

Request for Proposal (RFP)

Project Title: Kitchen Design Consultant 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 kitchen design consultant to collaborate with a selected architect to develop a commercial kitchen within the Arroyo Viejo Food Hub. The kitchen will support local small businesses, food entrepreneurs, and community food security initiatives in East Oakland.

Scope of Work:

- Work collaboratively with the architect to develop the kitchen design within the overall framework of the food hub project.
- Conduct a needs assessment to understand the specific requirements of the target user groups, including local businesses, food entrepreneurs, and community organizations.
- Develop a functional layout for the kitchen, considering workflow, equipment placement, and safety regulations.
- Select appropriate kitchen equipment, considering budget, energy efficiency, durability, and compliance with health and safety standards.
- Prepare detailed kitchen design drawings, including floor plans, elevations, and equipment specifications.
- Assist with developing construction documents, including materials, finishes, and equipment specifications.
- Support during the construction phase, including reviewing shop drawings, conducting site visits, and addressing design-related issues.
- Develop a kitchen operations manual, including equipment maintenance, cleaning, and safety procedures guidelines.

Proposal Requirements:

Please submit proposals that include the following:

- **Company Overview:** Provide a brief history of your firm, emphasizing experience with commercial kitchen design projects.
- **Design Approach:** Describe your design philosophy and how you will collaborate with the architect to create a functional and efficient kitchen space.
- **Equipment Selection:** Outline your process for selecting kitchen equipment that meets the project's needs and budget.
- **References:** Include at least three references from previous clients with similar projects.
- **Portfolio:** Include examples of past kitchen design projects, highlighting your expertise in layout, equipment selection, and code compliance.

Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

- Relevant Experience (30%): Demonstrated experience with commercial kitchen design projects.
- Design Approach (30%): Creativity, practicality, and alignment with project objectives.
- Equipment Selection (20%): Knowledge of kitchen equipment and ability to select appropriate options.
- References (10%): Quality of previous work as demonstrated by references.
- Portfolio (10%): Quality and relevance of past kitchen design projects.

Submission Instructions:

Please submit your proposals by 11:59 pm on October 18, 2024, to the following email addressed: bczcdc_cre@blackculturalzone.org, carloyn@blackculturalzone.org, and hilary@nicjr.org. All questions regarding this RFP can be directed to Hilary Bass: hilary@nicjr.org

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 prior to the commencement of work.