Full-Service Design, Engineering, Permitting, Contractor Procurement and Management, Construction, and Project Closeout

Issued by: Child Inc
Project Location: 825 E. 53rd ½, Austin, Texas
Proposal Due Date: November 9th, 2026
Project Contact: Patrick Sanders
Email: Patrick.sanders@childinc.org

1. Project Overview

Child Inc seeks proposals from qualified firms to deliver a complete, functional food-service kitchen within an existing childcare center. The kitchen will support the preparation of children's breakfast, lunch, and snacks, with meals cooked from scratch on-site and catering capabilities to other sites.

Child Inc intends to engage a **single turnkey project delivery firm** to manage and coordinate all phases of the project, from initial site assessment and feasibility through design, engineering, permitting, contractor engagement, construction, equipment installation, inspections, and final closeout.

The selected firm must take an active leadership role and provide one primary point of accountability. Child Inc does not intend to independently coordinate separate designers, engineers, contractors, equipment suppliers, and permitting consultants.

The selected firm shall provide the required services directly or engage and manage appropriately qualified professionals and contractors under a clearly defined contractual structure. Its proposal must explain how responsibility for the overall project, contractor coordination, budget, schedule, quality, and completion will be maintained.

The anticipated total project budget must be **inclusive of professional services, construction, equipment, installation, permitting, and other applicable project costs**. Respondents shall provide an itemized estimate and identify any exclusions or assumptions that could affect the total cost.

2. Project Objectives and Operating Requirements

The kitchen shall support on-site preparation and cooking of breakfast, lunch, and snacks for children attending Child Inc, and the ability to cater to other sites.

The selected firm shall work with Child Inc to establish the operational requirements and design a kitchen appropriate for the available space, anticipated meal volume, staffing, menu, and applicable regulations.

The proposed facility shall address, as applicable:

- Receiving and storage of food ingredients.
- Dry storage, refrigeration, and freezer capacity.
- Produce washing and food preparation.
- Safe handling and separation of ingredients and food preparation activities.
- Cooking equipment and associated ventilation, utilities, and fire protection.
- Food holding, portioning, and meal service.
- Handwashing, food preparation sinks, ware-washing, and sanitation.
- Cleaning supplies, waste handling, and routine housekeeping.
- Staff workflow, accessibility, equipment maintenance, and safe circulation.

The selected firm shall verify the anticipated number of children served, production volume, menu requirements, and operating schedule with Child Inc before finalizing the design.

The design must support genuine scratch-cooking operations rather than assume that reheating or meal assembly alone will meet the project's needs.

3. Turnkey Project Delivery and Accountability

The selected firm shall act as the lead project delivery partner and provide one primary project manager responsible for coordinating the entire contracted scope.

The firm shall:

- Manage project planning, design, engineering, permitting, procurement, construction coordination, and closeout.
- Provide or coordinate all necessary architectural, engineering, food-service planning, and specialty consulting services.

- Develop and maintain an integrated project scope, budget, schedule, and risk register.
- Identify, solicit, evaluate, and recommend qualified contractors and subcontractors.
- Coordinate contractor engagement, equipment purchasing, installation, and trade sequencing.
- Track permit applications, regulatory comments, inspections, and outstanding approvals.
- Monitor construction progress, budget, schedule, and general conformance with approved plans.
- Coordinate responses to design questions, site conditions, construction issues, and proposed changes.
- Report material risks, anticipated cost increases, and schedule delays promptly.
- Coordinate final inspections, commissioning, documentation, and project closeout.

Required contracting structure

Respondents shall identify the proposed delivery model and clearly explain the contractual relationships among Child Inc, the lead firm, general contractor, subcontractors, consultants, and equipment vendors.

Child Inc prefers an arrangement in which the lead firm is contractually responsible for coordinating the complete project and managing the performance of the professionals and contractors it engages.

Respondents may propose a design-build or integrated general contracting model, or another arrangement that demonstrates equivalent coordination and accountability.

The proposal must specify:

1. Which services the lead firm will perform directly.
2. Which services it will subcontract or procure from outside consultants.
3. Who will hire and contract with the general contractor and specialty trades.

4. Who will be responsible for construction supervision, scheduling, quality control, and coordination.
5. Who will manage equipment purchasing, delivery, installation, and testing.
6. Which permits and approvals the firm will obtain or coordinate.
7. Which responsibilities, if any, remain with Child Inc.

Subcontracting shall not relieve the lead firm of its contractual obligations to manage the services and deliverables included in its agreement.

Child Inc will retain approval authority over the final design, budget, contractor selection, major equipment purchases, and material changes. The lead firm shall not commit Child Inc to additional expenditures without the written authorization required by the final contract.

4. Scope of Services

A. Site Assessment and Feasibility

The selected firm shall:

- Conduct an on-site assessment of the proposed kitchen area and relevant building systems.
- Review existing plans, dimensions, utilities, and infrastructure.
- Evaluate the feasibility of scratch-cooking operations in the available space.
- Assess electrical capacity, plumbing, hot water, drainage, gas if applicable, HVAC, ventilation, exhaust, structural conditions, and fire protection.
- Identify necessary building upgrades and potential code-compliance issues.
- Assess equipment requirements, storage, food preparation, cooking, ware-washing, and service workflow.
- Determine applicable permitting and regulatory requirements.
- Identify construction access, safety, and operational constraints associated with an occupied childcare center.
- Prepare a written feasibility report, preliminary scope, planning-level budget, and project schedule.

- Identify major risks and recommend cost-effective alternatives where appropriate.

The firm shall advise Child Inc of material feasibility or budget concerns before proceeding to final design.

B. Food-Service Planning and Kitchen Design

The selected firm shall develop a kitchen layout and equipment plan that supports safe and efficient scratch cooking.

Services shall include:

- Confirming meal volumes, menu requirements, preparation methods, and staffing needs.
- Designing the workflow for receiving, storage, preparation, cooking, holding, portioning, cleaning, and waste handling.
- Preparing floor plans, equipment layouts, storage plans, and circulation arrangements.
- Selecting suitable commercial food-service equipment based on anticipated production requirements.
- Coordinating refrigeration, cooking equipment, preparation surfaces, sinks, ware-washing, and storage.
- Addressing food safety, sanitation, cleanability, accessibility, ergonomics, and maintenance.
- Coordinating equipment specifications with utility, ventilation, and installation requirements.
- Presenting the proposed layout, equipment schedule, design assumptions, and anticipated costs to Child Inc for approval.

The firm shall avoid unnecessary overbuilding while ensuring that the final design supports the intended food-production operation and complies with applicable requirements.

C. Architecture, Engineering, and Construction Documents

The selected firm shall provide or coordinate all required professional design and engineering services, including, as applicable:

- Architectural plans and construction details.
- Mechanical, electrical, and plumbing design.
- Electrical loads and equipment connections.
- Plumbing, drainage, hot water, and fixture requirements.
- HVAC, commercial kitchen exhaust, ventilation, and make-up air.
- Structural assessments or modifications.
- Fire protection, fire suppression, and life-safety coordination.
- Accessibility and building-code reviews.
- Equipment schedules, specifications, and installation details.
- Construction drawings and technical specifications suitable for permitting and contractor pricing.
- Required calculations, certifications, and signed and sealed documents.

All regulated professional services shall be performed by appropriately licensed professionals. The lead firm shall coordinate design disciplines to minimize conflicts, omissions, delays, and change orders.

D. Permitting and Regulatory Approvals

The selected firm shall manage and coordinate the permitting process within the agreed scope.

Responsibilities shall include:

- Identifying applicable building, zoning, mechanical, electrical, plumbing, fire, food-service, sanitation, and other regulatory requirements.
- Confirming the appropriate permitting pathway for scratch-cooking operations within the existing childcare facility.
- Coordinating with the applicable City of Austin, Travis County, Texas health or childcare regulatory authorities, and other agencies having jurisdiction, as appropriate.

- Preparing and coordinating applications, drawings, calculations, specifications, and supporting documents.
- Submitting applications where authorized and tracking their status.
- Responding to plan-review comments and coordinating revisions and resubmissions.
- Maintaining a permit log identifying outstanding requirements, responsible parties, and anticipated milestones.
- Coordinating required inspections and final approvals.
- Identifying any operational permits or licenses that Child Inc or another party must obtain separately.

The proposal shall identify each anticipated permit or approval, the responsible party, associated fees, and any assumptions regarding review periods.

E. Contractor Procurement and Management

The selected firm shall actively manage contractor procurement and coordination, rather than simply provide contractor referrals.

Responsibilities shall include:

- Identifying the general contractor and specialty trades required for the project.
- Preparing bid packages, construction scopes, and technical specifications.
- Soliciting and evaluating contractor proposals, where appropriate.
- Reviewing qualifications, relevant experience, licensing, insurance, pricing, exclusions, and proposed schedules.
- Preparing bid comparisons and recommendations for Child Inc.
- Coordinating contractor engagement under the approved contractual structure.
- Coordinating plumbing, electrical, mechanical, ventilation, fire protection, finishes, cabinetry, and equipment installation.
- Coordinating equipment procurement, delivery, installation, and utility connections.

- Establishing project communication procedures, construction sequencing, and responsibilities.
- Monitoring contractor performance against approved scopes, plans, and schedules.
- Coordinating resolution of conflicts between contractors, consultants, and vendors.
- Reviewing proposed substitutions, change orders, and additional work for cost, schedule, and compliance implications.
- Obtaining required written approval before authorizing material changes or additional expenditures.

The lead firm shall clearly identify which construction responsibilities it assumes contractually, and which remain with a separately contracted general contractor or Child Inc.

F. Construction Coordination and Oversight

The selected firm shall:

- Maintain the master construction schedule.
- Conduct preconstruction meetings and coordinate trade sequencing.
- Coordinate site access, deliveries, utility interruptions, and equipment installation.
- Conduct site visits at agreed milestones and as required by the contracted scope.
- Review construction progress for general conformance with approved plans.
- Coordinate responses to requests for information and unforeseen site conditions.
- Track costs, change orders, outstanding work, and schedule risks.
- Coordinate design revisions where necessary.
- Identify apparent deficiencies and coordinate corrective action with responsible parties.
- Provide regular written progress reports to Child Inc.
- Minimize disruption to childcare operations and coordinate appropriate separation between children and construction activities.

The proposal shall specify the number of site visits, meetings, reports, and construction management services included in the fee.

G. Equipment Procurement and Installation

The selected firm shall coordinate the procurement and installation of all approved kitchen equipment included in the project scope.

Responsibilities shall include:

- Developing an equipment schedule with specifications and utility requirements.
- Obtaining pricing and evaluating suitable equipment alternatives.
- Coordinating purchasing, delivery, installation, and connections.
- Verifying compatibility between equipment, available space, utilities, and construction documents.
- Coordinating testing and commissioning as required.
- Collecting available manuals, warranties, and maintenance documentation.
- Identifying necessary operational handover or equipment training.

Equipment, freight, installation, taxes, and associated costs shall be included in the total project estimate or explicitly identified as exclusions.

H. Inspections, Commissioning, and Closeout

The selected firm shall coordinate:

- Required building, electrical, plumbing, mechanical, fire, and health inspections.
- Resolution of inspection deficiencies and outstanding construction items.
- Testing and commissioning of equipment and building systems as required.
- Final inspection records, permit closeout documentation, and approved revisions.
- Final or record drawings and equipment schedules.
- Available warranties, equipment manuals, and operating documentation.
- A final project review with Child Inc.

- A written closeout report identifying completed work, remaining items, and any outstanding operational approvals.

The firm shall identify the approvals and conditions that must be satisfied before the kitchen can lawfully begin operating.

5. Total Project Budget and Cost Control

Respondents shall provide an itemized estimate for the complete project, including:

- Site assessment and feasibility.
- Architecture, food-service planning, and engineering.
- Permitting and regulatory coordination.
- Government fees and third-party reviews.
- General contractor and subcontractor costs.
- Construction materials and labor.
- Kitchen equipment, delivery, and installation.
- Electrical, plumbing, ventilation, and other utility upgrades.
- Fire protection and suppression, as applicable.
- Testing, inspections, commissioning, and closeout.
- Project management and construction coordination.
- Applicable taxes, insurance, and reimbursable expenses.
- Construction contingency and other allowances.

Respondents must clearly distinguish professional fees, construction costs, equipment costs, allowances, contingency, and exclusions.

The proposal shall explain how the firm will maintain the project within the budget range and when a more reliable estimate will be available as the design advances.

The lead firm shall maintain a current budget showing the approved budget, commitments, expenditures, anticipated remaining costs, and forecast at completion.

Any anticipated overrun or material change shall be reported promptly. No additional expenditure may be incurred without the authorization required under the final contract.

6. Project Schedule

Respondents shall provide a realistic schedule covering:

- Site assessment and feasibility.
- Operational requirements confirmation.
- Preliminary design and Child Inc approval.
- Final design and engineering.
- Permit applications and agency reviews.
- Contractor procurement and engagement.
- Equipment procurement and lead times.
- Construction and installation.
- Inspections, commissioning, and corrective work.
- Final approvals and project closeout.

The schedule shall identify milestones, dependencies, decision deadlines, and assumptions regarding regulatory reviews, contractor availability, and equipment delivery.

The lead firm shall maintain the master schedule and promptly report anticipated delays.

7. Childcare Operations and Safety

The selected firm shall plan construction to protect children, staff, and visitors and minimize disruption to the existing center.

The project plan shall address:

- Separation of construction activities from occupied childcare areas.
- Controlled site access and secure storage of tools and materials.
- Dust, noise, odors, debris, and housekeeping.
- Work hours and utility interruptions.

- Emergency egress and access to existing building systems.
- Applicable food safety, sanitation, building, fire, accessibility, and childcare requirements.

The firm shall verify requirements applicable to the intended scratch-cooking operation and shall not rely solely on assumptions appropriate to a reheating or meal-assembly facility.

8. Required Qualifications

Respondents must demonstrate:

- Experience with commercial, institutional, school, or childcare kitchens.
- Experience with scratch-cooking and food-production facilities.
- Experience renovating existing or occupied buildings.
- Ability to coordinate architecture, engineering, permitting, equipment procurement, and construction.
- Experience procuring and managing contractors and specialty trades.
- Access to appropriately licensed professionals.
- Experience coordinating local permits and health-related approvals.
- Appropriate professional and business licensing and insurance.
- A record of delivering projects within agreed scope, budget, and schedule.

Preference will be given to firms with proven turnkey project delivery experience and the ability to provide one accountable project manager for the entire engagement.

9. Proposal Requirements

Proposals shall include:

1. Firm background and relevant experience.
2. Proposed project manager and complete project team.
3. Qualifications, licenses, and responsibilities of key personnel.

4. At least three comparable projects, including scope, delivery model, and permitting responsibilities.
5. Proposed turnkey delivery and contracting structure.
6. Detailed scope of services, deliverables, assumptions, and exclusions.
7. Permitting and regulatory coordination plan.
8. Contractor procurement and management approach.
9. Preliminary project schedule.
10. Itemized total project budget and professional service fees.
11. Separate estimates for construction, equipment, permitting, contingency, and other major costs.
12. Cost-control and change-management procedures.
13. Construction management approach, including site visits and reporting.
14. At least two client references.
15. Evidence of applicable licensing and insurance.
16. Identification of any services or costs Child Inc must manage or contract for directly.

Respondents must disclose material limitations on their ability to deliver the full scope.

10. Project Management and Communication

The selected firm shall appoint one primary project manager who will serve as Child Inc's principal contact.

The project manager shall:

- Coordinate the project team, consultants, contractors, and vendors.
- Maintain the master schedule, project budget, permit log, and decision log.
- Provide written progress reports at least biweekly during active design and construction, unless otherwise agreed.
- Identify decisions needed from Child Inc and communicate deadlines.

- Promptly report material risks to cost, schedule, safety, compliance, and completion.
- Document major decisions, change orders, and outstanding issues.
- Obtain required written approvals before material scope changes or additional expenditures.

The lead firm shall not commit Child Inc to expenditures or contractual obligations beyond the authority granted in the final agreement.

11. Fees, Contract Structure, and Change Management

Respondents shall provide transparent pricing for all proposed services and identify the contractual arrangements for consultants, contractors, subcontractors, and vendors.

The proposal shall distinguish:

- Professional service fees.
- Consultant and engineering fees.
- General contractor and subcontractor costs.
- Equipment and installation costs.
- Permit and government fees.
- Project and construction management fees.
- Reimbursable expenses.
- Allowances, contingency, and additional-service rates.

All changes to the approved scope, budget, or schedule must be documented in writing, including the reason, cost, schedule impact, and required approval.

12. Evaluation Criteria

Child Inc will evaluate proposals based on:

- Experience with comparable scratch-cooking and institutional kitchen projects.
- Strength of the turnkey delivery and accountability model.
- Qualifications of the design, engineering, and project management team.

- Contractor procurement and construction management capabilities.
- Understanding of childcare operations and site constraints.
- Completeness of the scope and clarity of responsibilities.
- Realism of the proposed schedule.
- Cost transparency and change-management approach.
- References and demonstrated project outcomes.

Child Inc may request interviews, clarification, or revised proposals before selecting a firm.

13. Submission Instructions

Please submit proposals electronically to:

Patrick Sanders
Email: Patrick.sanders@childinc.org
Proposal Due Date: November 9th, 2026

Questions concerning the project should be submitted by November 5th, 2026.

Child Inc reserves the right to request clarification, negotiate scope and fees, reject any or all proposals, or discontinue the solicitation when doing so is in its interest.

14. Desired Outcome

Child Inc seeks a turnkey project delivery partner to deliver a complete, safe, efficient, and code-compliant kitchen capable of preparing breakfast, lunch, and snacks from scratch for children attending its childcare centers.

The selected firm shall coordinate all phases of the project, from initial feasibility through design, engineering, permitting, contractor procurement and management, construction, equipment installation, inspections, and final closeout.

The firm must demonstrate clear contractual accountability, effective budget and schedule management, and the ability to coordinate all required professionals and contractors within the anticipated budget submitted at time of proposal.

The final agreement shall establish the scope, deliverables, budget, schedule, contracting structure, insurance requirements, decision-making authority, and responsibilities of Child Inc and all project participants.

No services or construction shall begin until authorized under a written agreement.