



Commercial Lease Opportunity Request for Interest

South Waterfront Kiosk
1816 SW River Drive, Portland, Oregon 97204

\$7,000/year

Commercial Lease Opportunity with Portland Parks & Recreation

Portland Parks & Recreation (PP&R) invites interest from individuals, for-profit and non-profit organizations and businesses to submit proposals for a lease agreement at our South Waterfront Kiosk.

PP&R recognizes that an effective public-private agreement for this property has the potential to not only generate revenue, but also positively enhance the experience of park users, businesses and residents surrounding the park, as well as visitor experience in the South Waterfront area.

This Request for Interest (RFI) is encouraging and creating the competitive environment for a new agreement to be created. This RFI is designed to give all who may be interested an opportunity to suggest public-private partnerships for a lease agreement.



South Waterfront Kiosk

1816 SW River Drive
Portland, Oregon 97204

\$7,000/year minimum

(proposers may submit bid over minimum)

PP&R PROGRAM OBJECTIVE

Portland Parks & Recreation (PP&R) invites proposals for business ideas and/or programming activities for our South Waterfront Kiosk, a 210 square foot kiosk building with adjacent restroom, seating and landscaping in South Waterfront Park. The goal of this public/private partnership is to bring positive daily activity and energy to South Waterfront Park, and enhance the experience of park users, surrounding residents and businesses, as well as visitors to the waterfront area as a whole. Successful proposal must demonstrate a sound business plan with financial sustainability.

Lessee will be responsible for all operating costs, including utilities, security, and real property taxes if they are not exempt.

EVALUATION CRITERIA

This RFI requires proposers to provide the following:

- **Cover Letter** must include the following (5 points): RFI title, Name(s) of person(s) authorized to represent the Proposer in any agreement negotiations and execution, contact information (street address, phone and email addresses).
- **Business Plan** must include the following (25 points): Concise summary of the proposal and identify how proposed idea/activity will meet PP&R's program objective; Proposer's qualifications and experience; details of expected startup costs; and description of the capabilities of the Proposer including financial capacity to start and operate proposed idea/activity.
 - Proposals must demonstrate a sound business plan with financial sustainability.
 - Proposals must clearly explain how the proposed idea/activity will produce clearly defined positive financial, social, environmental and/or cultural impact to the park, and the surrounding neighborhood, and provide positive park experience.
 - Proposer must have experience and qualifications necessary to operate proposed business.

PROPOSAL EVALUATION

The successful proposer(s) shall be selected by the following process:

1. An evaluation committee will be appointed to evaluate submitted written proposals. The evaluation committee may seek outside expertise, including but not limited to input from technical advisors, to assist in evaluating proposals.
2. The committee will score the written proposals based on the information submitted according to the evaluation criteria and point factors.
3. The committee will require a minimum of 10 working days to evaluate and score the written proposals.
4. A short list of proposers may be selected for oral interviews if deemed necessary. The City reserves the right to increase or decrease the number of proposers on the short list depending on whether the proposers have a reasonable chance of being awarded a contract.

PP&R reserves the right to approve one or multiple proposals with compatible uses/activities. Following the proposal evaluation, PP&R may select one of these options:

1. Approval of one or multiple proposals and enter into negotiations; lease for South Waterfront Kiosk will begin on June 1, 2017
2. Request additional information from the proposer(s); or
3. Reject the proposal(s).

Proposals are due not later than **April 14, 2017** (*PP&R reserves the right to extend RFI period. If extension is issued, all submitted proposals will have the opportunity to use this extra time to update their proposals if they desire.*)

Proposals submitted will be no more than 5 pages. Please submit one electronic copy to the PP&R contact listed below by **April 14, 2017**.

PP&R CONTACT

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