

# Request for Proposal (RFP)

**Project Title:** Architect for The Arroyo Viejo Food Hub Development

**Issuing Organization:** The Black Cultural Zone (BCZ)

**Date Issued:** September 28, 2024

**Proposal Submission Deadline:** October 18, 2024

## Project Overview:

The Black Cultural Zone (BCZ) is seeking a qualified architect to design the renovation of two existing rooms at the Arroyo Viejo Recreation Center into a food hub. This food hub will include a commercial kitchen and food storage facilities, serving as a cornerstone for a circular food economy in the East Oakland Community. The architect will be responsible for the overall design, ensuring compliance with building codes and regulations and coordinating with a kitchen design consultant.

## Scope of Work:

- Conduct a Program Workshop with BCZ to develop the food hub's program design and operational model.
- Develop program design goals, offerings, and requirements to inform building Mechanical, Electrical, and Plumbing (MEP) systems.
- Create technical recommendations for building systems, including HVAC, cold storage, water, power, gas, grease management, trash disposal, and flooring.
- In collaboration with the kitchen design consultant, develop a design concept and comprehensive design services for the food hub facilities, including the commercial kitchen.
- Prepare schematic design drawings with MEP requirements for permitting purposes.
- Assist with operator/end-user equipment selection and review in coordination with the kitchen design consultant.
- Prepare design development submittals and coordinate with relevant parties, including the kitchen design consultant.
- Create construction documents, including final equipment plans (provided by the kitchen design consultant), building conditions plans, plumbing/electrical connection plans, dimensioned floor penetrations and rough-ins, specifications for materials and finishes, food service equipment elevations/sections, standard fabrication details, and supplemental drawings.
- Provide equipment estimates of probable costs (provided by the kitchen design consultant) and assist with regulatory agency reviews.

- Offer bid assistance review and coordinate with the selected contractor.
- Conduct food service shop drawing reviews, responded to requests for information, performed site inspections, and prepared record drawings.

### **Proposal Requirements:**

Please submit proposals that include the following:

- **Company Overview:** Provide a brief history of your firm, emphasizing experience with similar projects, particularly in community-driven development and food-related infrastructure.
- **Design Approach:** Describe your design philosophy and how you will address the renovation challenges, ensure compliance with all codes and regulations, and collaborate effectively with the kitchen design consultant.
- **Project Timeline:** Include a proposed schedule for stakeholder meetings, design phases, permitting, and engagement with the selected contractor.
- **Cost Estimate:** Provide a detailed breakdown of your architectural fees, anticipated materials costs, and other associated expenses.
- **Team Composition:** List your project team members, including their roles and relevant experience with similar projects.
- **References:** Include at least three references from previous clients with similar projects.
- **Portfolio:** Include examples of past projects, particularly those involving food hubs or commercial kitchens.

### **Evaluation Criteria:**

Proposals will be evaluated based on the following criteria:

- Relevant Experience (30%): Experience with community-focused and food infrastructure projects.
- Design and Approach (30%): Creativity, practicality, and alignment with project objectives, as well as the ability to collaborate effectively with the kitchen design consultant.
- Cost Competitiveness (20%): Value for money in the context of the project budget.
- Timeline (10%): Ability to meet the project's schedule.
- References (10%): Quality of previous work as demonstrated by references.

### **Submission Instructions:**

Please submit your proposals by 11:59 pm on October 18, 2024, to the following email addresses: [carloyn@blackculturalzone.org](mailto:carloyn@blackculturalzone.org), [bczcdc\\_cre@blackculturalzone.org](mailto:bczcdc_cre@blackculturalzone.org), and [hilary@nicjr.org](mailto:hilary@nicjr.org). All questions regarding this RFP can be directed to Hilary Bass: [hilary@nicjr.org](mailto:hilary@nicjr.org).

### **10. Terms and Conditions:**

BCZ reserves the right to accept or reject any and all proposals. Vendors are responsible for all costs incurred in preparing their proposals. The selected firm will be required to enter into a formal contract before the commencement of work.