



REQUEST FOR PROPOSALS CONSTRUCTION MANAGEMENT SERVICES

Project Name: Culinary Impact Center | 2250 4th Avenue, San Diego, CA 92101 | APN 533-196-14-00
Funded in part by the City of San Diego FY 2027 Community Development Block Grant (CDBG) Program

Advertisement / Issue Date: September 14, 2026

Sealed Bids Due AND Publicly Opened: September 30, 2026 1:00 p.m. (Pacific)

Bid Opening Location: Public bid opening will be conducted via Microsoft Teams. Meeting link:

<https://teams.microsoft.com/meet/21658359505336?p=lraWiitxkw24atEb0c>

Submit To: Sealed bids submitted by email only to natalia@kitchensforgood.org — see Section 5 for required subject line and format

Posted at: <https://rfp.kitchensforgood.org>

1. Introduction and Background

Kitchens for Good, Inc. (“KFG”), a California nonprofit corporation, requests sealed bids from qualified firms to provide third-party construction management (CM) services for the rehabilitation, structural retrofit, and commercial kitchen build-out of the Culinary Impact Center located at 2250 4th Avenue, San Diego, CA 92101 (APN 533-196-14-00). Since this is a request for sealed bids, contractors are encouraged to submit their best and final offers, as there will be no negotiation on price.

The project is funded in part by a Community Development Block Grant (CDBG) award from the City of San Diego (FY 2027), with additional leveraged funds. This procurement is conducted in accordance with the federal procurement standards at 2 CFR 200.318 through 200.327, the City of San Diego FY 2027 CDBG Operating Manual, KFG's executed CDBG Subrecipient Agreement, and KFG's procurement policies.

This is a formal, publicly advertised sealed bid procurement. Award is subject to approval by the KFG Board of Directors. The advertisement, bid submission, bid opening, and protest procedures are described in Section 8 of this RFP.

2. Project Description

The project consists of three components, to be constructed by a general contractor (GC) selected by KFG through a separate competitive sealed bid process:

- **Component A — Structural enhancements:** based on the Feasibility Study prepared by Coffman Engineers, Inc. (CEI Project No. 261200, dated August 7, 2026), the proposed occupancy changes and kitchen/food-service loading at the ground floor and basement levels require structural upgrades to comply with the California Existing Building Code (CEBC) and current seismic standards. The complete Feasibility Study is attached to this RFP as Appendix 1 and is incorporated herein by reference.
- **Component B — Critical building repairs:** correction of deficiencies identified in the Davidson Inspection building inspection report (File #25-1571) (Appendix 2) and the Johnson Controls fire and emergency inspection report (September 29, 2025) (Appendix 3), and elevator repair and recertification work, anticipated to be performed by a specialty subcontractor, including roof replacement, waterproofing and drainage corrections, plumbing and wastewater repairs, electrical safety corrections, HVAC replacement, and fire alarm battery replacement.

- **Component C — Commercial kitchen build-out:** build-out of basement and main-level foodservice training facilities (bakery, café, prep and dishwashing areas, walk-in cooler/freezer, classrooms, and entrepreneur storage) per the Orness Design Group design development set dated June 2, 2026. **NOTE:** after the engineers conducted their feasibility study, it was determined that the hoods in the kitchen (and related equipment) need to be reduced by 50%, the designs do not yet reflect that change. (Appendix 4).

The scope and sequencing of the Component A structural work is closely interrelated with the Component C kitchen build-out. The CM's coordination responsibilities described in Section 3 apply equally to all three components.

An asbestos survey (ECS Environmental, Inc., PLM, October 16, 2025) (Appendix 5) detected asbestos-containing materials (ACM) in restroom mirror mastic (interior, ~8,000 sq ft, 8% Chrysotile) and roofing mastic and penetration mastic (exterior roof, ~7,250 sq ft combined, 6% Chrysotile); all are Category 1 Non-Friable ACM. Affected materials must be removed prior to demolition or renovation per the survey recommendations. The CM and GC must account for asbestos abatement sequencing in the project schedule, including coordination with the roof replacement and structural work described in Component A above. The construction cost is estimated to exceed \$250,000; the project is therefore subject to Davis-Bacon and State prevailing wages, Section 3 (24 CFR Part 75), and federal bonding requirements (2 CFR 200.325).

3. Scope of Services

The CM will serve as KFG's third-party construction manager for all phases of the project (preconstruction, construction, and postconstruction). Duties include:

1. Support KFG's sealed-bid (Invitation for Bids) process for GC selection;
2. Develop and manage the project schedule;
3. Administer construction contracts and subcontracts on KFG's behalf;
4. Monitor Davis-Bacon and State prevailing wage compliance, including certified payroll review and LCPtracker (or equivalent) administration;
5. Track and report Section 3 (24 CFR Part 75) labor-hour compliance against HUD benchmarks;
6. Supervise and observe daily on-site construction activity; maintain daily labor logs;
7. Review and enforce project-specific safety plans;
8. Review schedules of values, monthly billing, and reimbursement requests; process change orders per CDBG procedures;
9. Provide site photos and monthly progress reports; coordinate with the City's Community Development Project Manager;
10. Coordinate pre-construction meetings and required CDBG documentation (LCPtracker authorization, Pre-Construction Meeting Form);
11. Coordinate permitting with the GC and applicable authorities (Development Services Department, SDG&E, Fire-Rescue, County DEH, elevator authority); maintain a permit log;
12. Manage submittals and RFIs; maintain logs and track review turnaround times;
13. Coordinate structural retrofit sequencing with the structural engineer of record, consistent with the Coffman Feasibility Study (Appendix 1);
14. Coordinate asbestos abatement sequencing consistent with the ECS PLM survey (Appendix 5);
15. Facilitate Owner-Architect-Contractor (OAC) meetings; prepare and distribute minutes;
16. Collect and verify lien waivers with each progress payment and at final completion;
17. Administer project closeout, punch list, Notice of Completion, and CDBG closeout documentation, including warranties, O&M manuals, and as-builts.

4. Contract Amount, Term, and Fee

- The CM fee shall be a firm fixed price for all services described in Section 3, proposed by the respondent, with a breakdown by phase (preconstruction / construction / closeout) and a fully loaded hourly rate schedule for any additional services outside the defined Scope of Services.
- **Percentage-of-construction-cost and cost-plus-a-percentage-of-cost fee structures are prohibited** under the City of San Diego FY 2027 CDBG Operating Manual and will not be accepted.
- Anticipated term: November 2026 through project closeout (estimated September 2027).
- The contract will be a firm fixed-price professional services agreement in the amount of the awarded bid.
- Award is contingent upon KFG Board of Directors approval and, where applicable, review by the City of San Diego's designated Community Development Project Manager.

5. Bid Submission Requirements

Bids must be submitted by email to natalia@kitchensforgood.org as a single PDF attachment, with the subject line "SEALED BID — Construction Management Services — Culinary Impact Center," no later than the bid due date and time stated on the cover page and in Section 8. Submitted bids will not be opened, reviewed, or acknowledged until the public bid opening described in Section 8. Late bids will not be accepted. Bids must include:

1. Firm name, address, contact information, federal UEI number (if available), and California contractor or professional license number(s), as applicable;
2. A firm fixed price for CM services as described in Section 4, broken down by phase (preconstruction / construction / closeout), with a fully loaded hourly rate schedule for services outside the defined scope;
3. **Firm Qualifications and Experience.** KFG places significant weight on demonstrated, directly relevant experience. Respondents must provide:
 - A narrative describing the firm's history, organizational structure, and areas of CM specialization;
 - A minimum of three (3) comparable completed projects for which the firm served as construction manager (not GC) on projects of similar scope, complexity, and regulatory environment. For each project, provide:
 - Project name, owner, location, and final construction cost;
 - Type of facility (commercial kitchen, food service, mixed-use, or comparable);
 - Services performed and the firm's specific role;
 - Regulatory frameworks administered (CDBG/HUD, Davis-Bacon, prevailing wage, Section 3, ADA, health department);
 - Scheduled vs. actual completion date (explain any variance);
 - Owner reference contact (name, title, phone, email) — references will be contacted;
 - Specific CDBG or HUD-funded project experience: identify each comparable project that involved CDBG, HOME, or other HUD federal funding, Davis-Bacon and State prevailing wage monitoring, LCPtracker (or equivalent certified payroll system) administration, and Section 3 reporting. As set forth in Section 6 of this RFP, at least three (3) such projects are a minimum qualification for eligibility — bids that do not demonstrate this experience will be deemed non-responsive.
 - Commercial kitchen / food service experience: identify comparable projects involving commercial kitchen build-out, health department approvals, or foodservice equipment coordination.
4. **References.** Three (3) client references for comparable, recently completed CM engagements (within the last five years), including:
 - Owner's name, title, organization, telephone, and email;
 - Project name, location, and construction value;

- Nature of CM services provided. KFG will contact all references provided. Respondents should notify their references that KFG may contact them.
5. Names, roles, and resumes of key personnel to be assigned, including the proposed on-site construction manager;
6. **Schedule Commitment.** A signed statement by a firm principal confirming:
- The firm's ability and willingness to commence services upon contract execution and within the project schedule set forth in Section 8 of this RFP;
 - The proposed on-site construction manager and other key personnel will be available and dedicated to this project as described in the bid;
 - The firm understands and accepts the project milestone schedule set forth in Section 8 of this RFP.
7. **Proposed Approach.** Respondents must describe their proposed approach to this project's specific scope, challenges, and regulatory environment, addressing at a minimum:
- Preconstruction services: approach to GC bid package review, pre-bid conference, bid evaluation, and award recommendation;
 - Construction-phase oversight: methodology for daily on-site observation, labor compliance monitoring, OAC meeting facilitation, RFI and submittal management, and schedule control;
 - Structural retrofit and asbestos abatement coordination: proposed sequencing approach for the Component A structural enhancement work described in Section 2, consistent with the Coffman Engineers Feasibility Study (August 7, 2026), and for asbestos abatement consistent with the ECS Environmental PLM survey findings;
 - Davis-Bacon and prevailing wage compliance: specific experience with LCPTracker (or equivalent), certified payroll review, and resolution of compliance deficiencies;
 - Section 3 compliance: approach to tracking Section 3 Worker hours, documenting compliance, and preparing HUD-required reports;
 - Change order management: process for evaluating, documenting, and obtaining KFG and City approval for changes to the GC contract, in accordance with CDBG change-order procedures;
 - Closeout: approach to punch list administration, lien waiver collection, Notice of Completion, and CDBG documentation closeout.
8. A signed certification that the firm and its principals are not debarred, suspended, or excluded from participation in federal or State programs (SAM.gov and California DIR);
9. A signed conflict-of-interest disclosure and certification;
10. Evidence of insurability for the minimum coverages described in Section 9;
11. California Department of Industrial Relations (DIR) public works contractor registration number, if the firm will perform work requiring registration.

6. Minimum Qualifications Threshold (Pass/Fail)

To be considered for evaluation, a respondent must satisfy ALL of the following minimum qualifications. Bids that fail to demonstrate any of the following criteria will be deemed non-responsive and will not be scored or considered further, regardless of price:

Minimum Requirement	Met?	Reference
Firm has served as CM (not GC) on a minimum of three (3) completed construction projects with a construction value of \$500,000 or more each	Yes / No	Section 5(3)
At least three (3) completed projects involved CDBG or other HUD federal funding	Yes / No	Section 5(3)

Firm demonstrates verifiable experience with Davis-Bacon and State prevailing wage monitoring and LCPtracker (or equivalent)	Yes / No	Section 5(3)
Firm demonstrates verifiable experience with Section 3 (24 CFR Part 75) reporting	Yes / No	Section 5(3)
Proposed on-site CM has minimum five (5) years of verifiable commercial construction management experience	Yes / No	Section 5(5)
Firm and principals are not debarred or suspended (confirmed via SAM.gov and CA DIR)	Yes / No	Section 5(8)
Firm can evidence insurability at the minimum coverages required in Section 9	Yes / No	Section 5(10)

Firms that do not demonstrate specific, verifiable CDBG or HUD-funded construction management experience, including Davis-Bacon prevailing wage monitoring, LCPtracker (or equivalent), and Section 3 compliance, will be deemed ineligible.

7. Bid Evaluation and Award

KFG will first review each bid for responsiveness and completeness, then apply the Minimum Qualifications Threshold in Section 6. Bids that do not satisfy every minimum qualification will be deemed non-responsive and will not be considered further, regardless of price.

Among bids that satisfy all minimum qualifications, KFG will confirm bidder responsibility — including debarment/suspension status, insurance, and licensing — consistent with the Contractor Responsibility Checklist in the City's CDBG Operating Manual, and will award to the lowest responsive and responsible bidder, subject to approval by the KFG Board of Directors recorded in meeting minutes.

KFG reserves the right to reject any or all bids, to waive minor informalities that do not affect price, qualification, or fair competition, and to re-advertise if adequate competition is not achieved (fewer than two responsive bids received).

8. Bid Advertisement, Schedule, and Bid Opening Procedures

This RFP will be advertised for a minimum of five (5) business days in the San Diego Daily Transcript, beginning at least ten (10) calendar days before the bid due date, and posted on KFG's procurement webpage for the full advertising period.

Milestone	Date
Request for Proposal published	September 14, 2026
Deadline for written questions — Round 1 (email to natalia@kitchensforgood.org)	Friday, September 18, 2026 at 5:00 p.m. (Pacific)
Written addendum with Round 1 answers issued to all known bidders and posted to KFG procurement webpage	Monday, September 21, 2026
Deadline for written questions — Round 2 (email to natalia@kitchensforgood.org)	Friday, September 25, 2026 at 5:00 p.m. (Pacific)
Written addendum with Round 2 answers issued to all known bidders and posted to KFG procurement webpage	Monday, September 28, 2026

Sealed bids due AND publicly opened (same date and time)	September 30, 2026 at 1:00 p.m. (Pacific)
Protest period (10 calendar days following bid opening)	October 1 through October 10, 2026
Responsibility and minimum-qualifications review; debarment verification; conflict-of-interest review	October 1 through October 10, 2026
KFG Board approval and award announcement	October 15, 2026
Desired contract start date	November 1, 2026

Bid Opening Procedures. Bid emails received before the bid due date and time will remain unopened until the public bid opening, conducted at the date and time stated above via a Microsoft Teams meeting; the meeting link will be published on the cover page of this RFP and on KFG's procurement webpage. At the bid opening, KFG will open each timely-submitted bid and maintain a written bid register recording the bidder's name and total bid amount for each. The bid opening will be limited to the public opening and recording of bids — no evaluation of responsiveness, qualifications, or responsibility will occur at the bid opening; that review follows under Sections 6 and 7.

Protest Period. A ten (10) calendar day protest period begins the day following the public bid opening. Any protest must be submitted in writing to Natalia Moussa at natalia@kitchensforgood.org within that period and must state the specific grounds for the protest. KFG will not take further action to award the contract until the protest period has closed and any timely protest has been resolved.

If fewer than two (2) responsive bids are received, KFG will document the solicitation effort and consult with the City's Community Development Project Manager before proceeding, consistent with CDBG inadequate-competition procedures.

9. Federal, State, and City Requirements

- This procurement and contract are subject to 2 CFR 200.318–200.327 and the City of San Diego FY 2027 CDBG Operating Manual.
- The CM shall comply with all applicable EEO and nondiscrimination laws.
- KFG will verify before award that the selected firm and its principals are not listed on SAM.gov exclusions or the CA DIR debarment list.
- The selected firm must hold a City of San Diego Business Tax Certificate prior to contract execution.
- Insurance minimums (insurers rated A- VI or better): Commercial General Liability \$1M/\$2M (KFG and the City as additional insureds, primary and non-contributory); Automobile Liability \$1M CSL; Workers' Compensation statutory limits with waiver of subrogation; Professional Liability (E&O) \$1M/\$2M. City of San Diego named as certificate holder.
- Project records will be retained and made available to KFG, the City, HUD, and the Comptroller General as required.

10. Key Contract Terms — Notice to Respondents

The following provisions will be incorporated into the CM services agreement. A complete draft is available upon request.

- **Key Personnel Continuity:** assigned personnel remain for the project's full duration; substitutions require KFG's prior written approval.
- **Performance Milestones:** CM maintains a KFG-approved schedule and must notify KFG in writing within 3 business days of any likely delay.

- **Right to Audit:** KFG, the City, HUD, and the Comptroller General may examine CM records for 3 years from the later of final report submission or final payment and resolution of audit findings.
- **Records Retention:** CM retains all project records for the period above, or until audit findings are resolved, whichever is later.
- **Termination:** KFG may terminate for convenience (30 days' written notice) or immediately for cause; upon termination for cause, the CM is compensated only for work satisfactorily performed.
- **Subcontracting:** requires KFG's prior written approval; approved subcontractors are bound by the same federal requirements.
- **Federal Flow-Down:** the agreement will include all provisions required by 2 CFR Part 200 Appendix II (EEO, Clean Air Act, Davis-Bacon Act, Byrd Anti-Lobbying Amendment, applicable executive orders).

11. Questions

All questions regarding this RFP must be directed in writing to Natalia Moussa, natalia@kitchensforgood.org, by the applicable deadline stated in Section 8. Contact with other KFG staff, board members, or the City regarding this solicitation may result in disqualification.

Attachments

Appendix 1 — Coffman Engineers Feasibility Study (CEI Project No. 261200, dated August 7, 2026)

Appendix 2 — Davidson Inspection Building Inspection Report (File #25-1571)

Appendix 3 — Johnson Controls Fire and Emergency Inspection Report (September 29, 2025)

Appendix 4 — Orness Design Group Design Development Set (dated June 2, 2026) – **NOTE:** Final designs will show a 50% reduction of kitchen hoods and related equipment

Appendix 5 — ECS Environmental, Inc. Asbestos (PLM) Survey Report (October 16, 2025)