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Request for Proposal (RFP) **General Contractor Services – Capital Campaign Project** **Issued by:** Austin Street Center **Issue Date:** April 27, 2026 **RFP Number:** RFPGCFY26

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 **General Contractor** for demolition and remodel construction of the proposed project described below, located at 2929 Hickory St, Dallas, Texas 75226 (between Jeffries St. and Chestnut St.).

DESCRIPTION OF PROJECT

The proposed Austin Street Center project includes the renovation and remodel of the existing shelter facility located in a pre-engineered metal building totaling approximately 28,000 square feet. The project includes 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 unoccupied 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, new construction elements within the current footprint, and some site work.

Anticipated Building Area:

- Phase 1 Crisis Center – approx. 10,000 SF
- Phase 2 HUB – approx. 18,000 SF
- Sitework and Landscaping

Site Work:

- Driveways, Drop Off, Parking Lot, Landscaping, Utilities and other Site Improvements
- Building Services (loading area, trash area)
- Demolition of an Existing Freestanding Building
- Outdoor Courtyards
- Animal Kennel

Areas to be shared by both Phases include:

- New Main Entry Lobby on Chestnut St.
- Commercial Kitchen
- Laundry
- Mechanical, Electrical and Fire Riser Rooms

The remodel scope for both Phases will include:

- Modifications to floor slab, windows and some roof repair.
- Remodel construction of flooring, walls, ceilings, millwork, finishes
- Changes to exterior building envelope and entries.
- 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) for Kitchen.

Phase 1 – Crisis Center

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 single-story building.

Spaces include:

- Reception, Intake, Lobby, Security Checkpoint, Kiosks
- Client Meeting Rooms
- Commercial Kitchen and Storage (shared)
- Group Dining
- Laundry (shared)
- Client Rooms (bedrooms)
- Staff Workstation, Staff Break Room, Staff Private Restrooms, Private Office
- Nurse Room and Storage
- Men's and Women's Restrooms and Showers
- Unisex Toilet Rooms
- Mechanical Rooms

Phase 2 – HUB

Phase 2 HUB will provide short-term residential care for the homeless. Area to be remodeled is approx. 18,000 SF inside the existing pre-engineered metal building.

The HUB will include:

- Reception, Intake, Lobby and Security Checkpoint
- Client Meeting Rooms and Conference Room
- Dining and Sitting Area
- Staff Workstations

- Client Sleeping Area, Client Storage and Lockers
- General Storage
- Men's and Women's Restrooms and Showers
- Staff Break Room, Staff Private Restrooms, Private Offices
- Mechanical Rooms & Back-of-House

Preliminary Design Plans

Refer to Preliminary Design Plans attached.

DESCRIPTION OF SERVICES and GENERAL REQUIREMENTS

- A. General Contractor will exercise his best skill and judgment and will cooperate with the Owner, Architect, consultants, and all parties in advancing the best interests of the Owner. See EXHIBIT B, General Contractor - Scope of Services Summary.
- B. Contract Form: It is anticipated that the contract for construction will be an AIA Document A102 – 2017 Standard Form of Agreement Between Owner and Contractor – Cost of the Work Plus a Fee, with a Guaranteed Maximum Price.
- C. Cost of the Work: Cost of the Work shall include all direct job costs, sub-contractor costs, taxes, insurance, final clean, and permits. These are costs that are to be reimbursed and considered as direct costs in determining the Cost of The Work to which the fee will be applied.
- D. Changes in the Work: All additions or reductions to the Scope of Work should be proposed by the General Contractor as a written Change Order, which must be supported by cost of the work, cost detail, contractor's fee, general conditions, etc.
- E. Insurance: Prior to execution of the Contract Agreement, General Contractor will submit a Certificate of Insurance showing existing coverage to maintain Workers Compensation Insurance, Employers Liability Insurance, Comprehensive or Commercial General Liability Insurance on an occurrence basis. See EXHIBIT C for insurance requirements.
- F. The General Contractor will assist owner in securing the building permit, and will coordinate inspections, approvals and Certificates of Occupancy required by City, County and State Authorities.
- G. The General Contractor will be solely responsible for compliance with all laws, ordinances, codes as designed, rules and regulations and all lawful orders of any public authority having jurisdiction over the Project.
- H. The Client reserves the right to reject any or all bids and to waive any formalities in the bidding process.
- I. The General Contractor will be responsible for the reproduction of construction documents for bidding and administration of the work. The Architect will issue construction documents via FTP site for the General Contractor's use.
- J. Your company's proposal shall not be withdrawn for a period of ninety (90) calendar days after scheduled receipt of proposals.

K. Target Milestone Schedule. The following are target dates:

1. Overall Project Schedule

- 4/24: Architect issues Phase 1 & 2 Preliminary Design Plans
- 4/27: Owner issues General Contractor Request for Proposal (RFP)
- 5/4: Property Tours for GC Offerors
- 5/11: Questions & RFI's due from GC Offerors (submit to Alissa Rodgers via email)
- 5/27: Proposals Due from General Contractor Offerors at 12:00 pm Noon
- 6/1-6/5: Interviews with select GC Offerors
- 6/15-6/19: Select Successful General Contractor

2. Phase 1 - Crisis Center (Interior Improvements)

- 5/1: Architect issues Phase 1 CD's (for HHSC State Grant Contract)
- 5/29: Architect issues Phase 1 CD's (for Permit & Bidding)
- 6/1-7/13: Permitting (est. 6 weeks)
- 6/19: Award General Contractor
- 6/22-7/20: Sub Bidding, Establish GMP & Finalize Contract (est. 4 weeks)
- 6/30: Architect issues Phase 1 CD's (for Construction)
- 7/13: Building Permit Issued
- 7/20: Execute GMP Contract (not before 7/15 per Mabee Foundation)
- 7/27: Commence Phase 1 Construction

3. Phase 2 - HUB (Interiors, Exterior) & Site Work

- 7/10: Architect & Civil issue Phase 2 CD's (for Permit & Construction)
- 7/13-8/10: Sub Bidding & Finalize Phase 2 GMP (4 weeks)
- 7/13-8/24: Permitting for Phase 2 (6 weeks)
- 8/10: Execute GMP Change Order for Phase 2
- 8/24: Building Permit Issued
- 8/25: Commence Phase 2 & Site Work Construction

Note: These dates assume no City requirements for separate Site Plan approval or PD amendment.

PROPOSAL REQUIREMENTS

A. Firm Overview: Provide a summary overview of your company including:

- Company name, business address, and primary contact
- Firm size and years in business
- Explain relevant project experience including experience with shelters, nonprofit facilities, or similar projects
- Provide at least 3 relevant project examples with size, scope, and client references

B. Contractor's Project Team: Provide a summary overview of your project team including:

- Organizational chart of your proposed key personnel.
- Resumes of team members (i.e., Project Manager, Superintendent, etc.).
- List any portions of the work you propose to perform directly with your own forces.

C. Construction Cost Proposal:

- Provide Exhibit A "Proposed Contract Terms" including:
- Basic contract terms to be included in the standard form of agreement between Owner and Contractor for Phase 1 and Phase 2.
- Conceptual Construction Cost Estimate with itemized breakdown of costs (Schedule of Values) showing separate components similar to CSI divisions.

- Include General Contractor Fee, Overhead and Profit, General Conditions, Taxes and Insurance, Contractor's Contingency, Allowances and Cost of the Work.

D. Construction Schedule: Provide a Conceptual Construction Schedule including:

- Overlapping Phase 1 and Phase 2 critical paths.
- Permitting, early demolition, construction start, certificate of occupancy and completion dates.
- *Note: It is anticipated that Phase 1 Crisis Center Interior Improvements construction can start earlier than Phase 2 HUB and Site Work.*

PROPOSAL SUBMISSION INSTRUCTIONS

Important dates include:

- 4/30/26 Send email to Allisa Rodgers confirming that Offeror intends to submit a proposal.
- 5/4/26: Property Tours for GC Offerors (at 2:00 PM)
- 5/11/26: Questions & RFI's due from GC Offerors (submit to Allisa Rodgers via email)
- 5/27/26: Proposals Due from GC Offerors (by 12:00 PM Noon)

All proposals must be submitted by **12:00 pm Noon Wednesday May 27, 2026**, electronically in PDF format to:

Submit to: Ms. Allisa Rodgers

Title: Chief Financial Officer

Email: accounting@austinstreet.org

Phone: 972-807-0017

Subject line: "Proposal – General Contractor for Austin Street Center Capital Campaign"

EVALUATION CRITERIA

Proposals will be evaluated based on the following:

- Proposed Contract Terms and cost-effectiveness
- Relevant experience and qualifications of company
- Strength of proposed project team and management approach
- Experience with like-kind projects and nonprofit capital projects
- 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 offeror to serve the best interest of ASC.

**EXHIBIT A
PROPOSED CONTRACT TERMS**

General Contractor's Fee:

The Cost of The Work Times _____ Percent (_____%)

(The General Contractor's Fee is determined by multiplying the Cost of The Work by the percentage Fee. The General Contractor's Fee shall include non-payroll insurance, corporate overhead, indirect job overhead, warranty, and any pre-construction services that may be required).

General Contractor's Fee for Changes in the Work:

The Cost of The Work Times _____ Percent (_____%)

(The General Contractor's additive for changes in the work for the project).

Mark-up for Self Performed Work:

The Cost of the Self-Performed Work Times _____ Percent (_____%)

(The percentage mark-up for overhead and profit to complete a portion of the Work for the project with the General Contractor's own forces, excluding General Conditions, if applied before and in addition to the General Contracting Fee).

Contractor General Conditions:

_____ Dollars (\$_____)

(To furnish all labor, materials and equipment necessary to provide the General Conditions at actual cost. See Sample Breakdown of General Conditions on the following pages.)

SAMPLE - BREAK DOWN OF GENERAL CONDITIONS

PERSONNEL:

1. Field and home staff administration and supervision:

	<u>Raw Costs</u>	<u>Burden</u>	<u>% of Time</u>	<u>No. of Weeks</u>	
Project Manager	\$ _____ /wk x	_____ % x	_____ x	_____ wks	= _____
Project Engineer	\$ _____ /wk x	_____ % x	_____ x	_____ wks	= _____
Superintendent	\$ _____ /wk x	_____ % x	_____ x	_____ wks	= _____
Assistant Superintendent:	\$ _____ /wk x	_____ % x	_____ x	_____ wks	= _____
Other: _____	\$ _____ /wk x	_____ % x	_____ x	_____ wks	= _____
Other: _____	\$ _____ /wk x	_____ % x	_____ x	_____ wks	= _____

SUBTOTAL (ITEM 1) \$ _____

Indicate the percentage of time your personnel will be dedicated solely to this project:

Project Manager _____ % Superintendent _____ % Project Engineer _____ %

OTHER:

- 2. Field Engineering Labor with Burden..... = _____
- 3. Field Engineering Equipment and Supplies..... = _____
- 4. Field Project Office = _____
- 5. Temporary Fire Extinguishers and Safety Equipment/Labor = _____
- 6. Office Furniture and Office Equipment = _____
- 7. Office Supplies..... = _____
- 8. Postage..... = _____
- 9. Federal Express/Courier Services..... = _____
- 10. Printing and Reproduction = _____
- 11. Copy Machine and Paper = _____
- 12. Telephone Service..... = _____
- 13. Personal Computers on Site..... = _____
- 14. Temporary Toilets..... = _____
- 15. Janitorial Services..... = _____
- 16. Small Tools and Consumables..... = _____
- 17. Vehicle Rental..... = _____
- 18. Vehicle Fuel, Maintenance, Insurance, and Repair..... = _____
- 19. Construction Clean-Up with Burden = _____
- 20. Dumpster Fees = _____
- 21. Final Clean-Up..... = _____
- 22. Permits and Inspections Fees = _____
- 23. General Excise Tax = _____
- 24. Remodel Tax..... = _____
- 25. Other:..... = _____
- 26. Other:..... = _____
- 27. Other:..... = _____
- 28. Other:..... = _____
- 29. All Builder's Risk or Installation Floater Insurance = _____
- 30. Liability Insurance (Pro Rata Share)..... = _____
- 31. Other forms of insurance = _____

SUBTOTAL: (ITEMS 2-31) \$ _____

TOTAL MAXIMUM GENERAL CONDITIONS (ITEMS 1-31) \$ _____

Note: Please indicate with "N/A" the items above that, in your opinion, do not apply to this project.
 Please indicate with a "0" (zero) the items above that are included in General Contracting Fee.
 Please indicate with "C.O.W." the items that, in your opinion, are included in the Cost of The Work.

EXHIBIT B
GENERAL CONTRACTOR
SCOPE OF SERVICES SUMMARY

Preconstruction

1. Attend weekly Project Team meetings with architect and Owner.
2. Review existing conditions at project site and advise on: utilities, mechanical and electrical systems, fire protection, preliminary material specifications, design details, constructability, availability of materials and long lead items.
3. Provide construction cost estimates and value engineering including alternate construction methods and/or materials.
4. Critically evaluate proposed construction schedule, including fast track options, critical path decisions, long lead times, pre-permit activities, etc.
5. Assist in securing building permits, fire department approvals and other permits.
6. The Architect will issue construction documents via FTP site. All printing costs should be included in Contractor's General Conditions.
7. Receive at least three (3) bids per major trade and include Minority-owned and Women-owned businesses. Present subcontractor bids to Owner. Establish Guaranteed Maximum Price (GMP).

Construction

1. Furnish a qualified superintendent and provide a space at the project to conduct on-site management of construction for the duration of the project, from start of construction through completion of punch list items.
2. Maintain a detailed schedule of construction.
3. Closely supervise all work, ensuring adherence to specifications, quality standards, schedule and costs.
4. Lead weekly Owner/Architect/Contractor (OAC) meetings and prepare construction progress meeting notes including Request for Information (RFI) Log, Submittal Log, Change Order Log, Updated Construction Schedule, critical decisions, etc.
5. Conduct sub-contractor job-site meetings as may be required to coordinate trades/vendors, and distribute progress reports and schedules, highlighting problems or required decisions. Administer corrections as specified by the project team.
6. Prepare and administer subcontractor payments from all sub-contractors, suppliers, vendors, etc., receive Lien Wavers from sub-contractors and maintain a Lien Waiver Log.
7. Manage all related reports, permits and inspections.
8. Coordinate with designated representatives of the Owner, the architect, consultants, City and governmental inspectors, and vendors and suppliers to the Owner.
9. Provide detailed pricing as may be requested for changes to the Scope of Work and promote competitive pricing of any changes. Manage all aspects of approved changes to the Scope of Work.

Project Completion and Turnover to The Owner

1. In conjunction with the Architect, create a comprehensive punch list and resolve each deficiency within thirty (30) days after Substantial Completion.
2. Obtain Final Inspection Approvals and/or Certificate of Occupancy and deliver to the Owner.
3. Provide all documentation of guarantees, warranties and operating manuals to the Owner.
4. Note all field changes on plans for inclusion in record drawings.
5. Coordinate and schedule a walk-through to instruct designated representatives of The Owner on the operation and maintenance of all systems and equipment.
6. The full retainage portion of the Contract Sum will be paid to the General Contractor upon completion of the Project Turnover Requirements (turnover of the completed facilities and related requirements to The Owner).
7. Project Turnover Requirements include the following project closeout documentation and actions:
 - Fully executed Certificate of Substantial Completion.
 - Deliver Certificate of Occupancy to The Owner.
 - Complete Punch List items.
 - Complete final cleaning of facilities.
 - Fully execute any Change Orders.
 - Deliver General Contractor, Sub-contractors, Supplier and Vendor Lien Waivers (conditional and unconditional) to The Owner.
 - Deliver Record Drawings to The Owner.
 - Deliver guarantees, warranties, certifications, and operating manuals to The Owner.
 - Complete reconciliation of the Contract Sum including backup documentation (i.e., sub-contractor agreements, allowance and contingency documentation, invoices, quotes, etc.)

EXHIBIT C
MINIMUM INSURANCE REQUIREMENTS
CONTRACTORS and SUBCONTRACTORS

All contractors and subcontractors doing any kind of work on the property are required to provide evidence of insurance. The limits set forth in this section are based on the degree of risk and the scope of work involved in the services to be provided. The actual dollar amount of a contract has no bearing on the potential risk. From time to time, you may come across exceptions to these recommendations. The limits requested herein are minimum requirements, your obligation to indemnify Owner is not limited to the limits requested herein". Information regarding AM Best ratings may be obtained by going to www.ambest.com.

Minimum Limits:

General Liability: \$1,000,000 Per Occurrence
Owner must be named as additional insureds.

Umbrella Liability: \$3,000,000 Excess Liability Coverage.
Owner must be named as additional insureds.

Automobile Liability: \$1,000,000 combined single limit. Include coverage on all owned, hired and non-owned automobiles.

Workers' Compensation and Employers' Liability Insurance \$1,000,000 each accident for bodily injury by accident; \$1,000,000 bodily injury by disease.

Minimum Financial Rating: A.M. Best A8

Builders Risk:

General Contractor's Builder's Risk Policy.

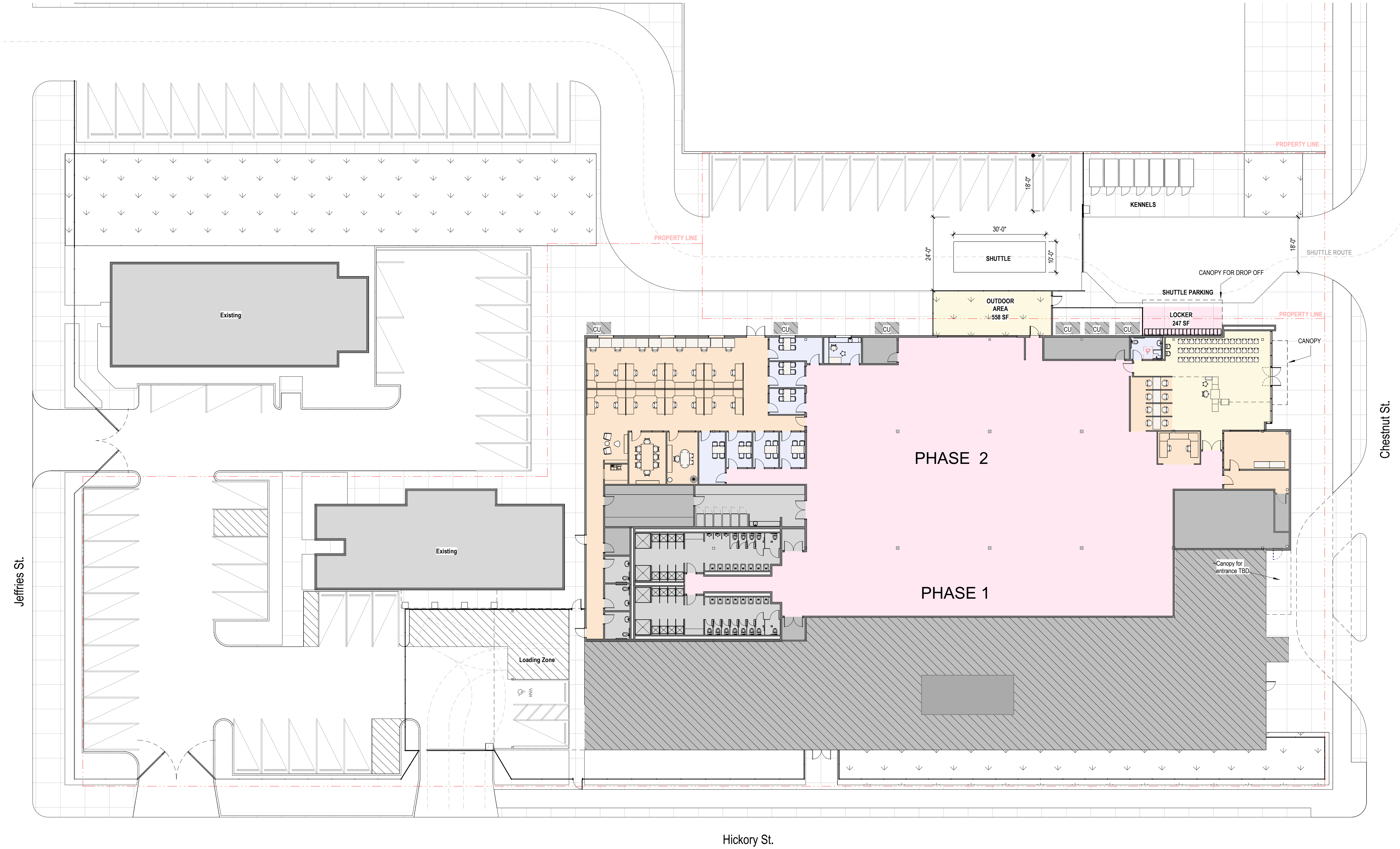
Phase 2
Phase 1

Phase 2
Phase 1



1 FLOOR PLAN- LEVEL 1
SCALE: 1/8" = 1'-0"

AUSTIN STREET CENTER-CRISIS CENTER PHASE 1 & PHASE 2



SITE PLAN
 SCALE: 1/16" = 1'-0"

AUSTIN STREET - HUB

Concept

