



of Carpinteria

KITCHEN RENOVATION PROJECT

REQUEST FOR PROPOSAL

For

ARCHITECTURAL SERVICES

RFP RELEASE DATE: August 25, 2023

RFP CLOSE DATE: September 8, 2023 6:00pm

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1.0 INTRODUCTION

1.1 Project Overview

Girls Inc. of Carpinteria was awarded a Community Development Block Grant through the County of Santa Barbara to renovate and reimagine their commercial kitchen / multi-purpose space located within their facility.

We are looking to create a space that is aesthetically pleasing, ties into the agricultural look of the facility, and creates a highly functional space for adults and youth alike.

In addition, we are looking to create an innovative and sustainable space that lends itself to the many program opportunities that are currently available and may be available in the future.

Currently, the space is utilized to complete the following activities:

- Prepare and distribute snacks twice daily for up to 100 youth
- Collect, process, and distribute 3500 pounds of food per month through the food rescue program and subsequent food pantry
- Prepare, cook/warm, and distribute monthly dinners for up to 100 participants
- Hold weekly cooking lessons for youth
- Utilized as a staging warming area for facility events (internal & external participants)

About the space: The space was designed and built in 1994 and has not been updated. Products are dated and low efficiency. The space size is 24 x 24 approximately 575 sq. feet.

1.2 Project Team

Girls Inc. of Carpinteria: Jamie Collins, Executive Director
Gloria Flores, HR & Operations Director
Darrell Brown, Facilities Specialist

Project Manager: T.B.D.

Advisory Committee: Lori Pearce, Board Member
Chris Jacobs, Board Member
Hallie Greene, Committee Member
Carly Bass, Committee Member

The successful Proponent will contract directly with Girls Inc. of Carpinteria

1.3 Proposed Project Schedule

The project schedule was developed by Girls Inc. of Carpinteria and the County of Santa Barbara to meet the needs as outlined by the grant.

Item	Milestone	Completion Date
A	Funding Available for Project	August 2023
B	Advertise and Obtain Competitive Design Bids	August 2023
C	Design Contract Award	September 2023
D	Advertise and Obtain Competitive Construction Bids	November 2023
E	Construction Contract Award	December 2023
F	Construction Begins	January 2024
G	50% Complete	April 2024
H	Project Completion	June 2024
I	Final Billing Submitted	June 2024

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Introduction

- Building to reasonable environmental sustainability standards
- Total Project cost is estimated to be \$300,000, includes \$15,000 for architectural design services
- All materials and supplies will be provided by a General Contractor pursuant to a fixed-priced contract

2.2 Proposed Schedule of Events

The following dates (subject to change) apply to the Request for Proposal:

- Date of RFP: August 25, 2023
- Date and time when Proposal is due: September 8, 2023 6:00pm
- Commencement date of services (on or about): September 25, 2023

2.3 Inquiries and Changes

Questions regarding the response to the RFP as well as all other questions and inquiries relating to this project and/or Girls Inc. of Carpinteria shall be directed to:

Jamie Collins
Girls Inc. of Carpinteria
5315 Foothill Road
Carpinteria, CA 93013
Direct: 805-318-1700
E-mail: jamie@girlsinc-carp.org

Proposal inquiries may be submitted via e-mail or telephone.

Girls Inc. of Carpinteria reserves the right to modify or change the content of this document prior to the date the proposals are due.

Contact is restricted to the person(s) listed above. Contact with individuals other than listed may result in Proposal disqualification.

2.4 Submission Requirements

2.4.1 Proposal Submission

Proposals shall be submitted via email to:
Jamie Collins, jamie@girlsinc-carp.org

Time and effort to prepare and present proposal is solely the responsibility of the applicant. There will be no obligation by Girls Inc. of Carpinteria to reimburse the applicant for submittal expenses.

2.4.2 Minimum Qualifications

Applicants and key team members must be licensed to practice architecture in the State of California.

Applicant must be experienced in institutional design including food-preparation facilities with values over \$250,000.

2.4.3 Form of Proposal

Proposals are not to exceed 5 pages.

- 2.4.3.1 Include Firm overview, background, and values.
- 2.4.3.2 Include a description of key team members and a brief resume including any related experience.
- 2.4.3.3 Include description of three (3) current and related projects including project cost.
- 2.4.3.4 Include a statement illustrating understanding project and project bid proposal.
- 2.4.3.5 Include a statement describing design approach, project management, cost control, schedule, quality control, and building efficiency.

2.5 Evaluation Criteria

The proposals and interviews will be evaluated on the following basis. The same criteria will be applied in assessing the proposal and the interview. Proponent scores after interviews will assess both the proposal and the interview and will be used to select the successful consultant.

Item Description	Maximum Points	Proponent Score
Firm: overview, background, values	15	
Individual Team Members assigned to the project: related project experience, expertise and compatibility	20	
Directly Related Project Experience	20	
Understanding of the Project and GIC's Goals	15	
Design Approach	20	
Project Management Methodology: cost, schedule and quality control	10	
TOTAL	100	

3.0 SCOPE OF SERVICES

3.1 Basic Services

The following are the Basic Services to be provided on the project and to be reimbursed by the fee quoted:

- 3.1.1 Architecture and Kitchen Design with coordination of other

professional design services as recommended.

- 3.1.2 The full scope of architectural prime consultant services necessary to achieve the “project description” is to be included in the project. At its sole discretion, Girls Inc. of Carpinteria may choose to engage the successful proponent to provide services on future phases of the project.

4.0 CONSTRUCTION COST ESTIMATING

Construction cost estimating will be provided by Project Manager. The Architect will provide information to support the estimating process and will be responsible to work with the project team to align current estimates with the Girls Inc. of Carpinteria’s budget at each project milestone.

5.0 FEE STRUCTURE

- A Fee for Basic Services
- Fixed Fees for Identified Additional Services
- Hourly Rate Structure applicable to Additional services to be reimbursed on a time basis.

6.0 DISBURSEMENTS

- Monthly as a percentage of completion

7.0 FORM OF AGREEMENT

- Mutually agreed upon written contract