**Attachment B: New Location Survey – CDPH Richmond**

BUSINESS ENTERPRISES PROGRAM

**Please e-mail this form to: BEPResponse@dor.ca.gov**

**DATE:** Friday November 16th, 2023

As part of our commitment to providing the best possible service, we are requesting your assistance with providing detailed information about this facility, as requested below.

**LOCATION TYPE** (please indicate): FEDERAL ☐ STATE ☐ OTHER ☐

**PROJECT NAME**: Richmond Campus, CDPH Coffee Bar

**AGENCY:** California Department of Public Health

**AGENCY ADDRESS:** 850 Marina Bay Parkway, Building P

**FACILITY ADDRESS**: 850 Marina Bay Parkway, Building P

**CONTACT PERSON:** Tishara Davis, Research and Planning Analyst

**E-MAIL:** Tishara.Davis@cdph.ca.gov

**OFFICE PHONE:** (510) 231-8909

**Project start date**: Date Submitted to RESD 10/19/2023

**Project anticipated completion date:** January 2024

**List building owner(s):** California Department of Public Health

**Address**: 850 Marina Bay Parkway

**Contact Person:** Tishara Davis

**E-Mail:** Tishara.Davis@cdph.ca.gov

**Office Phone:** (510)231-8909

1. **Is there a lease associated with this facility?**

Yes ☐ No ☐

1. **If yes, what are the lease terms?**

N/A

1. **How many buildings?**

11

1. **How many floors per building?**

|  |  |
| --- | --- |
| **# of Buildings**  | **Floors**  |
| 8 | 3 |
| 3 | Single story |

The Richmond Campus consists of eleven total buildings.

1. **Where, and on what floor, would the BEP facility be located?**

Richmond Campus P-Building, 1st Floor

1. **What type of food service is agency requesting?**

The Department is requesting the following food services coffee, fresh fruits, and pastry items.

1. **What is the total sq. ft. available for the BEP facility (prep, dining, etc.)?**

The total square footage for the project location is 230 square feet. A portion of the space has a prep area.

1. **Is there a prep area?**

Yes ☐ No ☐

1. **If yes, what is the sq. ft. for prep?**

 A portion of the square footage for the project area includes prep space.

1. **Is there a dining area?**

Yes ☐ No ☐

**10.a.** If yes, what is the sq. ft. for dining?

 N/A

1. **Number of seats in the dining area?**

 N/A ,There is not a dinning area in the proposed project space.

1. **Is there separate storage area for BEP facility?**

Yes ☐ No ☐

1. **If yes, what is the sq. ft. for storage?**

Cabinets are included in the total square footage

1. **Is there office space for BEP facility?**

Yes ☐ No ☐

**15.If yes, what is the sq. ft.?** No

**16.What is the anticipated daily building population?**

Approximately 450

**17.What is the anticipated daily visitor population?**

Approximately 100

1. **What are** **the anticipated hours of operation for the BEP facility?**

 7a.m.-11:30 a.m.

1. **Will the BEP facility be open on weekends?**

Yes ☐ No ☐

**20.If yes, please specify days and hours of operation:**

 AM PM N/A

**21.Will the food service area be open to the public?**

Yes ☐ No ☐ CDPH Employees and Visitors

**22.Are there any security requirements for the building.?**

Yes ☐ No ☐

If yes, please specify location(s) within building and level(s) of security.

All buildings require badge access and preapproval to enter the Campus.

**23.What is the approximate number of other food service facilities within** **½ mile radius?** There are a total of five restaurants within a ½ mile radius.

**24.How many operation shifts are there per building? (Please list)**

The proposed project will only be for the normal business hours. The anticipated hours of operation for the project are 7am-11:30am.

**25.Are there any other tenants with access to the building(s)?**

Yes ☐ No ☐

Are training sessions conducted within the building(s)?

Yes ☐ No ☐

**26.If yes, please list frequency, average number of** **trainees and/or potential occupants.**The training sessions conducted at the Richmond Campus are sporadic. The average number of trainees and/or potential occupants vary.

**27.If seasonal work increases the population at any given time, please indicate frequency and upsurge for each.**

N/A

**28.Do you host large events?**

Yes ☐ No ☐

 **If yes, please provide frequency, average number of attendees and/or potential occupants.**

The large events conducted at the Richmond Campus are sporadic. The average number of trainees and/or potential occupants vary.

**29.Are there any other BEP facilities in the building(s)?**

Yes ☐ No ☐

**30.If yes, which floor(s)?**

There are vending machines within majority of the three Office buildings on the Richmond Campus.

**31.Are there employee activities that would be considered competition to the BEP facility?**

a). Potlucks? Yes ☐ No ☐ Frequency? Once or Twice a year

b). Snack Clubs Yes ☐ No ☐ Frequency? N/A

c). Fund Raisers? Yes ☐ No ☐ Frequency? Once or Twice a year

Are there coffee makers within offices?

Yes ☐ No ☐

**32.If yes, approximately how many?**

N/A

**33.Are there other forms of food service equipment within offices and/or break rooms? (e.g., refrigerators, microwaves, etc.)**

Yes ☐ No ☐

**33.a.If yes, please list:**

Are there existing vending machines at this facility that are not operated by a BEP vendor?

Yes ☐ No ☐

**34.**If yes, please provide how many, the type, and location of each vending machine.

N/A

**35.**Please also provide a contact name and phone number for the machines not affiliated with BEP.

N/A

**36.Are there food trucks catering to the building(s)?**

Yes ☐ No ☐

**37.If yes, please provide a contact name and phone number associated with the food truck catering services.**

**PROJECT SPECIFICATIONS AND EQUIPMENT INFORMATION**

**38.**Is the project a “Design-Build”?

Yes ☐ No ☐

**39. a. If yes, by what agency?**

N/A

**40. If not, what agency or party will prepare the architectural plans for this project?**

N/A

**41. Are there drawings available?**

 Yes ☐ No ☐

**42. Will your agency be providing any equipment?**

Yes ☐ No ☐

**43. If yes, please provide a list.**

Sink, Refrigerator, Dishwasher

**44. Are there any limitations and/or requirements relating to the hours of construction?**

Yes ☐ No ☐

**44.What is the existing electrical load capacity for each food service, dining, and vending machine areas?**

Five Electrical Outlets are included in the space. The amount of electrical outlets present is sufficient for the Coffee Bar Project.

**46. If not yet determined, is this negotiable?**

N/A

**47. Are there any special services needed and/or requested, such as catering, feeding programs, etc.?**

N/A

**ADDITIONAL INFORMATION / COMMENTS**

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