

Request for Proposal (RFP) Construction Manager at Risk for Council of Churches of the Ozarks' Next Levell Campaign – October 15, 2024

- 1. Introduction:** Council of Churches of the Ozarks (CCO) is soliciting proposals from qualified construction managers to manage the construction and renovation services for an emergency women's homeless shelter to be constructed within CCO's headquarters. The project site is located at 3055 E Division St, Springfield, MO 65802.
- 2. Contract Duration:** The resulting agreement period shall be from Date of Award Notice through September 30, 2026, subject to the provisions for termination specified below. Prices are firm through September 30, 2026.
- 3. Project Overview:**

Project Goals: The primary goal of this project is to create a sustainable and functional space that accommodates up to 50 guests per night.

Project Description & Scope of Services: The selected contractor is to work with CCO and Paragon Architecture to provide a full range of pre-construction, cost estimating, and construction phase services to achieve the most cost effective, quality design; and to provide at-risk construction services with all trade contractors to achieve the highest quality, cost effective, and safe project. The selected construction manager will be involved in the design and construction phases of the project providing continuous inspection for quality, cost control, and safety.

Council of Churches plans to renovate an area within our current headquarters to create an emergency women's shelter. Plans are currently being created for this renovation with Paragon Architecture. The project will consist of construction of a permanent women's homeless shelter within the current building as well as renovations to the current building to accommodate this addition. Parts to include but not limited to: showers, restrooms, kitchen area, entrances, perimeter fencing, HVAC, sprinkler, electrical, plumbing, and security.

Key Deliverables: At a minimum, the following deliverables must be provided to the Council of Churches at the completion of the contracted services. However, deliverables shall in no way be limited to the following list. At its sole discretion, Council of Churches may add and/or delete deliverables to meet their needs. All deliverables will be submitted both electronically, in a format specified by the Contract Administrator and by hard copy on paper. The minimum deliverables to be provided include:

- 1) Construction management
 - a. Construction management refers to the contractor's role in providing CCO with effective management of the project's schedule, cost, quality, scope, and safety.
- 2) Subcontractor management
 - a. Subcontractor Management refers to the process of procuring subcontractors and overseeing their work on behalf of CCO.
- 3) Bidding subcontractors per federal fund guidelines provided by CCO
 - a. CCO will provide the internal procurement policy to be followed.

Timeline: The project is expected to commence on December 15, 2024, with an estimated completion date of September 30, 2026.

Estimated Project Schedule:

Activity	Important Dates
Schematic Design	October 2024
Design Development	November 2024
Design Development Budget Review	February 2025
Construction Documents	January-March 2025
Bidding for subcontractors	April 2025
Construction	May 2025 – June 2026

4. Proposal Guidelines:

Submission Requirements: Proposals must be submitted electronically to tgathman@ccoarks.org no later than 4pm on November 4, 2024.

Selection Criteria: Proposals will be evaluated based on criteria including but not limited to: qualifications and experience, approach and methodology, cost competitiveness, proposed team composition, portfolio of relevant projects and references, and cultural fit.

Criteria	Points
Qualifications and Experience	25
Approach and Methodology	25
Cost Competitiveness	25
Proposed Team Composition	10
Portfolio and References	10
Cultural Fit	5

5. Bidder Qualifications:

Construction Firm Qualifications:

- Five years' experience
- Similar construction project experience
- Strong financial strength
- Ability and knowledge to communicate digitally with CCO and Paragon

Required Format:

- a. **Contact Information.** Provide the name, title, phone number, and email for the best contact for follow up questions and/or to notify of bid status.
- b. **Summary & Qualifications.** Use this section to introduce yourself, your company, and provide information on your relevant experience and qualifications.

- c. **Methods and Plan.** Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project.
- d. **Management and Staff.** List all applicable personnel involved with this project, along with their titles, roles, and qualifications.
- e. **Current Status.** Regarding currently managed projects, include: number, size, and location of projects, percent of capacity being utilized, status, and expected completion.
- f. **Budget and Costs.** We are doing our construction management fee on a percentage basis. Please provide your construction management fee as a percent rather than a fixed fee. Please also include preconstruction and general conditions fees.
- g. **Licensing and Bonding.** If applicable, list any and all required licenses and/or bonds and include copies of your licensure and/or bond.
- h. **Insurance.** If applicable, provide details of your insurance coverage related to this project.
- i. **References.** Provide 3 references for previous work of a similar nature.

6. Contract Terms:

Terms and Conditions: The selected construction manager will be required to enter into a formal contract with Council of Churches of the Ozarks, incorporating terms and conditions outlined in the RFP. This project must follow Missouri’s Prevailing Wage Law.

Insurance Requirements: Contractors must maintain appropriate professional liability insurance coverage. Selected construction manager is responsible for retaining the performance and payment bond for 100% of the project cost.

7. Budget:

The estimated construction budget for this project is \$1,750,000, inclusive of all design phases and related expenses.

8. Selection Process:

Proposal Review: Proposals will be reviewed by a selection committee appointed by Council of Churches of the Ozarks, based on the evaluation criteria specified in Section 4.

Selection Timeline: The selection process will include a review period of 1 week, with the anticipated award date on November 8, 2024. Contract negotiations with the winning bidder will begin immediately following notification of selection, with negotiations completed by December 15, 2024.

Activity	Important Dates
RFP Released	October 15, 2024
Proposal Due Date	November 4, 2024
Award Notice	November 8, 2024

9. Contact Information: For questions regarding this RFP or to schedule a site visit, please contact: Travis Gathman, tgathman@ccozaaks.org, 417-862-3586 ext. 224