

RFP

3rd & Binney Food Truck Request for Proposals 2016 Season

SUMMARY

Kendall Square and the MIT campus were early locations for food truck operations in Cambridge, years ahead of the explosion in food truck offerings in American cities, as the previously industrial end of campus lacked significant retail opportunities in the 80s, 90s and early 2000's. Now in the 21st century, Kendall Square has evolved to become home to a wide variety of food options nourishing the dynamic innovation center in East Cambridge. The Cambridge Redevelopment Authority (CRA) is seeking to compliment this retail environment with temporary vending uses that will hopefully hint at future retail offerings at the same corner.

The CRA owns a small remnant piece of land from the original redevelopment effort of the Kendall Square Urban Renewal Project (KSURP) at the **corner of 3rd & Binney Street**. Over the past decade it has been used by multiple local development and infrastructure projects for construction staging, including the Main Street reconstruction. The parcel of land will likely someday be incorporated into the broader redevelopment of the federal Volpe site. For now however, the CRA seeks to activate this vital corner of Kendall Square.

In May 2016, the CRA will undertake a series of interim improvements to the site to create seating areas, introduce plantings and build a special paved pad designed for two food trucks or other mobile food/beverage vendors. **The CRA is seeking food vendors for this parcel during lunch time weekdays (M-F) and possibly evenings and weekends during 2016 to round out the food offerings of Kendall Square as well as bring more life to that corner.** The site at 3rd & Binney is anticipated to become available by Monday June 6, 2016. Operators will apply to participate in the program, proposing a schedule and a fee to be paid to the CRA for the opportunity to operate on a specific day of the week for the entire season. Upon selection of the applicants, the CRA will offer a lease for the duration of the program based on a specific schedule assignment.

3RD & BINNEY INTERIM USE GOALS:

- To provide street life and usable civic space at the corner of 3rd & Binney,
- To enhance the retail and residential corridor of Third St.,
- To provide opportunities for entrepreneurs entering the retail or food industry, and
- To complement the diverse food offerings of Kendall.

LOCATION AND SCHEDULE

The CRA is offering space to operate food trucks on an asphalt pad at the CRA's 3rd and Binney parcel between **Monday June 6, 2016 and Friday October 14, 2016** between the hours of **7am and 9pm**. Food/beverage vendors will be bidding for days of the week, (Monday, Tuesday, Wednesday, etc.) for the opportunity to operate on that day of the week during the entire mobile food truck season. Approved mobile food/beverage vendors may operate for any time period during their scheduled day, **but must be present at minimum from 11am-2:00pm, on each scheduled day**. Lunch time weekdays (M-F) is the period of highest potential pedestrian volume in

Kendall Square, and consistent coverage of this time period is important. **Note: the asphalt pad has space for only two food trucks at a time.**

BASIC PROGRAM REQUIREMENTS

1. The mobile food/beverage service vehicle must be licensed to operate within the City of Cambridge by their start date at 3rd & Binney, and must meet all applicable health and safety codes at the local, state and federal level. (See *licensing and permitting requirements below*.)
2. The mobile food service vehicle must provide all necessary water, energy, and waste handling functions necessary to prepare and serve food to the public. Any trash barrels located on public or private property nearby are not to be used for mobile food operations. **Mobile food/beverage vendors must provide trash barrels for customer waste, as the CRA property at 3rd & Binney does not have waste barrels.** Areas surrounding the mobile food vehicle must be kept free of litter.
3. At least 80% of food/beverage offerings by the vendor must be freshly prepared or prepared by the vendor, and *not* pre-packaged items. Healthy menu options are encouraged.

FOOD VENDOR SELECTION PROCESS

The CRA will seek to find compatible and complimentary vending options. The CRA will balance scheduling, food types, pricing and the fee offered to the CRA in order to curate a mix of food/beverage offerings. Preference will be given to vending options presented by a food/beverage establishment operators based in Kendall Square / East Cambridge neighborhoods and those who commit longer hours. RFP submissions will be judged by the CRA based on a combination of the following information:

- Days and times offered (note: 11am-2:00pm is required)
- Fee offered to CRA
- Price-point and nutritional value of food options
- Variety, quality and uniqueness of food/beverage offerings
- Complementarity of food and beverage types presented at same time/day with existing food providers in the area
- Submissions by applicants from Kendall Square / East Cambridge

After review of RFP responses, the CRA will issue schedule assignments. Vendors may accept or reject schedule assignments in whole or in part, but any specific rejected dates will be immediately made available to other vendors. Once finalized, schedule assignments may not be changed or swapped without prior permission of the CRA.

Qualifying vendors that are not accepted to the program based on space availability will be kept on a waiting list, and may be invited to participate if spaces become available throughout the season, or at other locations in Kendall Square.

LICENSING AND PERMITTING REQUIREMENTS

Before beginning operation, a vendor will need the following permits and licenses, and must provide copies to the CRA to keep on file:

- **Massachusetts State Hawker and Peddler License** (issued by the Commonwealth of Massachusetts)

- **Annual Peddler/Vendor License** (issued by Cambridge License Commission)
 - If the vehicle uses propane, the vehicle must be inspected by the Cambridge Fire Department for compliance with Department of Transportation and 527-CMR guidelines.
- **Mobile Food Truck Permit** (issued by the Cambridge Inspectional Services Department), which requires:
 - The license for the restaurant or commercial kitchen in which food is prepared
 - Servsafe Certificate
 - Allergy Awareness Certificate

Note: A vendor may be selected without having received these permits and licenses. If your operation has not received all necessary City of Cambridge permits, inspections and licenses prior to selection, by submitting under this RPF, you are agreeing to proceed to the appropriate City of Cambridge departments to complete the approval process before your start date at 3rd & Binney. Please note that this process may take several weeks, depending on when inspections can be scheduled. Vendors may not begin operation until all approvals are granted and copies received by the CRA. If a vendor cannot operate at an assigned time due to inspection scheduling delays, it will not restrict their ability to participate in the program after completion of the required inspections.

Note: Because the CRA's asphalt pad is not on the public right of way, a valet, food truck or jitney permit from Cambridge's Traffic, Parking and Transportation Department is not necessary.

PROGRAM PAYMENTS AND CANCELLATION

Food truck vendors in the CRA's 3rd & Binney Food Truck Program will propose a per-day fee to be paid to the CRA in monthly installments. The per-day fee should be paid at least 7 business days before the vendor's first scheduled date for that month, and will be pre-paid based on the number of days scheduled for that month. After receiving all required City approvals as described previously, and paying the agreed upon fee to the CRA, vendors may begin operating for that calendar month. Monthly payment deadlines are as follows:

1. For scheduled days in June: Payment due by May 23, 2016
2. For scheduled days in July: Payment due by June 22, 2016
3. For scheduled days in August: Payment due July 21, 2016
4. For scheduled days in September: Payment due August 23, 2016
5. For scheduled days in October: Payment due September 22, 2016

Food/beverage vendors pre-pay in order to reserve days on the schedule during the following month. Vendors may decide at any point to discontinue participation in the program by informing the CRA in writing, but will not receive a refund of the fee already paid to the CRA.

If a vendor fails to operate at its assigned space and time on three (3) consecutive occasions, that vendor's participation in the program may be revoked, unless the vendor provides a reasonable explanation to the CRA. The CRA also reserves the right to revoke any permits at any time if the program requirements, municipal ordinances or other applicable regulations are violated, or for any other reason if it is determined to be in the best interest of the City.

If a vendor's participation in the program is cancelled, that vendor's space is forfeited and another approved vendor may take the space.

RFP TIMELINE

March 3, 2016:	RFP emailed out and posted on the CRA website
March 15, 2016 4-5PM:	Site visit and meeting (optional) at 3 rd & Binney <i>(please email eshore@cambridgeredevelopment.org to sign up for this tour)</i>
March 22, 2016 3pm:	Any clarifying RFP questions due via email <i>(please email to jzogg@cambridgeredevelopment.org)</i>
March 25, 2016:	Answers posted on CRA website and emailed to interested parties CRA website: www.cambridgeredevelopment.org
March 29, 2016 11:59pm:	RFP submissions due online or on paper
March 29, 2016 – April 8 2016:	Proposal evaluations
April 8, 2016:	Notifications to vendors
After April 8, 2016:	Applications will be accepted and reviewed on a rolling basis, but participation will depend on what spaces if any remain available
June 6, 2016:	Anticipated start date for new food trucks / mobile vendors to begin operations at the new 3 rd & Binney

APPLICATION FORM

3rd & Binney Food Truck Request for Proposals 2016 Season

NOTE: This form may be filled out and supporting documentation uploaded online through the CRA website www.cambridgeredevelopment.org - online is preferred

GENERAL INFORMATION

Name of Mobile Food Business:

Name of Applicant/Primary Contact:

Mailing Address:

E-mail:

Phone:

Name(s) of Owner(s) if *not* same as above:

Website:

Twitter handle, and/or Facebook address:

How long have you been in business, and/or how long have you operated a food truck?

Where in the Boston metro area have you primarily operated your food truck?

Have you operated a food truck or food service establishment in Cambridge? Please describe where and when:

EQUIPMENT / VEHICLE INFORMATION

Type: Truck Trailer Push cart Bike cart Other _____

Exterior dimensions (L x W x H) of largest piece of equipment including truck: _____' x _____' x _____'

NOTE: Please submit equipment photos/drawings along with an equipment layout (JPG or PDF files if filled out online) as an attachment.

PARTNERSHIP OPPORTUNITIES

Would you be interested in collaborating with the Cambridge Redevelopment Authority for special events or entertainment in coordination with the food trucks at 3rd & Binney Street? Yes / No

PREFERRED SCHEDULE & FINANCIAL OFFER

Indicate which weekdays (M, T, W, Th, F) you would like to operate on CRA property at 3rd & Binney Street beginning no earlier than Monday June 6, 2016 through October 14, 2016:

M T W Th F

Proposed hours of operation for each proposed day (Note: vendors may operate any time between 7am-9pm, but must be present at minimum from 11am-2:00pm):

Are there any specific dates (mm/dd) that you cannot fulfill this proposed schedule due to prior commitments? Note that if you are chosen, these dates will be offered to others. Please describe:

Are you interested in operating on weekends, if so, which weekends. (Note: there will be no additional fee):

Proposed per-day weekday (M-F) fee to be collected in monthly installments by the CRA 7 business days prior to the start of each calendar month:

FOOD VENDING CONCEPT AND MENU (<300 WORDS)

Describe the essence of your food brand, including at minimum the following items:

- Both the basics of your menu and what makes your menu unique.
- Describe what a typical customer spends on lunch at your food truck, what is your average revenue per customer?

NOTE: Please attach a menu here or provide a direct link to the menu online, preferably including prices.

CUSTOMER EXPERIENCE (<400 WORDS)

Describe the customer experience. Please include at least following information:

- How does a customer interact with your food truck?
- How do they find out about where you are and what is on the menu today?
- What social media do you utilize if any?
- Does the customer order through a dedicated order-taking-person interacting with customers on the ground, or are orders taken on the truck?
- How are orders taken (on an electronic device or via paper)?
- Is there a sandwich board menu or paper menus to pass out in the line?
- Is there an option to order ahead of time online?
- Do you take credit cards or cash only?

OPERATIONS PLAN (<1000 WORDS)

Describe your operations. Please include at least the following information and attach a separate sheet if necessary:

- Size and layout of your vehicle
- Whether a generator is integrated into the truck or separate
- How far and where you will be driving in from to come to Kendall Square
- Where and when you prepare the food (mostly offsite, partially on-truck) (day-of, day-before)
- Whether you have a trash can and how you intend to carry out yours *and* customer's trash, which is required
- Whether setup space is necessary outside your truck (awning, table, drink station, etc)
- Whether or not your food truck has music
- How many employees you have on any given day for one food truck
- Whether you vary the amount of food on the truck depending on anticipated demand and how you determine that
- How you typically operate in inclement weather

(Please note that electricity is not available on this parcel of land at the moment and is unlikely to be available in 2016. The CRA reserves the right to make minor modifications to your operations plan if necessary.)

Restaurant or kitchen facility where food for the truck / cart is prepared when not prepared on the truck:

Name: _____

Phone: _____

Address: _____

APPLICANT'S SIGNATURE & ACKNOWLEDGEMENTS

By signing below, you indicate that you have reviewed the requirements of the CRA 3rd & Binney Food Truck Program, that your mobile food service will meet the applicable requirements to the best of your knowledge, and that you acknowledge the statements below:

ACKNOWLEDGEMENTS

I acknowledge that the CRA reserves the right to modify my proposed dates in its schedule assignment to the vendors based on criteria described in this RFP, and that vendors may accept the CRA's modifications in whole or in part. If any dates are rejected by the vendor they will be made available to others. Once finalized, schedule assignments may not be changed or swapped without prior permission of the CRA. Qualifying vendors that are not accepted to the program based on space availability will be kept on a waiting list, and may be invited to participate if spaces become available throughout the season

Yes / No

I acknowledge that there will be up to two food trucks present on CRA property during any given day, operating adjacent to each other and that the CRA will not schedule two food trucks with the same food type on the same date

Yes / No

I acknowledge that vendors must provide all necessary water, energy and waste handling functions including customer waste without requiring the on-site use of public utilities or infrastructure

Yes / No

My food truck is currently permitted in the City of Cambridge for food vending

Correct / Incorrect

If not, my applications are currently under review by City of Cambridge

Correct / Incorrect / n/a

I have no outstanding violations with City of Cambridge Licensing Board

Correct / Incorrect

I have never been cited for illegal vending activities by Cambridge Police in last 5 years

Correct / Incorrect

Permission to operate in the CRA 3rd & Binney Food Truck Program shall be granted only after receiving all necessary permits and licenses. I acknowledge that my food vending concept has and/or will have the following necessary documents completed in compliance with City of Cambridge Inspectional Services Department

Yes / No

and Licensing Commission Policies, and will keep original copies on the truck at all times while on CRA property. Vendors who have not completed these requirements in time for their first scheduled date will not be allowed to operate.

Acceptance into this program does not constitute permission to operate a mobile food service anywhere in Cambridge. Accepted vendors shall operate only at approved dates and times and at 3rd & Binney on CRA property only. This application is for the 2016 program and participation is not guaranteed for future years.

Yes / No

I acknowledge that the CRA reserves the right to revoke any permits at any time if the program requirements, municipal ordinances or other applicable regulations are violated, or if for any other reason it is in the best interest of the CRA to do so.

Yes / No

Please mark what permits you have for 2016 as of the completion date of this form:

Permit/License	Received	Not Yet Received
Massachusetts State Hawker and Peddler License		
Annual Peddler/Vendor License (Cambridge License Commission)		
Mobile Food Permit (Cambridge Inspectional Services Dept.)		
Fire Safety Inspection (Cambridge Fire Dept.)		

Signature:

Date:

Fill out this application online at www.cambridgeredevelopment.org or submit a paper application by scanning and e-mailing to jzogg@cambridgeredevelopment.org or mailing to c/o Jason Zogg, Cambridge Redevelopment Authority, 255 Main Street, 4th Floor, Cambridge, MA 02142. Applications will be accepted online or on paper until Tuesday March 29, 2016, at 11:59pm.

NON-COLLUSION STATEMENT

State of Massachusetts

County of _____, being first duly sworn deposes and says that:

1.0 He/she is (owner, partner, officer, representative, or agent) of _____, the Respondent that has submitted the attached Proposal;

2.0 He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

3.0 Such Proposal is genuine and is not a collusive or sham Proposal;

4.0 Neither the said Respondent nor any of the officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from submitting a proposal in connection with such Contract, or has in any manner, directly or indirectly sought by agreement of collusion or communication or conference with any other Respondent, firm or person to fix the price or prices in the attached Proposal or of any other Respondent, or to fix any overhead, profit or cost element of the Proposal price or the Proposal price of any other Respondent or to secure through any collusion conspiracy, connivance or unlawful agreement any advantage against the Cambridge Redevelopment Authority, the City of Cambridge or any person interested in the proposed Contract; and

5.0 The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Respondent or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signed (type name): _____

Title: _____

Date: _____

NONDISCRIMINATION STATEMENT

The Vendor agrees:

1. The Vendor shall not, in connection with the services under this Contract, discriminate by segregation or otherwise against any employee or applicant for employment on the basis of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.
2. The Vendor shall provide information and reports requested by the Cambridge Redevelopment Authority pertaining to its obligations hereunder, and will permit access to its facilities and any books, records, accounts or other sources of information which may be determined by the Cambridge Redevelopment Authority to affect the Vendor's obligations.
3. The Vendor shall comply with all federal and state laws pertaining to civil rights and equal opportunity including executive orders and rules and regulations of appropriate federal and state agencies unless otherwise exempt therein.
4. The Vendor's non-compliance with the provisions hereof shall constitute a material breach of this Contract, for which the Cambridge Redevelopment Authority may, in its discretion, upon failure to cure said breach within thirty (30) days of written notice thereof, terminate this Contract.
5. The Vendor shall indemnify and save harmless the Cambridge Redevelopment Authority from any claims and demands of third persons resulting from the Vendor's non-compliance with any provisions hereof, and shall provide the Cambridge Redevelopment Authority with proof of applicable insurance.

Signed (type name):

Title:

Date:

CERTIFICATE OF TAX, EMPLOYMENT SECURITY, AND CHILD CARE COMPLIANCE

Pursuant to Massachusetts General Laws Chapter 62C, §49A and Chapter 151A, §19A(b) and Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991,

I _____ (Name) whose principal place of business is located at _____ (Address), do hereby certify that:

- A. The above-named Respondent has made all required filings of state taxes, has paid all state taxes required under law, and has no outstanding obligation to the Commonwealth's Department of Revenue.
- B. The above-named Respondent/Employer has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.
- C. The undersigned hereby certifies that the Respondent/Employer (please check applicable item):
 - 1. _____ employs fewer than fifty (50) full-time employees; or
 - 2. _____ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or
 - 3. _____ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

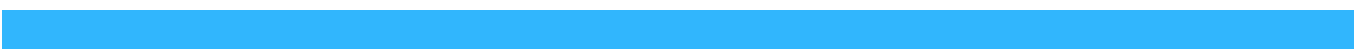
Signed under the penalties of perjury this _____ day of _____, 201__.

Federal Identification Number

Signed (type name): _____

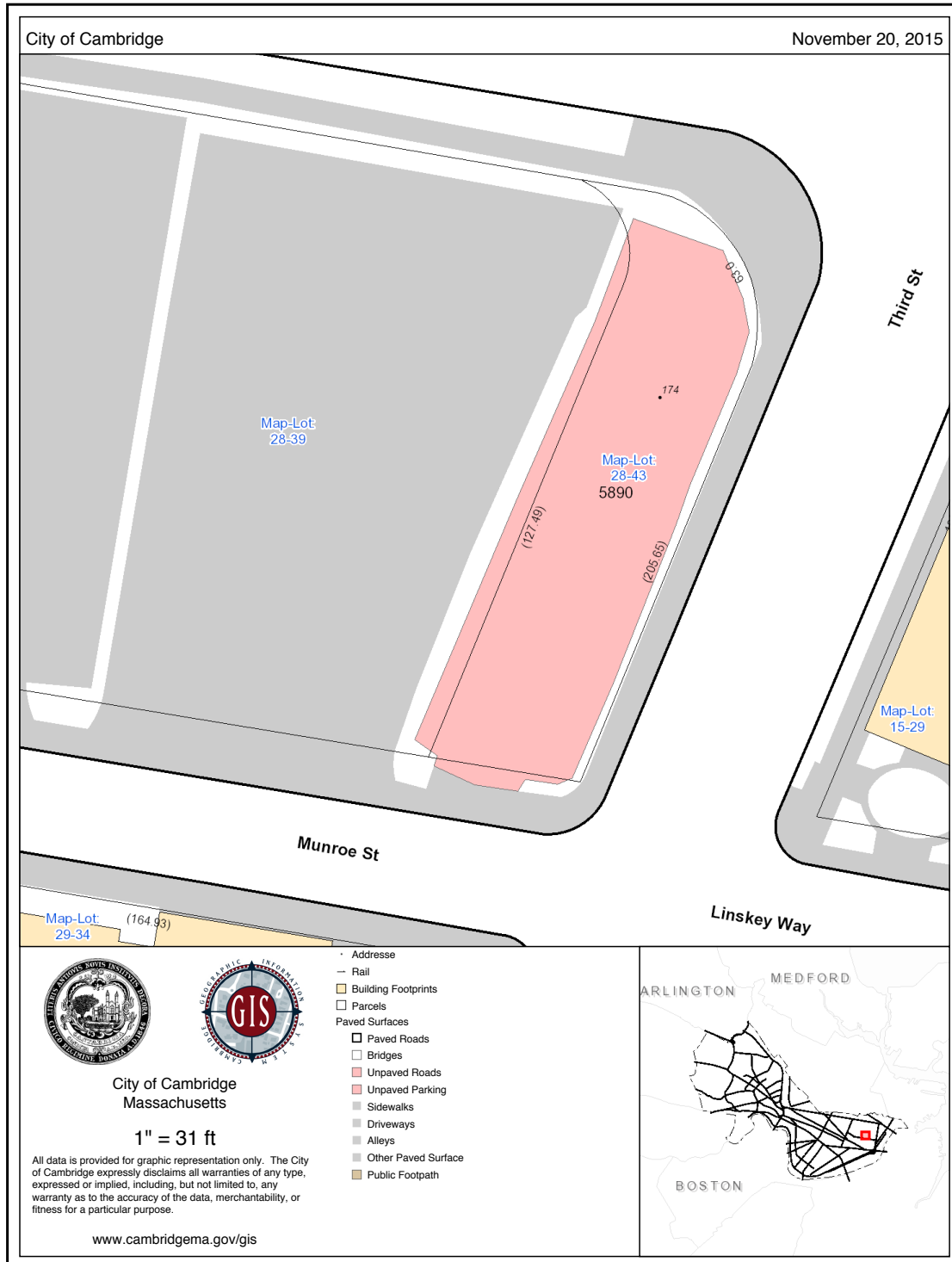
Title: _____

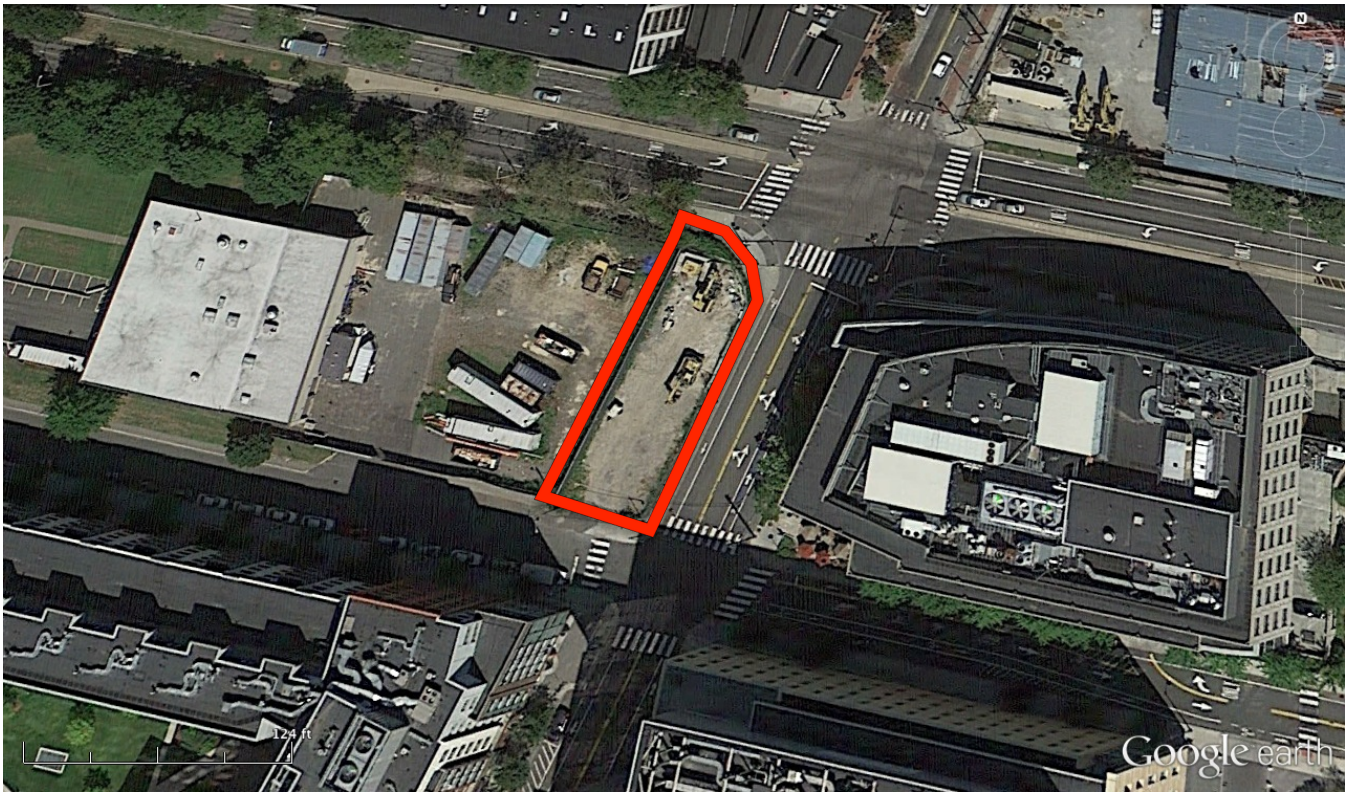
Date: _____



ATTACHMENTS:

Site Map, Photos and Plans





NOTE: Lot at corner of 3rd & Binney St



NOTE: lot to become a temporary public space 5/2016