



CITY OF COSTA MESA

77 Fair Drive
Costa Mesa, CA 92626

Agenda Report

File #: 26-120

Meeting Date: 2/17/2026

TITLE:

APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT WITH BRACKEN'S KITCHEN FOR KITCHEN OPERATIONS AT THE BRIDGE SHELTER

DEPARTMENT: CITY MANAGER OFFICE

PRESENTED BY: NATE ROBBINS, NEIGHBORHOOD IMPROVEMENT MANAGER

CONTACT INFORMATION: NATE ROBBINS, 714-754-5274

RECOMMENDATION:

Staff recommends the City Council:

1. Approve a Professional Services Agreement (PSA) with Bracken's Kitchen for Kitchen Operations at the Costa Mesa Bridge Shelter in an amount not to exceed \$492,750 annually for a term of five (5) years from April 19, 2025 to April 18, 2030.
2. Authorize the City Manager and the City Clerk to execute the agreement and any future amendments to the agreement.

BACKGROUND:

In April 2021, the City of Costa Mesa ("City") opened the Costa Mesa Bridge Shelter ("Bridge Shelter" or "Shelter"), which provides emergency housing and supportive services to Costa Mesa residents experiencing homelessness. The Shelter contains a full commercial kitchen, equipped to facilitate the production of freshly prepared meals for individuals residing at the facility. The kitchen was initially run by City staff and then transitioned to having meals cooked offsite and delivered fresh daily.

In April 2022, the City executed an agreement with Bracken's Kitchen to provide meals and commercial kitchen management services for a maximum term of up to four (4) years. Since then, Bracken's Kitchen has exceeded the City's expectations regarding kitchen operations and has been an outstanding partner in serving the residents of the Bridge Shelter. The agreement with Bracken's Kitchen expires April 20, 2026.

ANALYSIS:

City staff released a Request for Proposals (RFP) on October 3, 2025 to elicit proposals from potential kitchen operators. As a result, the City received two (2) proposals from qualified firms: Bracken's Kitchen and Everytable. The firms were evaluated on the qualifications of key personnel, qualifications of the firm, method of approach, and cost. Below are the salient points from each proposal.

Bracken's Kitchen Proposal

- On-site culinary staff and volunteers.
- Three (3) meals per day, cooked/prepared on-site and served fresh.
- Culinary Training Program for Shelter guests interested in pursuing a career in the food industry.
- Special events including movie nights, ice cream socials, and family nights.
- Special dinner options including "Pasta Party", "Smash Burger Night", "Burgers and Brats", "Surf and Turf", and more.
- Cost is \$13.50 per person, per day, which equates to an annual not-to-exceed amount of \$492,750.
- Actual cost is based on the number of meals provided during the billing period.

Everytable Proposal

- No on-site staff or volunteers.
- Food cooked/prepared off-site and delivered daily.
- No mention of enhanced engagement opportunities such as training/certificate program(s) for Shelter guests.
- No mention of special events or alternative menu items.
- Cost is \$15.75 per person, per day, which equates to an annual not-to-exceed amount of \$520,262.
- Actual cost is based on the number of meals delivered during the billing period.

City staff reviewed both proposals and unanimously selected Bracken's Kitchen as the lowest and most qualified bidder, offering better value to the City for the proposed services. The proposed Professional Services Agreement for Kitchen Operations at the Bridge Shelter is included hereto as Attachment 1.

ALTERNATIVES:

The City Council can deny the recommendation and direct staff to seek alternative proposals.

FISCAL REVIEW:

Bracken's Kitchen is maintaining their cost of \$13.50 per person, per day, thus the City's cost to provide meals and kitchen management at the Bridge Shelter remains unchanged. Funding for this agreement is available in the Housing Authority Fund (Fund 222) and in the Behavioral Health Fund (Fund 229).

LEGAL REVIEW:

The City Attorney's Office has reviewed this report and approves it as to form.

CITY COUNCIL GOALS AND PRIORITIES:

This item supports City Council goals:

- Diversify, stabilize and increase housing to reflect community needs.
- Strengthen the public's safety and improve the quality of life.

CONCLUSION:

Staff recommends the City Council:

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2. Authorize the City Manager and the City Clerk to execute the agreement and any future authorized amendments to the agreement.