recruit and contract with food truck vendors
- Setting the monthly rate for each of the food truck/trailer operators and collecting payments
- Contracting for on-site garbage service including a 6-yard trash dumpster
- Ensuring restrooms and electrical are functioning appropriately and coordinating with designated City staff for emerging needs
- Actively marketing and promoting the Food Truck Plaza

TIMELINE

The contract duration is April 1st, 2023 to October 31st, 2023 (7 months).

PROPOSAL FORMAT

The RFP should be provided in PDF, be no more than five (5) pages in length, and include the following information:

1. Name and contact information.
2. Curriculum Vitae of the coordinator or any person within the company who would serve as the Market Events Coordinator.
3. A proposal of the monthly events; starting April 2023 through October 2023. The monthly events will be one day event and one evening event. Please provide a tentative calendar of events with two events per month within the above season.
4. Describe two or three events that you have organized in the last two years and demonstrate how they were successful and how that success was measured.

SELECTION PROCESS

Statements will be reviewed and evaluated by considering the quality of experience, strength of the approach, and the responses to the RFP. Community and Economic staff members will review all proposals. Each staff member on the evaluation panel will rate the criteria on a scale from 1 to 5 (Poor, Below Average, Average, Above Average, and Excellent), and scores will be added to help determine the most qualified service providers.

Proposals will be rated based on the following criteria:

- Responsiveness and completeness of proposal – 15%
- Ability and capacity to perform the work – 40%
- Expertise and experience –40%
- Proposed cost of services – 5%

If necessary, service providers may be invited to interview with the evaluation panel. Based on the RFPs and/or interviews, the selection panel will recommend to the City Manager the firm which, in its opinion, best meets the requirements set forth in this Request for Proposal and negotiate a professional services agreement.

Public Information

All proposals and information included therein or attached thereto submitted in response to this RFP shall become public record upon proposal opening and will be available for review upon request.

The City will disclose those parts of records the proposal has marked “proprietary information” only to authorized persons unless: (a) the City discloses the records in response to a public disclosure request or (b) the proposer has given the City express advance written permission to disclose the records. “Authorized persons” means those City officers and employees for whom the proprietary information is necessary to evaluate proposal and to perform their duties or obligations to the City.

If the City receives a public disclosure request for records that the proposer has marked “proprietary information”, the City may promptly notify the proposer of the request. The City may postpone disclosing these records for thirty (30) business days after it has sent notification to the proposer, in order to allow the proposer to file a lawsuit to enjoin disclosure. If the City has notified the proposer of a public disclosure request, and the proposer has not obtained an injunction and served the City with that injunction by the close of business on the tenth business day after the City sent notice, the City will then disclose the record.