



ALAMEDA COUNTY
Community Development Agency

Request for Qualifications - Architectural Design Services for the Martinelli Event Center

**Alameda County Community Development Agency –
Economic & Civic Development Department**



RFQ issued: Monday, January 27, 2025

Site Tour: Wednesday, February 5, 2025, 10 to 11 AM

Responses due by 5 PM: Wednesday, February 26, 2025

I. Introduction

Alameda County's Economic and Civic Development Department (ECD) is soliciting responses from qualified architectural design professionals, firms or individuals ("Consultant"), to provide architectural design services for the Martinelli Event Center.

The Martinelli Event Center ("Event Center") is a County-owned property located in the East County wine region, 3585 Greenville Road in unincorporated Livermore. It was built in 2004.

The Event Center offers 6,500 square feet for local events, meetings, weddings, and other gatherings, along with 7,300 square feet of office space leased to two office tenants. The existing ~200 square foot food preparation room consists of sinks, countertops, and refrigeration, but lacks cooking or food warming capabilities. Currently, food service is provided by caterers accustomed to this limited setup.

The County is interested in exploring options for upgrading the current food preparation room to enhance the Event Center's role as a high-quality venue for public and private meetings, events, weddings, and for promoting wine tourism in East County's vibrant wine region.

II. Scope of Work

With this Request for Qualifications (RFQ), the County is seeking a Consultant to evaluate two options in an initial Phase 1:

- Option 1: Consultant will provide a proposal to prepare a detailed evaluation of work that would be needed to upgrade and renovate the current food preparation kitchen to fully support the Event Center's meetings and events. This evaluation will include a detailed design layout, list of equipment, and estimated soft and hard cost budgets to deliver an upgraded food preparation kitchen.
- Option 2: Consultant will provide a proposal to prepare a design layout, list of equipment and facility upgrades, and hard and soft cost budgets to upgrade to a full commercial kitchen with cooking and food warming capabilities. This could better serve the Event Center's hosting of meetings and events, and potentially, facilitate an expanded role for the Event Center, such as becoming a visitor center/hub for the wine-growing region, if the County were to pursue this at some future time.

The County may choose to extend the Consultant's scope to add a second phase of work. Phase 2 would entail developing construction-ready drawings, specifications, construction administration services, and all information required to meet current building code requirements for one or both of the options evaluated in the first phase of work.

Responses to this RFQ should include the Consultant's estimated cost to perform and deliver the Phase 1 scope of work, as well a projected timeframe for delivering this work.

Consultant shall possess all permits, licenses, certificates, and professional credentials necessary to perform the services specified under this RFQ.

I. RFQ Schedule & Submittal Requirements

RFQ Schedule:

Martinelli Center Site Tour: Wednesday, February 5, 2025, 10 to 11 AM (Please RSVP)

Responses Due: Wednesday, February 26, 2025, by 5 PM

Interviews with Selection Panel: Tentative, week of March 10-14, 2025

Submittal Requirements:

Responses should provide the following:

1. Transmittal Letter
2. Description of Principal/Team Providing Services
3. Description of Relevant Experience
4. Consultant(s) Estimated Cost to Perform Scope of Work
5. Consultant(s) Estimated Timeframe for Performing Scope of Work
6. Evidence of Compliance with Alameda County's Small, Local, Emerging Business Program (SLEB)
7. List of Three References

For a more detailed description of the required elements, please see [Attachment A](#).

Contact for Information:

Susan McCue
Alameda County Community Development Agency
Economic & Civic Development Department
susan.mccue@acgov.org

Electronic copies of the RFQ are available on the County's ECD website:
www.acgov.org/cda/eed.

Submittal Instructions/Deadline

E-mail submittals are due no later than **5 PM on Wednesday, February 26, 2025** to:
susan.mccue@acgov.org

II. Selection Criteria

The County will use the following criteria to evaluate responses:

- Prior experience providing high-quality architectural design services for commercial kitchens and/or food-service facilities. Experience working with local governmental agencies and/or non-profit organizations is highly desirable.
- Response demonstrates an understanding of the Scope of Work

- Ability to provide innovative and cost-effective design options and approaches that meet current building code requirements
- Ability to effectively work with local stakeholders, community groups, and elected officials
- Proven track record in meeting deadlines for deliverables
- Currently meets or could comply with the County's SLEB requirement (see Attachment A.4)

III. Selection Process:

The County may select either one preferred Consultant or a "short list" of Consultants for additional consideration. Based upon either outcome, the County expects to select a Consultant and seek Board of Supervisors' approval of a professional services agreement.

The County will be the final decision-maker regarding selection of the Consultant and it reserves the absolute right to reject any or all proposals. The County will bear no cost associated with responses.

Attachment A

Required Submittal Elements: 1-7

1. Transmittal Letter

Please include the following in the transmittal letter:

- Name, address, phone, etc. for the lead Consultant
- Contact information for the person designated as the primary contact (including phone number and e-mail address)
- Names and relationships of any additional consultants included in the response

2. Team Summary

Please provide the following information in 2 pages or less (excluding resumes).

- Describe the roles of key team members and attach resumes for staff that Consultant would assign to perform this Scope of Work. Please identify any sub-consultants or advisors that would assist the Consultant in performing the scope of work.

3. Description of Relevant Experience

Please describe relevant architectural design work for commercial kitchens and/or food service facilities performed within the prior 10 years. Please include the following:

- Descriptions and examples of relevant architectural design projects, including name of clients, scope of services provided, and key staff/team members
- Photos, renderings and presentations of relevant projects to illustrate the services provided
- Key outcomes for relevant projects

4. Consultant(s) Estimated Cost to Perform Scope of Work

- Consultant's estimated cost to perform and deliver the Phase 1 scope of work

5. Consultant(s) Estimated Timeframe for Performing Scope of Work

- Consultant's projected timeframe for delivering the Phase 1 scope of work

6. SLEB Requirement

Please provide evidence that the consultant currently meets, or has the ability to comply with, the County's SLEB requirement. More detailed information about the SLEB requirement is available at: [Alameda County's Small Local Emerging Business Program](https://www.acgov.org/sleb/index.htm)
<https://www.acgov.org/sleb/index.htm>.

7. List of Three References

Please provide three references from county, city, and/or other public agencies and/or non-profit organizations, or relevant clients ; please include names, titles, telephone numbers, and e-mail addresses for individuals who have first-hand knowledge of the service(s) provided.