



**AUSTIN STREET
CENTER**

Request for Proposal (RFP)

Design Consulting Services – Capital Campaign Project

Issued by: Austin Street Center

Issue Date: January 19, 2026

RFP Number: RFPDESIGNCOSTFY26

1. Introduction

- Austin Street Center (“Austin Street”) is a nonprofit organization providing emergency shelter and supportive services to individuals experiencing homelessness. Austin Street is seeking proposals from qualified architectural and design firms to provide comprehensive design services for the renovation of our existing shelter facility, totaling approximately 28,000 square feet.
- The intent of this RFP is to identify a design team with demonstrated experience in nonprofit, shelter, or human-services facilities that can support Austin Street’s mission while delivering a functional, durable, code-compliant, and cost-effective design.

2. Project Overview

- Austin Street plans to renovate and modernize its original shelter facility to better serve sheltered individuals, improve operational efficiency, and enhance safety, dignity, and accessibility. The project is anticipated to involve both renovation of existing spaces and potential reconfiguration or selective new construction elements within the current footprint. See Exhibit A for Project Design Description.
- Key project goals include:
 - Provide respite care for the homeless with short-term residential care for individuals who are too ill to recover on the streets but do not require hospital-level care, offering a safe environment and access to medical services.
 - Improving resident living and common areas
 - Enhancing staff workspaces and operational flow
 - Addressing deferred maintenance and building systems
 - Ensuring ADA accessibility and life-safety compliance
 - Designing durable, trauma-informed, and low-maintenance spaces
 - Aligning the design with budget and funding requirements typical of nonprofits

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3. Scope of Services

The selected firm will be expected to provide full professional design services, which may include, but are not limited to:

A. Pre-Design & Programming

- Review existing conditions, drawings, and site constraints
- Conduct stakeholder meetings with Austin Street leadership and staff
- Develop space programming and adjacency requirements
- Evaluate code, zoning, and regulatory requirements
- Assist with preliminary budget alignment

B. Schematic Design

- Develop conceptual design options
- Prepare preliminary floor plans and site layouts
- Provide high-level building systems concepts
- Support initial cost estimating and value alignment

C. Design Development

- Refine selected design option
- Coordinate architectural, structural, MEP, and life-safety systems
- Prepare outline specifications
- Support updated cost estimates and budget reconciliation

D. Construction Documents

- Prepare complete, coordinated construction documents suitable for permitting and bidding
- Address all applicable codes, accessibility, and regulatory requirements
- Coordinate with consultants as required

E. Permitting & Approvals

- Assist with permitting submissions and responses to authority comments
- Coordinate with local agencies as required

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F. Bidding & Negotiation (if applicable)

- Assist with contractor prequalification and bidding process
- Respond to bidder questions and issue addenda
- Support bid evaluation and contractor selection

G. Construction Administration (if applicable)

- Review submittals and shop drawings
- Respond to RFIs
- Conduct site visits
- Review pay applications and change orders
- Participate in project closeout
- Proposers should clearly identify which services are included in their base fee and which are considered additional services.

4. Project Constraints & Considerations

- Facility remains mission-critical and may be occupied during portions of the project
- Funding may include grants, donations, or public sources with reporting requirements
- Budget sensitivity and value-based decision-making are essential
- Design must support trauma-informed care and dignity for shelter guests

5. Proposal Requirements

Proposals should include the following information:

A. Firm Overview

- Firm name, address, and primary contact
- Years in business and firm size

B. Relevant Experience

- Experience with shelters, nonprofit facilities, or similar projects
- At least 3 relevant project examples with size, scope, and client references

C. Project Team

- Identification of key personnel and their roles
- Relevant experience of proposed team members

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**AUSTIN STREET
CENTER**

D. Project Approach & Methodology

- Understanding of project goals
- Design philosophy and approach
- Experience working within nonprofit budgets

E. Proposed Scope of Services

- Description of services to be provided
- Identification of any assumptions or exclusions

F. Fee Proposal

- Proposed fee structure (lump sum, percentage, or phased)
- Breakdown by project phase
- Hourly rates for additional services

G. Schedule

- Anticipated project timeline and key milestones

H. References

- At least three professional references for similar work

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Relevant experience with similar projects
- Understanding of Austin Street's mission and project goals
- Quality and clarity of proposed approach
- Qualifications of the project team
- Fee structure and overall value
- References

Austin Street reserves the right to interview selected firms prior to final selection.

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7. Submission Instructions

- All proposals must be submitted electronically in PDF format to:
- **Contact:** Alissa Rodgers
Title: Chief Financial Officer
Email: accounting@austinstreet.org
Phone: 972-807-0017
- **Subject line:** "Proposal – Design Services, Austin Street Center Capital Campaign"

8. General Conditions

- Austin Street reserves the right to reject any or all proposals
- Austin Street may negotiate scope and fees with the selected firm
- Submission of a proposal indicates acceptance of the terms of this RFP
- All costs associated with proposal preparation are the responsibility of the proposer

9. Anticipated Schedule (Subject to Change)

- RFP Issued: January 19, 2026
- Questions Due: January 26, 2026
- Proposals Due: February 9, 2026
- Interviews (if applicable): February 16, 2026
- Firm Selection: February 23, 2026
- Project Kickoff: March 2, 2026

10. Reservation of Rights: Austin Street Center reserves the right to:

- Reject any or all proposals.
- Waive informalities in proposals.
- Accept proposals in part or in whole.
- Negotiate with any proposer to serve the best interest of ASC.

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PROJECT 1 - AUSTIN STREET CRISIS RESPITE

PROJECT DESCRIPTION

Owner:

Austin Street Center
1717 Jeffries St,
Dallas, TX 75226
214.428.4242
Daniel Roby

Area to be remodeled:

- Approx. 10,000 SF inside the existing pre-engineered metal building with address 2929 Hickory St, Dallas, TX 75226.

Primary Scope

Functions and Activities:

Level 1 – Ground Level

- 2 Building Cores and Lobbies – Interior Finishes
- Retail spaces – Warm Dark Shell
- Building Services (loading area, trash area, building services)
- Parking ingress and egress

Anticipated Building Area:

- Sitework and Landscaping – 4,850 SF.
- Crisis Respite – 7,648 SF
- Commercial Kitchen – 800 SF.

Site:

- Approx. 10,000 SF inside the existing pre-engineered metal building with address 2929 Hickory St, Dallas, TX 75226.

Draft Program:

- Crisis Respite
 - Reception, Intake and Security Checkpoint, Kiosks
 - Client Meeting Rooms
 - Dining Area
 - Staff Workstation, Staff Break Room, Staff Private Restrooms
 - Private Office
 - Nurse Room and Medication Storage
 - Client Rooms. Phase I - 16 beds. Phase II – 33 beds
 - General Storage
 - Hazardous Storage
 - Client Restrooms, Client Showers
 - Mechanical Room
- Commercial Kitchen
- Kennel

PROJECT 1 - AUSTIN STREET CRISIS RESPITE

SITE

Site Scope

- The site will consist of utilities, concrete parking and drives, concrete walks, site lighting, and irrigated landscaping on portions of the site that are not within the building footprint.
- The sidewalks will consist of reinforced concrete with a light broom finish. The main entries leading to the building will be treated with stone paving on mortar set on a subbase. Native and drought tolerant plantings (trees, shrubs, groundcover) will be added to meet/exceed city standards.

Site Preparation

- The site work will include clearing, site grading (including imported fill material to achieve required grades), excavation, trenching, shoring, back filling and compacting as preparation for the new site elements referenced elsewhere. Rough grading relative to finish floor elevation as indicated on civil will also be included.

Site Improvements

- The loading dock/delivery area will be provided within a covered area outside the building.
- Hard surface pedestrian walkways will be provided between the building and the public right of way per City of Dallas requirements.
- All landscape zones within the property line, including raised planters on the terrace, will be furnished with an automatic sprinkler irrigation system.
- Site landscaping will include fine grading, bed preparation, ornamental and shade trees, ground cover, native trees, restoration where applicable, and landscape establishment. Local guidelines as well as city codes will be followed.

Site Fire Department Concerns

- All exterior points of the building must be within 600' of a fire hydrant and 150' of a fire lane.

Site Water Utilities

Site Electrical Utilities

- Site lighting within the property line will be provided as required to properly illuminate the site and will meet city ordinances. Areas of major drive isles, walkways, and/or near building entrances will be lit to an average of 5 FV maintained at the ground. Light limits to be 0.1 FC maintained at the property line. All site lighting shall be LED and controlled via timeclock and photocell.

SUBSTRUCTURE

Foundations & Slab on Grade

- Further investigation needed to assess the foundation of the existing
 - Geotech Report to be performed

Water Mitigation

- Perimeter drainage system: Sloped grading, Self-adhered molded sheet drainage panel waterproofing system with compacted gravel fill, filter fabric and perforated pipe. Impervious fill per Geotech Report.
- Below Slab drainage: Refer Geotech report for subgrade preparation. Below slab vapor retarder

PROJECT 1 - AUSTIN STREET CRISIS RESPITE

BUILDING SHELL

Exterior Vertical Enclosures

- Ground Level Exterior Wall Enclosure - CMU
- Precast Concrete Wall Panels to remain

Exterior Windows

- Punched openings in the existing precast concrete panels.
- Vision window and glass window systems will be double glazed insulated assemblies incorporating solar blue or silver tinted glass with color and reflective coatings(s) on the inner surfaces
- All unitized glass wall will be glazed into anodized and /or prefinished aluminum framing system with color coordinated trim. Glass will have minimum "U" factor of .45 and a shading coefficient of .25 or better and reflectivity rating of 25% +/- . Sill framing will be 6" AFF to the top of the sill.

Exterior Doors and Grilles

Miscellaneous Doors

- Locations: Exterior doors not in storefront framing.
- Doors: Painted, insulated, galvanized flush hollow metal.
- Frames: Painted, galvanized hollow metal.

Roofing and Exterior Horizontal Enclosures

INTERIORS

Partitions

- Conditioned Spaces – 2-hour rated fiberglass mat shaft liner assembly.

Interior Windows

Interior Doors and Frames

Interior Specialties

Toilet partitions

- Overhead-mounted solid surface partitions.
- 6" hold off at above floor with side panels run up to ceiling, door held 8" below ceiling.

Toilet Accessories:

- Stainless steel, recessed.
- Provide 2 wall-mounted electric hand dryers per restroom
- Signage:
 - Wall-mounted plastic signs for ADA compliant room identification.
 - Wall-mounted plastic signs for maximum number of occupants.
 - Gray color, generally 4" square, with braille

PROJECT 1 - AUSTIN STREET CRISIS RESPITE

Interior Finishes

Crisis Respite

Flooring

- Epoxy grout with clear sealer.

Walls

- 100% Wall area level 5 gypsum board with applied specialty plaster finish.
- Epoxy grout with clear sealer.

Reception Miscellaneous

- Reception desk. Stone, stainless steel, custom millwork

Restroom Walls and Floors

- Porcelain tile.
- Stainless steel Schluter edge trim where required.
- Epoxy grout with clear sealer.
- Moisture-resistant wallcovering full height on non-wet wall opposite stalls. Tile base throughout.

Offices, Meeting Rooms, Client Rooms, Kiosks and Staff Rooms Floors

- 2'x2' adhesive installed carpet tiles and high rubber base throughout carpeted corridors.
- Common finishes: Wide plank LVT w/painted wood base, veneered or painted wood doors, painted gypsum walls.

Nurse Room

- Ceramic Tile flooring
- Moisture-resistant wallcovering full height on non-wet wall opposite stalls. Tile base throughout.

Kennel

- Two Open wash stations
- One enclosed wash station

Unisex Private Restrooms

- Porcelain tile, Full height on all walls, except non-wet wall opposite stalls.
- Specialty Porcelain tile 4"x24" Full height at back of vanity alcove.
- Epoxy grout with clear sealer.
- Moisture-resistant wallcovering full height on non-wet wall opposite stalls. Tile base throughout.

Commercial Kitchen

- Porcelain tile, 8"x24" Full height on all walls, except non-wet wall opposite stalls. Miter cut outside corners.
- Specialty Porcelain tile 4"x24" with 1/8" grout joints. Full height at back of vanity alcove.
- Stainless steel Schluter edge trim where required.
- Epoxy grout with clear sealer.
- Moisture-resistant wallcovering full height on non-wet wall opposite stalls. Tile base throughout.

PROJECT 1 - AUSTIN STREET CRISIS RESPITE

SERVICES

Plumbing, HVAC, Electrical, Natural Gas, Roof Drainage, Fire Life Safety

