**Attachment B: New Location Survey – SD Juvenile Courthouse**

BUSINESS ENTERPRISES PROGRAM

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

**DATE:** 11/8/23

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 X OTHER ☐

**PROJECT NAME**: Juvenile Courthouse – Coffee Cart

**AGENCY:** Superior Court, County of San Diego

**AGENCY ADDRESS:** 1100 Union St., San Diego, CA 92101

**FACILITY ADDRESS**: 2851 Meadowlark Dr., San Diego, CA 92123

**CONTACT PERSON:** Denny Liegghio

**E-MAIL:** denny.liegghio@sdcourt.ca.gov

**OFFICE PHONE: 619-844-2581**

Project start date: N/A

Project anticipated completion date: N/A

List building owner(s): Judicial Council

Address:

Contact Person: Zenen Quintero

E-Mail:

Office Phone:

Is there a lease associated with this facility?

Yes ☐ No X

If yes, what are the lease terms? N/A

How many buildings? One (1)

How many floors per building? Two (2)

Where, and on what floor, would the BEP facility be located? First floor - Exterior

What type of food service is agency requesting? Coffee cart with food items

What is the total sq. ft. available for the BEP facility (prep, dining, etc.)? N/A

Is there a prep area?

Yes ☐ No X

If yes, what is the sq. ft. for prep? N/A

Is there a dining area?

Yes ☐ No X

If yes, what is the sq. ft. for dining? N/A

Number of seats in the dining area? Exterior benches

Is there separate storage area for BEP facility?

Yes ☐ No X

If yes, what is the sq. ft. for storage? N/A

Is there office space for BEP facility?

Yes ☐ No X

If yes, what is the sq. ft.? N/A

What is the anticipated daily building population? Approximately 100

What is the anticipated daily visitor population? Approximately 250

What are the anticipated hours of operation for the BEP facility? Weekdays excluding holidays: 7:30am to 5:00pm

Will the BEP facility be open on weekends?

Yes ☐ No X

If yes, please specify days and hours of operation: N/A

AM PM

Will the food service area be open to the public?

Yes X No ☐

Are there any security requirements for the building.?

Yes X No ☐

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

Juvenile Court has airport style security screening at the building entrances.

What is the approximate number of other food service facilities within ½ mile radius?

Less than 5

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

One, normal business hours. 8am to 5pm.

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

Yes X No ☐

Are training sessions conducted within the building(s)?

Yes ☐ No X

If yes, please list frequency, average number of trainees and/or potential occupants.

N/A

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

N/A

Do you host large events?

Yes ☐ No X

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

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

Yes ☐ No X

If yes, which floor(s)?

Are there employee activities that would be considered competition to the EP facility?

a). Potlucks? Yes ☐ No X Frequency?

b). Snack Clubs Yes ☐ No X Frequency?

c). Fund Raisers? Yes ☐ No X Frequency?

Are there coffee makers within offices?

Yes X No ☐

If yes, approximately how many? N/A

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

Yes X No ☐

If yes, please list: N/A

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

Yes ☐ No X

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

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

N/A

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

Yes ☐ No X

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

**PROJECT SPECIFICATIONS AND EQUIPMENT INFORMATION**

Is the project a “Design-Build”?

Yes ☐ No X

If yes, by what agency?

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

Are there drawings available?

 Yes ☐ No X

Will your agency be providing any equipment?

Yes ☐ No X

If yes, please provide a list.

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

Yes X No ☐

What is the existing electrical load capacity for each food service, dining, and vending machine areas? N/A

If not yet determined, is this negotiable?

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

**ADDITIONAL INFORMATION / COMMENTS**

Please use this page for comments:

Currently the Court is working on vending services for snacks, drinks. The Court would like to explore the option for an outside coffee cart to serve hot coffee and food items.