



Community Health & Wellness Center
REQUEST FOR PROPOSALS

ARCHITECTURAL SERVICES FOR THE
RENOVATION AND DEVELOPMENT OF A
MULTIPURPOSE ROOM AND DEMONSTRATION KITCHEN

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**REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES FOR THE
RENOVATION AND DEVELOPMENT OF A MULTIPURPOSE ROOM AND
DEMONSTRATION KITCHEN IN A COMMUNITY HEALTH & WELLNESS
CENTER**

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SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Proposal (“RFP”) is to identify an Architectural firm to provide design and engineering services consistent with the scope of work outlined in this document, to the Fallbrook Regional Health District (District”), a public agency that serves the communities of Fallbrook, De Luz, Rainbow, and Bonsall.

1.2 Fallbrook Regional Health District Overview

The Fallbrook Regional Health District (FRHD) is a dynamic public agency serving nearly 60,000 residents of Fallbrook, De Luz, Rainbow and Bonsall. By directing resources to community nonprofits and engaging highly skilled staff, partners and passionate volunteers the Fallbrook Regional Health District endeavors to offer health and wellness services to our served communities. FRHD strives to develop programs and services that meet our mission; such that, the Community Health and Wellness Center (“the Center”) is a pivotal component of this mission.

The Community Health and Wellness Center is being designed to offer programs and services within the area that address health concerns associated with poor lifestyle activities; specifically, the Center is focusing on Diabetes prevention and management, nutrition education, addressing the root causes of obesity and hypertension. Pandemic stressors also highlighted the need for mental health services and ability for social connectedness. Thus, the Center is a community focal point for all things health and wellness. Through our partnered grantees and District sponsored services, the Center will be work to address health needs and offer a welcoming gathering space for the community.

1.3 Contact Point and Issuing Office

The sole point of contact for questions or additional information is:

Rachel Mason, Chief Executive Officer
Fallbrook Regional Health District
138 S. Brandon Road
Fallbrook, CA 92028
RMason@FallbrookHealth.org 760.731.9187

All responses to this RFP must be delivered to the point of contact shown above. All questions and request for additional information must be in writing and received through the point of contact shown above (email is acceptable and preferred). Pre-submission site visits are encouraged and will be available during the week of March 11 -15.

A response to this Request for Proposal is due on or before Monday, April 1, 2024.

SECTION 2: SCOPE OF SERVICES

2.1 Scope of Work

Fallbrook Regional Health District seeks to identify an architectural firm who can provide design through construction services for the renovation of the Center’s - Building A, Multipurpose Room 2.

Building A - Multipurpose Room 2: Currently this space consists of a small office, the mechanical/maintenance room, two restrooms (one women/one men), a large open meeting space, and a small kitchenette. The original use of this space was as a church fellowship hall and kitchen facility (2,110 square foot). See Exhibit 1

The redesign of this space – see conceptual drawing in Exhibit 2 – will involve increasing the footprint of the space to allow for a demonstration kitchen, relocating the restrooms and mechanical rooms, and creating a more functional multipurpose classroom that integrates with the demonstration kitchen.

Building A – Multipurpose Room 1 is not within the current scope.

SECTION 3: GENERAL INFORMATION

This RFP will provide insights and guidance for the FRHD Board of Directors to use in their decision making as they determine their selection.

3.1 Qualifications and Experience of Firm

The Architect shall provide information on their business, referencing applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. Information on education, training, certification, awards, etc. for individual employees of the firm may be supplied.

The Architect shall provide information on any similar projects engaged with in the last three years.

SECTION 4: CRITERIA FOR EVALUATION OF PROPOSALS

4.1 Evaluation Criteria & Next Steps

The FRHD Chief Executive Officer and designated staff will review the responses for completeness prior to review from the Facilities committee of the Board of Directors. Responses will be received and evaluated on the understanding that the Architect accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by marketing and/or technical representatives. This responsibility extends to verbal marketing commitments, vendor literature and claims of the capacity and ability of the proposed Architect and its representatives to meet the specified scope contained in this RFP.

The evaluation of Responses will include, but may not be limited to, the items listed in this RFP. Additional significant consideration will be given to the quality and comprehensiveness of each Architect's response to this RFP and to the hourly rate schedule submitted. FRHD reserves the right to withdraw or cancel this RFP at its own discretion. FRHD also reserves the right to reject any and all responses resulting from this solicitation. FRHD reserves the right to obtain any information from any lawful source regarding past business history and practices and the ability of Architect to supply desired professional services that FRHD has a right to expect from an Architect with a good reputation. Such information may be taken into consideration in evaluating the responses.

EXHIBIT 1
Existing layout of Multipurpose Room 2

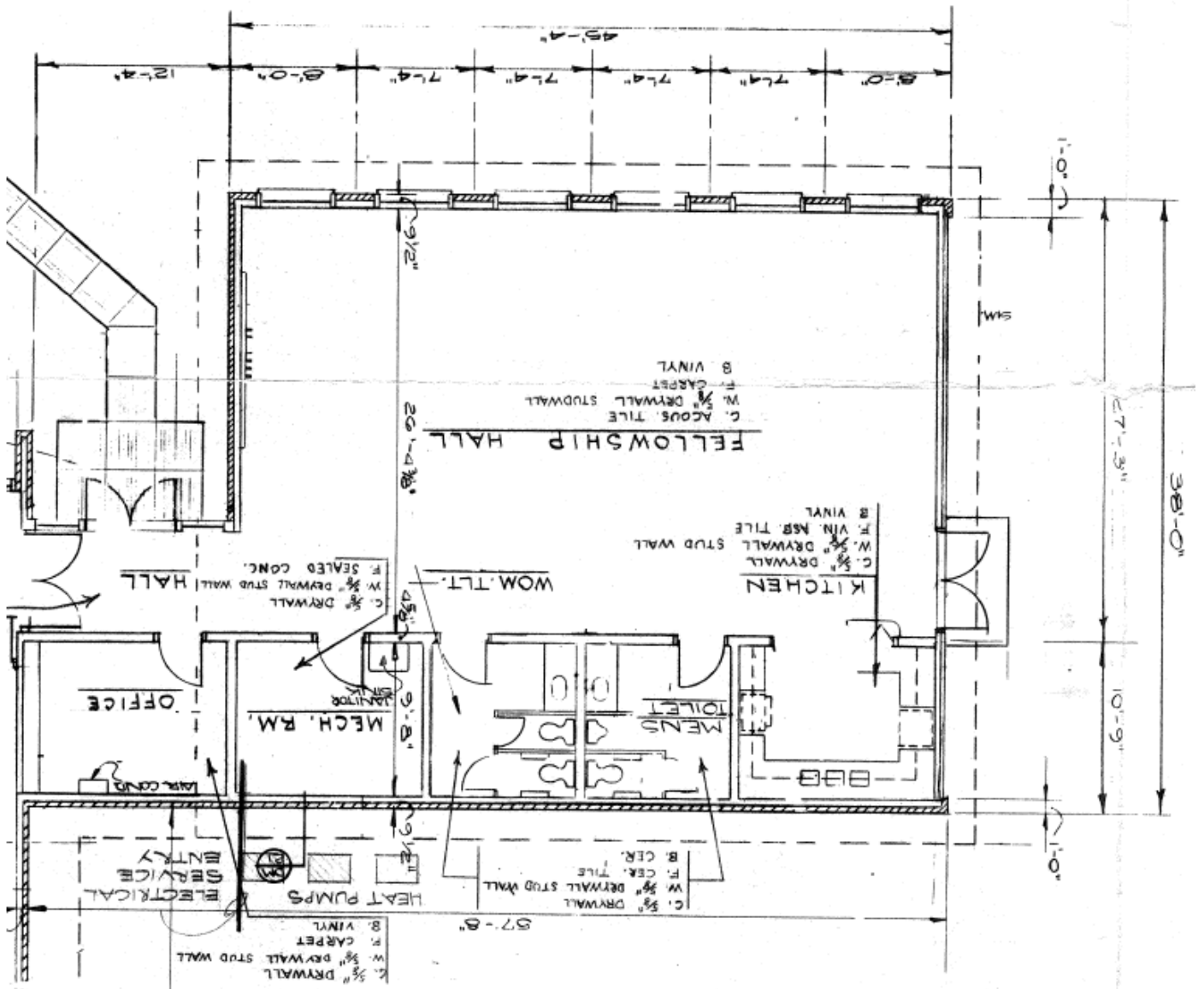


EXHIBIT 2

Conceptual design of renovated Multipurpose Room 2

