The Factory Commercial Kitchen

Request for Information for Lead Tenant and Subtenant Opportunities



The West Baltimore Renaissance Foundation (WBRF) is seeking information from organizations interested in becoming a nonprofit 501(c)(3) lead tenant or a subtenant in the commercial kitchen at The Factory. The lead tenant would lease and fully manage the kitchen, including day-to-day operations and oversight of any approved subtenants if any.

The lead organization must have commercial kitchen experience and a sustainable business model. Other nonprofit organizations and mission oriented social enterprises interested in this space may respond as prospective subtenants identifying their interest and role. Organizations may respond independently or with partners; prospective subtenants do not need to identify a lead tenant before responding.

This RFI will help WBRF identify interested organizations and understand their operating capacity and space needs. Responses will inform further discussions; they do not constitute a lease or funding commitment.

About the Space

The Factory is a 33,000 square foot community resource center at 5 N. Calhoun Street in West Baltimore's Franklin Square neighborhood. It serves as a hub for nonprofit organizations, bringing services and programming together in one location. Tenants and community partners offer workforce training, youth programs, health and wellness services, and neighborhood activities. A shared classroom, meeting room, computer lab, and gathering space provide opportunities for organizations to work together and connect with residents. The commercial kitchen will add food production and teaching space to support this work.

The second-floor kitchen will undergo a major renovation. Funding for the renovation has been secured, and the kitchen is anticipated to be ready for occupancy in late 2027 subject to permitting and construction. Future tenants will be part of the planning process so that equipment and design fit business needs.

Plans include a production kitchen and a teaching kitchen within approximately 3,169 square feet with over 650 square feet of freezer/refrigerator space. A freight elevator provides delivery access directly to the alley. Additional office and storage space may be available. Building amenities include wireless internet, shared meeting and program spaces through a booking system, and limited on-site parking.

Kitchen Vision

WBRF is seeking organizations that can offer nonprofit food strategies to benefit the community. Such opportunities could include:

- Community meal preparation and food distribution.
- Cooking classes and food-related activities for youth and families.
- Senior nutrition programs, shared meals, and intergenerational activities.
- Healthy cooking classes and nutrition education.
- Medically tailored meal production.
- Local catering and food production by social enterprises.
- Culinary workforce training and apprenticeships.

Planned Kitchen Features

Approximately 650 square feet of walk-in refrigeration and freezer space; 1,000 square feet of teaching kitchen and prep space; and 1,000 square feet of production space. Plans also include dry storage, lockers, and office space.

Lead Tenant and Sub Tenants

The lead tenant must have the staff and financial capacity to operate the kitchen and oversee all users. Responsibilities will include:

- Managing daily operations, staffing, scheduling, deliveries, and storage.
- Maintaining food safety and sanitation standards and all required permits, inspections, and insurance.
- Providing kitchen cleaning and routine maintenance, including equipment and refrigeration maintenance, temperature monitoring, grease trap service, and coordination of repairs.
- Recruiting and managing approved subtenants or hourly users (if any), including agreements, fee collection, and compliance with kitchen rules.

Incorporation of any subtenants is optional. WBRF has one subtenant identified that is interested in partial use. The organization is active in the food distribution and youth mentoring space. Subtenants should be nonprofit organizations and must be approved by WBRF. The lead tenant will oversee their use of the space. Subtenants would follow kitchen rules and maintain permits and insurance appropriate to their activities. Agreements will define scheduling, maintenance obligations, costs, and any revenue sharing to support building operations.

Potential Uses and Community Benefit

Food production and programming should benefit West Baltimore residents and complement activities at The Factory. Ideally, tenants will contribute to programming in the building and support food access strategies. There will be opportunities to work with Factory tenants and community partners on activities for youth, seniors, and other residents. The Factory has 1st floor event space that frequently hosts mission oriented and community meetings, trainings, and resource fairs.

Introductory discussions will explore intended uses, relevant experience, possible partners, and shared kitchen arrangements.

Lease and Operating Costs

WBRF prefers a lead tenant lease of at least three years. Rent and final terms will be negotiated. The lead tenant would be responsible for rent, metered utilities, and kitchen operating and maintenance costs. Subtenant rates and cost allocations will be developed with the lead tenant. WBRF has funding set aside for renovations and the purchase of large basic equipment to meet the needs of tenants (ovens, grills, etc). Other equipment and responsibilities will be agreed upon before occupancy.

WBRF has limited grant funding available to contribute to start-up costs for an organization(s) in the kitchen for several years. Discussions with interested organizations will include potential start-up and programming support, shared revenue from subtenants to contribute to building operations, and longer-term sustainability. Specific funding arrangements will be developed as plans move forward.

Expression of Interest

Interested organizations are invited to submit a brief expression of interest of no more than two pages. Please include:

- Organization name, contact person, and interest as a lead tenant or subtenant
- A short overview of your relevant experience, organization size (staff and budget), and how you would like to use the kitchen.
- Any general space or scheduling needs you already know, along with days and times available for an introductory call.

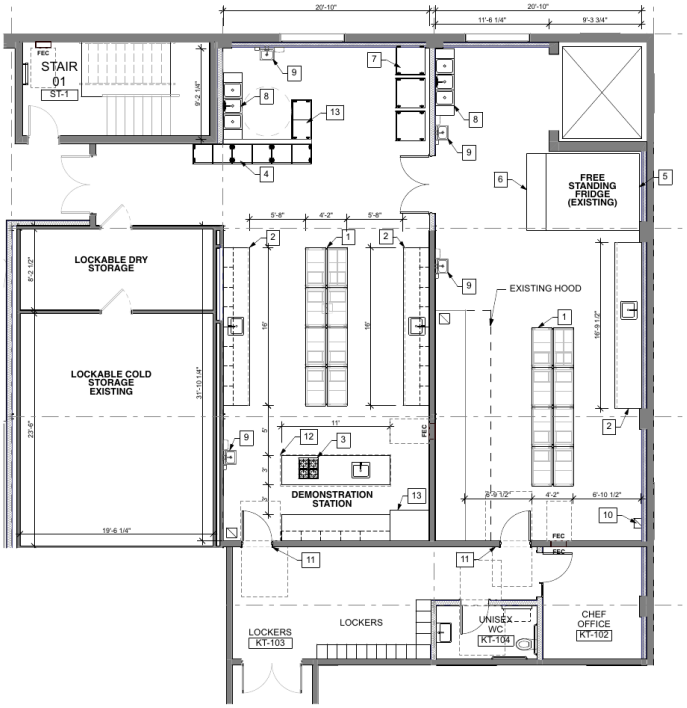
Responses and Next Steps

WBRF staff will review submissions and if it meets mutual interests, WBRF will contact the organization to schedule an introductory call. The call will provide an opportunity to discuss intended uses, potential partnerships, and next steps. Detailed operating plans are not requested at this stage.

Expressions of interest should be sent to WBRF at wbrf@lifebridgehealth.org. Questions and requests for a site visit are welcome.

Kitchen Layout and Photographs

Draft kitchen layout dated July 6, 2022. Final layout and equipment are subject to revision during renovation.



EQUIPMENT KEYNOTES:

1	MOVABLE PREP TABLES ON CASTERS
2	WORK COUNTER WITH PREP SINK AND SHELVES ABOVE
3	INSTRUCTOR STATION: STOVE BURNER + PREP SINK
4	LOCKABLE DRY STORAGE
5	EXISTING FREESTANDING REFRIGERATOR; RELOCATED
6	CLEAN STORAGE
7	MOVABLE/LOCKABLE EQUIPMENT CART
8	3-COMPARTMENT SINK
9	HAND SINK
10	EXISTING FLOOR DRAINS, TYP.
11	KEY LOCK ACCESS HARDWARE
12	HOOD, MIRROR, CAMERA AND SCREEN ABOVE
13	COMBO OVEN

PI.KL **5 NORTH CALHOUN COMMUNITY CENTER**
PROJECT NUMBER: 1912

DRAFT KITCHEN LAYOUT
7/6/22

Existing commercial kitchen before renovation. Photograph provided for reference.



Existing production space / future teaching kitchen before renovation.



Factory 1st Floor Event Space which accommodates approximately 150 seated.

