



Addendum Revision

Solicitation Name	Designing Food Business Incubator and Public Food Spaces Consultant Services Q2419	Addendum Number	1	Date	06/04/24
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This addendum answers questions raised about this solicitation. Questions are generally verbatim as received. To aid in readability, the questions are in black, and the answers are in **bolded blue** following immediately below.

Q1	Project conclusion by September 1, 2024 feels fast for a project of this scale. Is the final deliverable due on September 1, 2024? Would this be a concept narrative or a fully executed concept design package?
	KCDC is looking for a concept narrative with guidance to provide to the building architects. KCDC is not expecting a fully executed design package.
Q2	Are suppliers able to propose more than one option for project and deliverables scale and schedule (i.e. shorter schedule option, longer schedule option)?
	Yes, KCDC is open to best practice suggestions.
Q3	Is there flexibility in the project conclusion date?
	As long as there are milestone deliverables throughout the process, KCDC would be open to an alternative project schedule.
Q4	We've identified the Western Heights Transformation Plan available online to use as reference for the RFP. Is this still relevant or is there an updated version you can share?
	The Transformation Plan was a conceptual development. While most of the content remains the same, one of the neighborhood components have changed slightly. The Entrepreneurship Building replaces the anchor building and will be where the food elements that are the subject of this proposal will reside. KCDC has also added components to the plan. The website https://www.transformingwestern.com/ will be updated this week and throughout the process as the project progresses.
Q5	Has there been any concept planning, demand study, and/or layouts/drawings for the space completed prior to launching this RFP? If yes, can these plans be shared with proposers?
	No.
Q6	Will the awarded supplier have access to Real Good Kitchen stakeholders for visioning and concepting discussions?
	Yes.
Q7	Is the incubator kitchen intended to be utilized by food businesses making retail food products and/or food businesses that are operating as restaurants, caterers, food trucks, etc.?
	This will be the second location for Real Good Kitchen. In their current space, they serve all of these segments. The plan is to continue to serve all segments in the new space as well.



Q8	Is the intention to use only RGK businesses OR are we to recommend other concepts not currently within their existing portfolio?
	Recommendations for other concepts can be made. If possible in the final plan, KCDC would like to have at least one space that could be occupied on a rotating basis for the RGK incubator businesses.
Q9	Are the intended food businesses expected to be insured, licensed, and approved by the local health department? Or will KCDC and/or Real Good Kitchen be providing this coverage?
	KCDC expects food businesses not aligned with RGK to stand on their own, including insurance, licensing, and all local approvals. KCDC is unsure at this time if the RGK affiliates will need to follow the same guidelines.
Q10	What is the anticipated demand for the space? Is there a desired seat count for a public dining area? Is there a desired concept count for the food hall? Is there a plan for hours/days of operation? The RFP suggests it is open for breakfast / lunch / dinner. We assume this is open year-round or is there a seasonal component we should be aware of?
	It is KCDC's desire the hired consultant will make suggestions for each of these items based on their industry experience.
Q11	Does the 10,000 square foot space include all Food Hall spaces, 1 G&G market, All BOH support for potential remote concession for event space, classroom? What is the intended purpose of the classrooms (i.e. demonstration cooking classrooms, hands-on teaching kitchens, etc.)?
	KCDC's plan is for the 10,000 square feet to encompass what is listed; however, KCDC is open to feedback. The classrooms will be used for teaching food business entrepreneurship but could also be used to teach demonstration cooking classes.
Q12	Will Real Good Kitchen be relocating their current operation into this project's space? Or will they be expanding into this location (and keeping their current location as well)?
	This will be an expansion of their current operations and will be their second space in Knoxville.
Q13	Regarding the pay-what-you-can convenience store: Will KCDC subsidize this pricing model? Are there performance targets for this pricing model? Will there be any sponsorship that will offset costs for a tiered pricing model from food suppliers/ government subsidies, etc.?
	KCDC has secured sponsorships for the food items and the fixtures for the space.
Q14	Regarding the public event space: Does KCDC envision this happening within the food hall? Is there a desired event capacity for this space? Is a catering kitchen and/or catering warming kitchen desired for this space?
	The location of the public event space will depend on the recommendations of the consultant. KCDC was thinking of an opportunity for shared space that brings vibrancy to the project; however, KCDC is open to all suggestions. The Real Good Kitchen space would be the food provider for the public event space. If it is recommended an additional catering warming kitchen be provided, KCDC is open to it.
Q15	Regarding the onsite garden: Is this planned to be outdoors, and not included in the 10,000 square foot?
	Correct. The garden would be outdoors and is not included in the 10,000 square feet.
Q16	Regarding the market/grab & go: Can you share any more vision (size/offering, etc.) for a grab and go type market component or are you requesting a vision from the supplier? Does the operator already have experience with grab and go, vs. take-away foodservice? Do they require

	advisory on packaging/labeling/point of sale/ideal equipment & fixturing options? Do you envision a manned or unmanned market or are you open to a scope consulting on the best solution based on their own opportunities/risks? Where specifically within the project do you see this type of offering? Near the arts area, a separate area? both?
	KCDC has limited knowledge of operating a grab n go concept and would look for a third party to operate the space. KCDC would encourage the selected consultant to provide input for this concept.
Q17	Can you provide more clarity on the deliverables you are looking for with this project? Are you interested in a report explaining our recommendation on business structure, feasibility, etc? Would you like to see a financial model? Other deliverables?
	KCDC is looking for a report, including loose scaled drawings, for the concepts listed in the RFP. Please outline in your response what you plan to provide.
Q18	Do you have a contracted architect that can support space use planning, would you like us to hire this separately, or are you looking for a loose scaled drawing?
	KCDC has not yet contracted with an architect. KCDC has a master planner who has provided a rough shell of the space. Loose scaled drawings are acceptable.
Q19	Would you like us to include travel in the proposal for in-person presentation?
	That is your choice; however, remote presentations are acceptable.
Q20	Could you provide an operator biography so we can better understand their experience?
	RGK is the only identified operator to date. You can access information at https://www.therealgoodkitchen.com/
Q21	Will this RFP process involve an in-person interview or will this be conducted virtually?
	If interviews are conducted they will be done virtually.
Q22	Will KCDC consider extending the due date to allow proposers more time to prepare their responses?
	Yes. KCDC has moved the due date and time to 06-13-24 at 11:00 a.m.