

# SHORE CULTURAL CENTRE COMMERCIAL KITCHEN COORDINATOR SERVICES



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RFP Issued: Monday, Dec. 1st, 2025  
Response Deadline: Friday, Dec. 26th, 2025  
  
Issued by the City of Euclid, Ohio

December 1, 2025

Dear Interested Kitchen Coordinator,

Thank you for your interest in operating and managing the commercial kitchen at the Shore Cultural Centre. Since 1985, the Shore Cultural Centre has been a hive of arts and cultural activities for the City of Euclid. Over the past 5 years, the City of Euclid has focused on transitioning the Shore Cultural Centre to support small business entrepreneurs and makers who grew out of their home but are not ready to move into a commercial storefront. The commercial kitchen is a critical part of the Shore Cultural Centre's strategy to be a premier business incubator and maker space on the east side of Cuyahoga County.

As you will learn in this Request for Qualifications, we seek a dynamic, experienced operator who will bring exciting, new approaches to marketing the commercial kitchen, attracting tenants, and mentoring tenants to grow and thrive. The successful respondent will be a help to craft and implement a business plan for the commercial kitchen that positions it for long-term growth and success.

We look forward to hearing from you! **Responses are due via email to [planning@cityofeuclid.gov](mailto:planning@cityofeuclid.gov) by Friday, December 26, 2025, 11:59 PM EST.** We will review and notify applicants of next steps, which will likely include an interview in the following weeks. We anticipate entering into a contract with the new kitchen coordinator in January 2026.

Thank you again for your time and consideration.

Sincerely,

Patrick Grogan-Myers  
Director of Planning and Development

Laura Kidder  
Shore Cultural Centre Manager



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# 1.0 OPPORTUNITY OVERVIEW

## 1.1 Introduction

The Planning and Development Department of the City of Euclid (“City”) invites submissions to this Request for Qualifications (“RFQ”) for the selection of a Kitchen Coordinator/Operator for the Commercial Kitchen at the Shore Cultural Centre. This RFQ seeks a Kitchen Coordinator/Operator who will be responsible for the management and day-to-day operations of the Commercial Kitchen; details of the responsibilities defined later in this RFQ.

The Commercial Kitchen is located in the lower level of the Shore Cultural Centre at 291 E. 222<sup>nd</sup> Street, Euclid, Ohio 44123. The Shore Cultural Centre is owned and operated by the City of Euclid. Serving the community for 40 years, the Shore Cultural Centre has focused on celebrating the arts by providing a space for residents to engage in workshops, take classes, and receive necessary community services. As the needs of the community have changed, the Shore Cultural Centre has changed to meet these needs. Most recently, the Shore Cultural Centre has shifted its focus to operating as a business incubator space.

The Commercial Kitchen operates as a certified kitchen incubator space, for chefs, cooks, private caterers, and food entrepreneurs to prepare shelf-stable foods, baked goods, catered meals, and more. The Commercial Kitchen is fully equipped with commercial grade appliances and equipment. The Commercial Kitchen is not intended to serve the public on a regular basis. The Commercial Kitchen is currently in operation with tenants.

## 1.2 Objectives of the Commercial Kitchen

As an arts and culture facility, the Shore Cultural Centre hosts more than 30 businesses focused on serving the residents of Euclid and beyond. Over the past 5 years, Shore Cultural Centre’s mission has shifted to directly support small businesses as an incubator space.

## 1.3 Location and Site Description

The Commercial Kitchen is located in the lower level of the Shore Cultural Centre. The Shore Cultural Centre is located in the heart of Downtown Euclid in the former Shore High School. The Commercial Kitchen is located in the southeast corner of the lower level, closest to the rear parking lot entrance off of Babbitt Road. The Shore Cultural Centre has ample on-site parking and is served by 5 bus routes in the Greater Cleveland Regional Transit Authority (GCRTA) system.

A property overview, site map, and floor plan are included in Appendix 4.1.

## 1.4 Commercial Kitchen Description and Layout

The Commercial Kitchen is approximately 2,200 square feet in the southeast corner of the lower level of the Shore Cultural Center containing the following:



- Commercial-grade kitchen appliances and equipment, including cooler, freezer, 60-inch 10-burner range, 20-quart mixer, convection oven
- Stainless steel food prep tables
- Common dishwashing area
- One gender-neutral restroom
- Two entries, one into Shore Cultural Centre and one exterior entrance. Door access management system under consideration.

The Commercial Kitchen also includes approximately 2,200 square feet of open space for food prep pods. The area includes a handwashing sink.

Note that individual users' equipment needs may differ from what is offered by the Commercial Kitchen. For example, food packaging and labeling equipment, pots, pans, baking sheets, mixing bowls, etc. are not provided.

## 2.0 PROCESS OVERVIEW

This RFQ seeks a Kitchen Coordinator/Operator who will be responsible for the management and day-to-day operations of the Commercial Kitchen. Through the RFQ process, the City will evaluate submissions to develop a short list of proposals to conduct interviews and move to negotiation of lease and other necessary agreements. Negotiation of lease and other necessary agreements may be performed simultaneously or sequentially with any number of Respondents. After evaluation of submissions, the City reserves the right, at its sole discretion, to move straight into selection of and negotiation with a preferred Respondent, including negotiation of a lease and other agreements.

The commencement of negotiations does not commit the City to accept all or any of the terms of any proposal. The City reserves the right to reject, in whole or in part, any or all proposals or elect to cancel the RFQ process and not enter into negotiations or a contract with any respondent.

### 2.1 Expectations, Responsibilities, and Obligations of Successful Tenant/Operator

- A. Client Communication and Onboarding
  - a. Response Time and Communication Flow:
    - i. Respond to all client inquiries received via email within twenty-four (24) business hours.
    - ii. All client communication must carbon copy Shore Cultural Centre Management for transparency and record-keeping.
  - b. Marketing and Client Acquisition:
    - i. Actively assist in marketing efforts and spreading awareness about the kitchen rental opportunity within professional and local food communities.
  - c. On-Site Client Management and Training:
    - i. Serve as primary point of contact for all potential client tours.



- ii. Conduct comprehensive tours, explaining facility layout, available equipment, usage protocols, and detailed cleaning requirements.
  - iii. Provide fundamental training on the correct and safe operation of high-value kitchen equipment.
  - iv. Mentor clients on proper food safety and best business practices.
- B. Administration and Scheduling
  - a. Documentation and Onboarding Packets:
    - i. Guide prospective clients on how to complete and submit all necessary paperwork directly to Shore Cultural Centre Management.
  - b. Scheduling and Calendar Management:
    - i. Coordinate the schedule for all kitchen usage.
    - ii. Ensure all scheduled client usage times are promptly and accurately entered into the shared Google Calendar or kitchen scheduling software.
  - c. Reporting and Data Entry:
    - i. Complete and submit a monthly timesheet detailing hours worked.
    - ii. Maintain and update the usage and prospective clients' spreadsheet located in the Google Drive or other software weekly for review by Shore Cultural Centre Management.
- C. Facility Management and Maintenance
  - a. Equipment and Maintenance Upkeep:
    - i. Conduct daily visual inspection of all cooking and non-cooking equipment.
    - ii. Promptly report any equipment malfunctions, damage, or required maintenance (beyond minor issues) to Shore Cultural Centre Management, including the model number and the nature of the fault.
    - iii. Manage the inventory of shared kitchen supplies (e.g. certain cleaning agents, soaps, hand towels, etc.) and submit replenishment requests to Shore Cultural Centre Management.
  - b. Daily Close-Out and Cleanliness (Turn-Down):
    - i. At the end of each operation day, ensure the highest standards of cleanliness and sanitation are met across the entire facility, including but not limited to:
      - 1. Thorough sweeping of all floors, paying close attention to corners and beneath equipment.
      - 2. Mopping all kitchen areas, as well as any other common areas used.
      - 3. Thorough cleaning and sanitization of all kitchen countertops and work surfaces.
      - 4. Cleaning and wiping down all shared cooking and preparation equipment.
      - 5. Confirmation that all non-client specific supplies and tools are stored correctly.
- D. Compliance and Safety
  - a. Regulatory Liaison and Food License Holder:

- i. Act as primary point of communication with the local health department and the Ohio Department of Agriculture, addressing specific requirements related to client activities.
  - ii. Hold the food license for the kitchen in their name with the Cuyahoga County Board of Health.
- b. Inspection Management:
  - i. Coordinate and attend all scheduled and unscheduled inspections by the health department or other regulatory bodies.
  - ii. Ensure the facility is fully prepared to pass all inspections, proactively addressing any known issues prior to the visit.
- c. Policy Enforcement:
  - i. Actively manage the kitchen while clients are present, ensuring strict adherence to the rental agreement rules, safety protocols, and proper equipment usage.
    - 1. Unsupervised Use Protocol: Clients may only use the kitchen without active management following a trial period and the Kitchen Coordinator's approval of their performance and compliance history. For these approved clients, the Kitchen Coordinator will conduct periodic check-ins to ensure continued appropriate kitchen use.
  - ii. In the event of observed non-compliance (e.g. failure to clean, misuse of equipment), the Kitchen Coordinator will immediately intervene to stop the misuse or address the violation and then promptly notify Shore Cultural Centre Management. Shore Cultural Centre Management will subsequently issue a formal written warning to the client, with the Kitchen Coordinator receiving a copy. A copy will be kept in the client's record.

## 2.2 Agreement Framework

A draft management agreement is included as Appendix 4.2. Final terms of this agreement will be negotiated with the awarded respondent. Note that if a respondent plans to use the kitchen to bake or cook in addition to managing the kitchen, a separate lease agreement and rent payments will be required. The respondent who is selected for the management agreement must pass a background check before a management agreement is executed.

## 3.0 REVIEW AND SELECTION PROCESS

### 3.1 Submission Outline

Please provide information on the respondent's background and experience related to the following:

1. Organization profile (for-profit or not-for-profit) and management/operator experience;



2. Statement describing the governing body of the organization or organization chart demonstrating organizational capacity to deliver the services outlined in this RFQ;
3. Resumes/backgrounds of key personnel that would be dedicated to the operation of the Shore Commercial Kitchen;
4. Statement of organization's and key personnel's experience demonstrating an ability to deliver the services requested in this RFQ, specifically, management of a commercial kitchen, maintaining compliance with related health codes and licensing requirements, mentorship of other chefs, bakers, and food entrepreneurs;
5. Proof of relevant certifications, such as ServSafe;
6. Proof of indemnification and liability insurance;
7. Statement indicating whether or not the respondent plans to use the Commercial Kitchen for their own cooking or baking. If yes, detail what products would be made or food prepared in the space;
8. Statement outlining how the respondent plans to manage the Commercial Kitchen, including meeting the roles and responsibilities outlined in Section 2.1. This statement should describe the proposed approach to marketing the kitchen, attracting tenants, generate revenue, and sustain operations. Thorough responses will include an outline of partnerships, grants, or sponsorships the respondent contemplates bringing to their management approach of the Commercial Kitchen;
9. Describe any known or potential conflicts of interest the respondent organization would have if it takes on the role of managing the Commercial Kitchen;
10. Provide one to three examples of previous projects or commercial kitchens that demonstrates the respondent's ability to manage and grow a commercial kitchen, food production, etc.

## 3.2 Selection and Evaluation Process

The City will establish a Selection Committee for the review of RFP submissions.

Successful respondents will address all RFQ requirements in their proposal. This evaluation will be highly competitive, and submissions shall consider full viability of the project during the extent of the lease term.

The City may elect to conduct interviews with one or more respondents or the City may elect to begin negotiation of terms without conducting interviews. The City expects to notify respondents in early- to mid-January 2026. The respondent who is selected for the management agreement must pass a background check before a management agreement is executed.





### 3.3 RFQ Timeline

Action	Date
RFQ Issued	December 1, 2025
Deadline for Questions to be Submitted	December 12, 2025
Responses to Questions Issued	December 19, 2025
Optional Site Walkthrough	December 10, 2025 between 1:00 PM and 3:00 PM or December 18, 2025 between 1:00 PM and 3:00 PM
RFQ Submission Deadline	11:59 PM EST on December 26, 2025
Respondent(s) Interviews, if City elects	Early-January 2026
Anticipated Award Date	Mid-January 2026
Negotiation of agreement terms	Mid- to late-January 2026
Contract Start Date	February 1, 2026

### 3.4 Submission Instructions

Responses to this RFQ shall be submitted **by 11:59 PM EST on December 26, 2025**. Late proposals will not be accepted. Proposals shall be submitted electronically only via email to [planning@cityofeuclid.gov](mailto:planning@cityofeuclid.gov) with the subject “Kitchen RFQ Response”. If multiple emails are required due to file size limitations, please note the number of emails in the subject line - for example, “Kitchen RFQ Response (1/3)”.

### 3.5 Optional Site Walkthrough

The City is offering potential respondents two dates for an optional site walkthrough: December 10, 2025 between 1:00 PM and 3:00 PM and December 18, 2025 between 1:00 PM and 3:00 PM. A site walkthrough is not required in order to submit a response to this RFQ; however, it is encouraged.

### 3.6 Questions and Amendments to RFQ Documents

Questions related to this RFQ will be accepted through December 10, 2025 via email at [planning@cityofeuclid.gov](mailto:planning@cityofeuclid.gov). If a question is received after the deadline, the City may elect to respond, but is not required to respond. Responses to the questions will be shared with all potential respondents; however, the source of the question will not be shared.

### 3.7 Requests for Clarifications

The City may contact any respondent to request clarification or further information related to their response without obligation to the other respondents. Responses to the City’s request for clarification or further information should be provided promptly. Failure to respond promptly may impact the evaluation of the response.

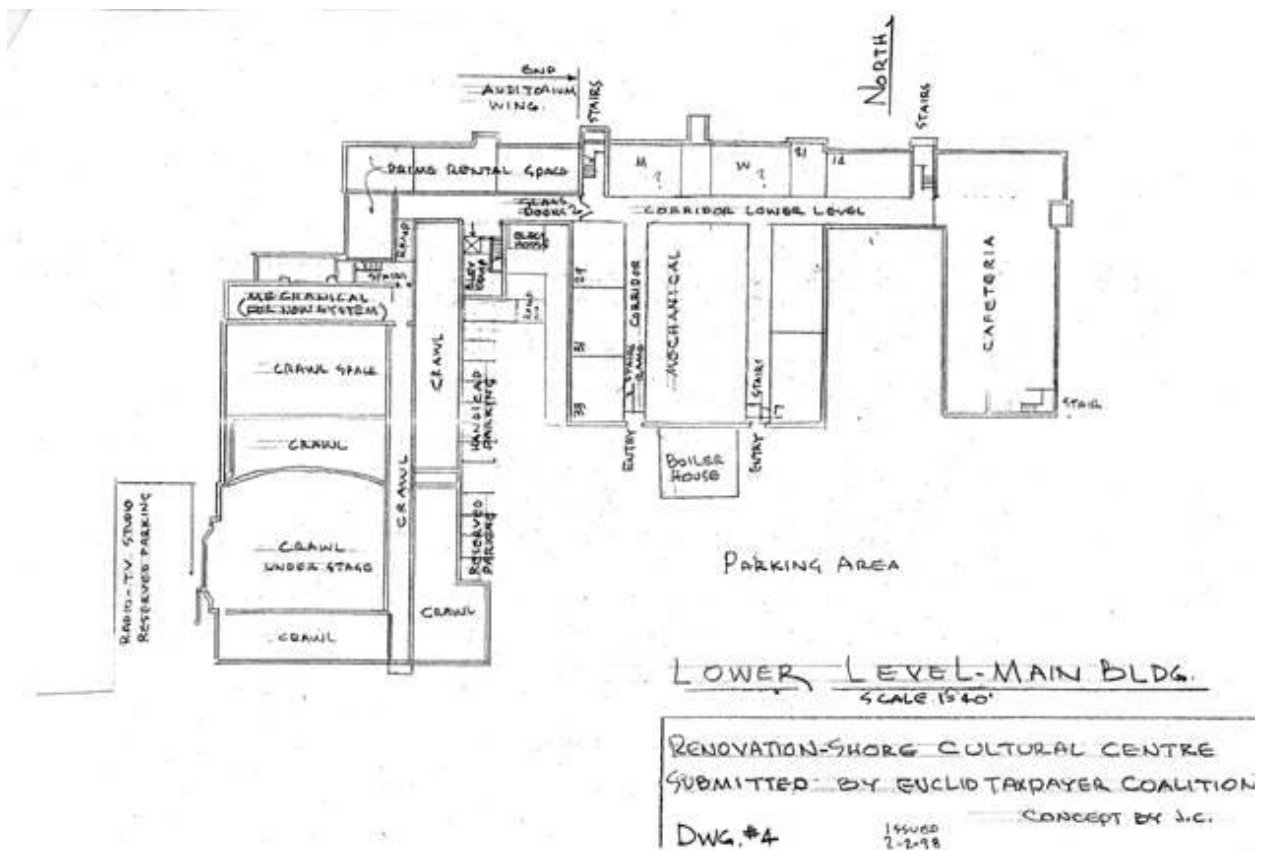


## 4.0 APPENDICES

### Appendix 4.1 – Building Information

Located in Downtown Euclid, Shore Cultural Center can be accessed from E. 222<sup>nd</sup> Street and Babbitt Road. The Commercial Kitchen is located on the lower level on the east end of the building in what used to be the cafeteria when the building operated as a school. Below is a floor plan and photographs to orient respondents to the building and Commercial Kitchen.

#### 4.1.1 Lower-Level Floor Plan



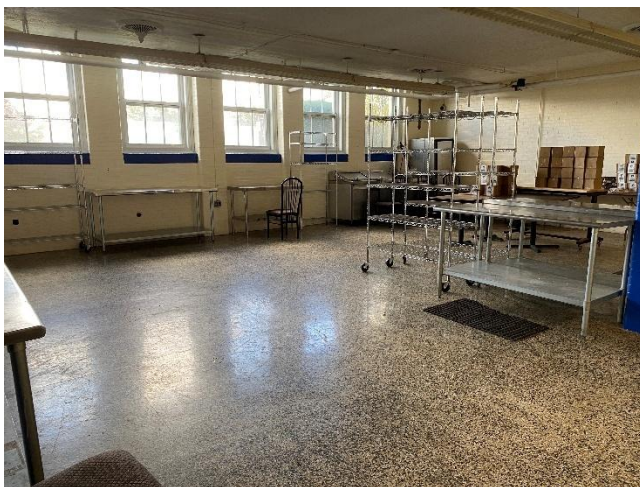
*Above:* A floor plan of the lower level of Shore Cultural Centre. The ‘Cafeteria’ space is the kitchen under consideration in this RFQ. The space is accessible by a shared set of stairs which exit into the north public parking lot as well as a dedicated stairwell that exists nearby the rear public parking lot, both accessible from Babbitt Road.

## 4.1.2 Site Photographs



*Left: The Commercial Kitchen is located on the lower level of the east side of the building, with good visibility and access to and from Babbitt Road. The main entrances to the north and south public parking lots are located off of Babbitt Road, as is pedestrian access off of city sidewalks. Tenants of Shore Cultural Centre are listed on a directory at entrances to the building and are encouraged to increase the visibility of their businesses by hosting events in Triangle Park, the city-owned park just north of the facility.*

*Right: The Commercial Kitchen. Out of image on the right are a walk-in refrigerator and freezer. The kitchen recently received several upgrades, including new stainless-steel worktops and a 10-burner gas range.*



*Right: The Commercial Kitchen pod area and workspace. Tenants are offered this area to do prep work. Out of image on the left is a handwashing station to keep the area compliant with health and safety regulations. Rolling racks and stainless-steel worktops are some of the equipment commonly used in this area. Note that this area is not air conditioned.*

## Appendix 4.2 – Draft Management Agreement

### AGREEMENT

THIS AGREEMENT, made and entered into this 1<sup>st</sup> day of 1<sup>st</sup> day of January, 2025, by and between the City of Euclid, Ohio (hereinafter referred to as "City") and [VENDOR NAME], [VENDOR ADDRESS], (hereinafter referred to as "Vendor").

WITNESSETH:

WHEREAS, Vendor will maintain a Department of Agriculture License, the Cuyahoga County Board of Health License and a ServSafe License through the duration of this contract; and

WHEREAS, the Vendor will coordinate, supervise and direct aspects of kitchen operations including overseeing food preparations and scheduling usage as outlined in Exhibit A; and

WHEREAS, the Vendor will be available to conduct tours of the space for perspective users; and

NOW, THEREFORE, the parties hereto agree as follows:

1. TERM/PAYMENT: The Vendor will perform the above duties as kitchen coordinator from February 1, 2026 through December 31, 2026 [contract amount to be negotiated].
2. TERMINATION: The Vendor covenants and warrants that the Euclid Commercial Kitchen shall meet the specifications of the City. If the Services do not meet specifications or is of lesser quality, the City may forthwith terminate this Agreement with a thirty-day (30) notice to the Vendor.
3. INSPECTION: The City, by its duly authorized representatives, shall have the opportunity to inspect said Euclid Commercial Kitchen areas without notice to the Vendor.
4. CONDITION OF PREMISES: The City shall deliver possession of the Premises to Vendor in an "AS IS" condition and Vendor agrees to accept possession of the Premises in its "AS IS" condition, and further acknowledges and agrees that:
  - a. Vendor shall not have any obligation whatsoever to make any improvements in and to the Premises unless improvements are approved by the City;





- b. Vendor agrees not to remove any fixtures, but for trade fixtures, from the premises. Should the removal of any trade fixtures from the premises cause damage to the leased premises, the Vendor shall be liable for all such damage;
- c. The City has not made, nor do they make, any representation or warranty as to the physical condition of the Premises or any other matter or thing affecting or relating to the premises;
- d. No such other representations or warranties have been made or implied and Vendor is using the Premises after full investigation and inspection of the Premises.

5. USE, CARE AND MAINTENANCE OF THE PREMISES BY VENDOR:

- a. Vendor agrees to occupy the premises solely for the Euclid Commercial Kitchen and for no other purpose.
- b. Vendor hereby agrees to use the premises in a careful, safe and proper manner. It is further understood Vendor shall keep the premises and appurtenances thereto in a clean, sightly and healthy conditions, and not in violation of any OSHA, EPA, environmental, City of Euclid, County of Cuyahoga, or State of Ohio building or health regulations.
- c. City shall not be liable for any theft, destruction, loss or damage to any property or personal injury of the Vendor, their agents, customers, business invitees or guests. Further, City shall not be liable for any property or personal injury to the Vendor, their agents, customers, business invitees or guests for the failure of heating or from plumbing, gas, water, steam or other pipes or fixtures, or sewage, or the elements or damage arising from acts over which City has no control.
- d. Vendor shall indemnify City and save City harmless from and against any and all claims, actions, damages, liability and expenses in connection with loss, damage, or injury to persons or property occurring in, on, or about, or arising out of the premises and adjacent parking area and sidewalks, or occasioned wholly, or in part, by any act or omission of the Vendor, the Vendor's agents, contractors, customers or employees. Vendor agrees to carry and keep current a general liability insurance policy in the limits of One Million Dollars (\$1,000,000.00) and naming the City of Euclid as an additional insured on the policy.
- e. Vendor is also urged to carry additional contents insurance in that City's insurance will not cover any losses sustained by Vendor, to Vendor' s personal property, business fixtures, equipment, inventory, and other chattels on or about the premises.





- f. Vendor shall not permit any unlawful or illegal conduct on the premises.
- g. Vendor shall be responsible for all duties and responsibilities outlined in the Request for Qualifications, included as Exhibit A and incorporated by reference.
- h. Vendor shall keep the Premises clean, sanitary, attractive and free of rubbish, rubble, debris, insects, rodents and other pests.
- i. Vendor shall comply with all rules and regulations of the Shore Cultural Centre.

Vendor shall abide by the opening and closing hours of the facility unless different hours are expressly agreed to in writing. Should non-compliance result in an alarm charge, Vendor will incur that cost.

Upon termination of this agreement, Vendor shall deliver and surrender the premises to City, together with all keys, in good and proper condition and repair, save normal wear and tear. Further, all fixtures, but for trade fixtures installed by the Vendor, shall remain on the premises as the property of the City.

This agreement has an option for annual renewal if agreed to by both parties.

IN WITNESS WHEREOF, the parties hereunto affixed their signatures, the City of Euclid, by its Mayor and Chef Saidah Farrell, by its duly authorized representative, as of the day and year first above written.

CITY OF EUCLID

[VENDOR]

\_\_\_\_\_  
Kirsten Holzheimer Gail  
Mayor, City of Euclid

\_\_\_\_\_  
[NAME]  
[TITLE]

APPROVED AS TO FORM -

\_\_\_\_\_  
Pat Cooney  
Director of Law

