



Request for Interest Commercial Vending in Marine Park



The Juneau Parks & Recreation Department (“Department”) invites interest from individuals and businesses for commercial vending in Marine Park (290 Marine Way). Marine Park is located in Downtown Juneau at the end of the Seawalk and across from City Hall. More than 600,000 people visit Marine Park between May and The Department has found that food vendors in Marine Park have improved public convenience, enhanced the visitor experience, and improved public safety. Three Vending Locations are again available in Marine Park for the 2024 summer season. Each Vending Location measures 10 feet by 10 feet. The monthly permit fee is \$1,250.00 (plus tax) per Vending Location.

This Request for Information (RFI) is designed to give all who may be interested in commercial vending in Marine Park an opportunity to submit their applications.

Application Requirements

- Completed Parks & Recreation Vending Application, including:
 - A copy of the applicant's valid State of Alaska business license
 - A broker's certificate of insurance showing that the permittee has obtained at least \$1,000,000 per occurrence commercial general liability insurance. The certificate must establish that the CBJ is named as an additional insured on such policy.
 - For food vending only: A copy of a valid Food Establishment Permit issued by the Alaska Department of Environmental Conservation (DEC), including a copy of the DEC Commissary Letter of Agreement, if applicable.
 - For food vending that requires a grill or other open flame: a copy of a valid Open Flame Permit issued by the City & Borough of Juneau (CBJ) Community Development Department.

- Operations Plan
 - Description of operations which includes, at a minimum:
 - Goods/services to be sold (i.e. menu);
 - Activities at the Vending Location (i.e. cooking, grilling, cleaning, etc.)
 - Plan for garbage disposal;
 - If food will be prepared outside the Vending Location, provide the location of the commissary and explain how supplies will be transported to the Vending Location;
 - Information about staffing, including number of employees, training, permits, and certifications;
 - Proposed days and hours of operation
 - Description of all equipment, supplies, and materials that will be located within the limits of the Vending Location;
 - Schedule of fees, charges, and prices.

Permit Conditions for Marine Park

- All employees shall possess a valid Food Handler Permit issued by the Alaska Department of Environmental Conservation (DEC).
- Each Vending Location is restricted to 10 feet x 10 feet. The Department will provide markings on the ground to ensure that each vendor stays their designated footprint. No equipment, supplies, or materials (other than garbage containers) may be placed outside the approved Vending Location.
- Vehicles are not permitted to drive into Marine Park at any time. Vendors may use non-motorized carts to transport supplies. Temporary unloading and loading of vehicles will be allowed in the designated loading zone (shown on Attachment A) during the following times:
 - Up until one hour before the first cruise ship of the day docks in the Port of Juneau.
 - Beginning one hour before the last cruise ship of the day departs the Port of Juneau.
- Vendors must use compostable food containers and service items. Styrofoam service items are prohibited.

- Vendors must provide sufficient garbage containers next to their Vending Location while operating. All trash must be removed and properly disposed of at Vendor's expense. Vendors may not dispose of refuse in any CBJ garbage container.
- Feeding birds or other wildlife is prohibited.
- Hawking is prohibited.
- No overnight storage is permitted. Vendors must remove all equipment, supplies, and materials from the Vending Locations each day.
- Vendor must display the following permits in a conspicuous location:
 - DEC Food Establishment Permit;
 - CDD Flame Permit (if applicable); and
 - Parks & Recreation Vending Permit
- Smoke must be kept to minimum. Grills must be cleaned frequently to minimize smoke.
- No signs may be placed outside the Vending Location. Banners, flags, and similar devices must be approved by the Department prior to installation.
- No permit shall be issued to any person or entity delinquent in the payment of fines, taxes, or other monies owed to the City and Borough.
- Any modifications to these conditions requires prior written approval from the Director of the Parks & Recreation Department.

Proposal Evaluation

If more than two complete applications are received, the third Vending Location will be awarded by the following process:

1. An evaluation committee will be appointed by the Director of the Parks & Recreation Department to evaluate the applications.
2. The committee will score the written applications based on the information submitted, according to the evaluation criteria and scoring factors.
3. The committee will have 10 working days to evaluate and score the written proposals.
4. A short list of proposers may be selected for in-person interviews, if necessary.

The evaluation committee will evaluate each proposal in accordance with the criteria and point factors listed below. The evaluation committee may seek outside expertise to assist in evaluating proposals.

- Parks & Recreation Vending Application (50 points)
 - Application will be evaluated based on completeness, accuracy, and level of detail provided.
- Proposed Operations Plan (50 points)
 - Responsiveness to this Request for Interest;
 - Overall benefit to the public;
 - Value to the City & Borough of Juneau;
 - Past performance (if applicable)

Following the proposal evaluation, the Director may select one of the following options:

1. Approve a maximum of three vending permits for Marine Park;
2. Request additional information from the proposer(s); or
3. Reject the proposal(s).

The Director's decision may be appealed to the City Manager by filing a notice of appeal and the reasons for the appeal with the Municipal Clerk's Office within 10 business days of the Director's decision. The City Manager should take up the appeal within 10 business days. The City Manager's decision to deny a permit shall constitute a final agency action subject to appeal in accordance with CBJ 01.05.020(b).

Application Submission

- Applications must be received by the Department no later than March 14, 2024 at 4:30 p.m. The Department reserves the right to extend the RFI period; if the RFI period is extended, then all proposers may use this additional time to update their applications.
- Applications must be in writing and operations plan may not exceed five pages.
- Applications must be sent via email to Dave.Pusich@juneau.gov or delivered to Parks and Recreation office in City Hall by the due date.

Contact Information

Lauren Verrelli, Deputy Director
Juneau Parks & Recreation Department
155 Heritage Way
Juneau, AK 99801
(907) 586-0423
Lauren.Verrelli@juneau.gov

Attachment A

Temporary loading zone and Vendor Locations map.

