



AUSTIN STREET CENTER

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Request for Proposal (RFP)
Owner's Representative Project Management Services – Capital Campaign Project
Issued by: Austin Street Center
Issue Date: 1/12/2026
RFP Number: RFPOWNERSREPFY26

INTRODUCTION

Austin Street Center (ASC) is one of Dallas's largest and most established homeless service providers, offering emergency shelter, housing-focused case management, and supportive services. As part of our ongoing mission to serve our community, ASC is preparing to launch a Capital Campaign to fund significant facility improvements and/or expansion.

We are seeking an experienced **Owner's Representative Project Manager (Owner's Rep)** to oversee planning, design, construction, and related campaign project elements to ensure ASC's interests are represented throughout the process. The Owner's Rep will serve as ASC's advisor, advocate, and project manager, ensuring that the project is delivered on time, within budget, and in alignment with organizational goals.

DESCRIPTION OF PROJECT

The proposed project includes a remodel renovation of the existing shelter facility located in a pre-engineered metal building totaling approximately 28,000 square feet. The project will be developed in two phases and will support Austin Street's mission while delivering a functional, durable, code-compliant, and cost-effective facility.

The renovation of the existing shelter facility will 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

Phase 1 – Crisis Respite

Phase 1 will 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.

Area to be remodeled is approx. 10,000 SF inside the existing pre-engineered metal building

Ground Level 1

- Building Cores and Lobbies
- Building Services (loading area, trash area, building services)
- Parking ingress and egress
- Site Improvements

Anticipated Building Area:

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

Crisis Respite Area will include:

- 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 - 16 beds
- General Storage, Hazardous Storage
- Client Restrooms, Client Showers
- Mechanical Rooms

Other Areas will include:

- Commercial Kitchen
- Kennel

The Project remodel scope will include:

- Remodel construction of slab, flooring, walls, ceilings, millwork, and finishes.
- Storefront changes, doors, and hardware.
- Changes to HVAC, plumbing, lighting and electrical systems.
- Changes to fire protection and alarm systems, security and access controls.
- Fixtures, furnishings, and equipment (FF&E) including kitchen, graphics, security, computers and audio/visual.

Phase 2 – HUB

Phase 2 HUB will provide short-term residential care for the homeless, approx. 18,000 SF.

The HUB will include:

- Reception, Intake and Security Checkpoint
- Client Meeting Rooms and Conference
- Dining Area
- Staff Workstation
- Client Sleeping Area, Client Storage and Lockers
- Laundry, General Storage
- Client Restrooms and Showers

- Mechanical Rooms

Areas to be shared with Phase 1 include:

- Commercial Kitchen
- Kennel
- Staff Break Room, Staff Private Restrooms, Private Office

The Project remodel scope will include:

- Remodel construction of slab, flooring, walls, ceilings, millwork, and finishes.
- Storefront changes, doors, and hardware.
- Changes to HVAC, plumbing, lighting and electrical systems.
- Changes to fire protection and alarm systems, security and access controls.
- Fixtures, furnishings, and equipment (FF&E) including kitchen, graphics, security, computers and audio/visual.

DESCRIPTION OF SERVICES

Owner's Rep Project Manager will oversee the activities of contractors, consultants and vendors for the project and coordinate with governing agencies having jurisdiction over the project. Owner's Rep will create budgets and schedules for the project components and monitor the progress for each.

Pre-Construction

1. Meet with Client and Client's team to understand roles and responsibilities and determine project scope, objectives, requirements, budget, and timing.
2. Coordinate with governing agencies including municipal departments (i.e. building inspection, structural, fire department, etc.).
3. Assist Client in processing required state and municipal approvals including:
 - Building permits
 - Fire and life safety compliance
 - Texas Uniform General Conditions for Construction Contracts - HHSC Supplementary General Conditions
4. Create the Project Budget and Project Schedule to include design and engineering, permitting, construction, move-in and occupancy.

Design, Engineering and Consulting - Oversight

1. Prepare a Request for Proposal (RFP) and issue to qualified architects and consultants. Evaluate all competitive proposals, prepare the AE fee comparison, and recommend the successful general contractor to Client for award.
2. Assist Client in directing architecture and engineering (AE) consultants including:
 - Architect and interior designer
 - Mechanical, electrical, plumbing, and structural engineers
 - Roofing consultant
 - Accessibility consultant
 - Materials testing consultant
3. Negotiate agreements on behalf of Austin Street Center, ensuring that Client is receiving best value for the services to be rendered.

4. Lead and direct consultants through all phases of the Project including: design, construction documents, bidding, negotiation, permitting and construction administration.
5. Work closely with Client, AE consultants to identify cost-based design options and comply with Client's project standards and design parameters.
6. Provide quality control of construction documents, reviewing for completeness and coordination between disciplines.

Bidding and Negotiation - Construction

1. Oversee the competitive bidding process at all levels to ensure the best value for Client.
2. Prepare a Request for Proposal (RFP) and issue to qualified general contractors. Evaluate all competitive proposals, prepare the general contractor cost comparison, and recommend the successful general contractor to Client for award.
3. Negotiate terms for the construction contract using a cost-plus contract with a guaranteed maximum price including:
 - Contractor's general conditions (i.e. overhead, personnel costs, insurance costs, etc.)
 - Contractor's fees and unit costs
 - Payment and performance bonds
 - Cost of the work
 - Allowances and contingency
 - Construction schedule
4. Work with general contractor to evaluate sub-bids for each trade to meet budget expectations:
 - Identify qualified sub-contractors
 - Review bonding and insurance
 - Evaluate price alternates and unit costs
 - Determine any required re-bidding and value engineering
5. Negotiate and finalize contract price with the general contractor.

Furniture, Fixtures, and Equipment - Coordination

1. Evaluate costs from FF&E vendors and coordinate FF&E installation including:
 - Furniture installers and movers
 - Kitchen equipment installers
 - Signage, graphics, directories, and wayfinding
 - Telecom and audio/visual
 - Fire alarm and security/access
2. Submit recommendations to Client for vendor awards, considering price, delivery schedule, bonding capacity, insurability and ability to perform.
3. Oversee the installation of FF&E and ensure compliance with Client standards.

Budget and Cost Control

1. Conduct value engineering with general contractor to determine alternative materials or building methods that may provide the same or superior performance at a less cost.

2. Update the Project Budget and monitor all costs on a regular basis.
3. On a monthly basis, review consultant invoices and contractor's application for payment, subject to the evaluation of the work being in conformance with the contract documents and relative to the amount of work completed to date.
4. Compare current invoices and payment applications to Project Budgets showing previous funding, current funding requested, total funded to date and balance to complete.

Construction Management

1. Organize and lead regularly scheduled owner/architect/contractor (OAC) meetings including representatives of the Client, general contractor, architect, interior designer, FF&E vendors, and other consultants.
2. Keep Client informed with respect to the progress of the work including preparation and distribution of meeting minutes, correspondence, communications, and status reports.
3. Monitor the Project Budget and Project Schedule on a regular basis. Fix potential slippage and problems during construction.
4. Maintain contract documentation including record copies of construction documents, contractor's certificates of insurance, contractor's requests for information, contractor lien waivers and releases, change orders and inspection reports.
5. Facilitate changes during construction, ensuring that pricing is received in a timely manner and is reasonable for all changes.
6. Conduct continuous observations of the work and maintain good communication with government inspectors.

Occupancy and Project Closeout

1. Coordinate the workability of building components prior to occupancy including:
 - Security, life/safety and fire protection
 - Telecommunications, kitchen equipment and FF&E
 - Mechanical, plumbing, lighting and electrical systems.
 - ADA and accessibility
 - Signage, graphics and wayfinding
2. Monitor completion of punch lists and determine the date of Substantial Completion.
3. Coordinate inspections with city inspectors. Assist in obtaining Certificate of Occupancy and other permits.
4. Oversee the assembly and delivery of organized Project closeout documents including:
 - Reconcile all project budgets and payments.
 - Change orders are complete
 - Any contractor claims are resolved
 - Punch lists are complete
 - Final payments have been made and lien waivers received
 - Warranties, as-built drawings, operational manuals delivered

QUALIFICATIONS

Respondents should demonstrate:

- Proven track record serving as Owner's Rep or Project Manager for nonprofit, institutional, or capital campaign-driven construction projects.
- Experience managing budgets of comparable size and complexity.
- Familiarity with Dallas construction, permitting, and regulatory environments.
- Strong communication, negotiation, and leadership skills.
- Ability to work collaboratively with nonprofit boards, executives, and campaign stakeholders.

PROPOSAL REQUIREMENTS

Interested firms or individuals should submit a proposal including:

1. **Cover Letter** – Introduction and summary of interest.
2. **Firm/Individual Profile** – Background, organizational structure, and relevant experience.
3. **Project Team** – Key personnel assigned and their qualifications.
4. **Relevant Project Experience** – Examples of comparable projects and nonprofit capital campaign projects.
5. **Approach & Methodology** – Proposed approach to project management and representation.
6. **Fee Proposal** – Clearly define fee structure (fixed fee, percentage of construction cost, monthly fee, hourly rates, etc.).
7. **References** – Minimum of three (3) recent clients with similar project scope.

RFP TIMELINE – 2026

- **Issue Date:** February 9, 2026
- **Questions Due:** February 13
- **Responses to Questions Issued:** February 16
- **Proposal Submission Deadline:** February 23
- **Selection & Award:** February 27
- **Consulting Services Start Date:** Estimated to be March 2

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 – Owner's Representative Project Management Services for Austin Street Center Capital Campaign"

EVALUATION CRITERIA

Proposals will be evaluated based on the following:

- Relevant experience and qualifications
- Strength of proposed project team and management approach
- Experience with like-kind projects and nonprofit capital projects
- Cost-effectiveness and clarity of fee proposal
- References and demonstrated past performance

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; and negotiate with any proposer to serve the best interest of ASC.