

October 25, 2023

**Subject: Request for Proposal for Construction Manager Services  
Family Promise of NNCC Expansion Project**

You are invited to submit a proposal for construction management services for the Family Promise of Northern New Castle County (FPNNCC) Expansion Project located on Milltown Road in Wilmington, Delaware. Your firm was shortlisted for this proposal based on your longstanding reputation and local nonprofit and/or community-based project experience.

**Background**

FPNNCC is part of the national Family Promise organization. Family Promise is a community-based non-profit founded in 2003 and dedicated to preventing and ending homelessness for families in our community. Our mission is to prevent and end homelessness for families by engaging volunteers, donors, and our community. We envision a community in which every family has a home, a livelihood, and the resources for lasting independence. We believe in working with our community to end family homelessness - a challenge faced by our community requires a community solution.

Conversations began in Delaware in the Fall of 2008 about needing more resources to keep families together while they experience homelessness. At the time, Delaware had limited resources to address this need. In March 2010, FPNNCC opened its doors to families with children experiencing homelessness. Recognizing the severe need in our community for emergency shelter beds, we launched our Hospitality Center by leasing a portion of the Jesus House property located at 2501 Milltown Road in Wilmington, Delaware. The Hospitality Center represents our first static shelter site. FPNNCC is one of only a few affiliates to offer both rotational and static shelter. The opening of the Center doubled our shelter capacity.

We provide needed temporary shelter for families experiencing homelessness, along with comprehensive case management and support. We work with families in other situations of homelessness so they can quickly secure housing, or even avoid entering the shelter system altogether. We support families during and after their transition to permanent housing to ensure they have the resources for lasting independence. We work with families up to one year after they move into permanent housing to ensure they can live independently.

We have continued to see the need for our services expand in Northern New Castle County, particularly after the additional pressure the COVID pandemic placed on both families and the support systems in Delaware. FPNNCC has therefore purchased the former Jesus House property and embarked upon an expansion project to construct additional housing on this property, so that we may serve more families in the future. We would also look to move our support services from their current location at the St. James Church campus to this location to allow for a more efficient operation.

We have developed some preliminary land planning and site concepts and are in the process of engaging an architect-led design team to work with our Building Committee on the expansion project. As a result of our recent proposal and selection process, we anticipate engaging

Architectural Alliance to lead the building design team. The project civil/site engineer, Verdantas LLC, has been contracted directly by FPNNCC. We envision the expansion project to include between 12,000 and 18,000 square feet of space in a single two-story structure. The programming of that space is anticipated to include:

**Staff Offices:**

1. At least 5 Administrative Staff Offices
2. At least 5 Case Management Staff Offices (preferably closer to the units of shelter)
3. At least 1 breakroom
4. A boardroom that can accommodate up to at least 20 individuals.

**Dining Area & Kitchen:**

1. A commercial kitchen in line with State of Delaware regulations
2. A dining area that can accommodate up to at least 72 individuals.

**Shelter (Housing Area):**

1. At least 8-12 units of shelter
  - a. Each shelter unit consists of two rooms, and a private bath (standing shower, sink, toilet)
    - i. 8 units of shelter consisting of two rooms and a private bath is necessary.
    - ii. 4 additional units consisting of one room and a private bath would be helpful.
  - b. Two units of shelter must be on the first floor and handicap accessible.

**General Needs:**

1. Washers and dryers
2. A living/communal area
3. Two warming kitchens (fridge, microwave, toaster oven, sink, dishwasher)
4. Computers for client use
5. General storage area for staff supplies, air mattresses, blankets, etc.
6. Bathroom facilities for staff and guests

**Scope of Work**

**Preconstruction Phase Services**

Specific works requested during the preconstruction phase include:

1. Progress updates monthly.
2. Schematic, Design Development, and 50% Construction Document construction cost estimates.
3. Develop a construction implementation plan and construction schedule.
4. Work with the design team to identify and coordinate constructability, phasing, logistical, and agency reviews, and approvals.

**Construction Phase Services**

The intent is to move forward with bidding and construction of the improvements directly following the preconstruction phase. FPNNCC, if satisfied with the selected construction manager, may negotiate with the construction manager for the construction phase of the

project. The construction manager would coordinate with FPNNCC's consultants and factors such as fundraising to determine the scope and schedule of future steps.

### **Proposal Submission Schedule and Guidelines**

1. The Preconstruction Phase is expected to take five months, ending March, 2024.
2. A pre-proposal tour of the FPNNCC Expansion project site, located at 2501 Milltown Road, Wilmington, Delaware, is scheduled for 10:00 a.m. Tuesday, November 7th, 2023. Please email your intent to attend to Tyler Shade, at [tyler@familypromisede.org](mailto:tyler@familypromisede.org), no later than 5:00 p.m. Friday, November 3<sup>rd</sup>, 2023.
3. Questions may be submitted to Tyler Shade, Executive Director, via email only at [tyler@familypromisede.org](mailto:tyler@familypromisede.org). The deadline for questions is 5:00 p.m. Friday, November 10th, 2023.
4. Answers to questions will be replied to all firms by 5:00 p.m. Wednesday, November 15<sup>th</sup>, 2023.
5. Proposals are due by 5:00 p.m. Wednesday, November 22<sup>nd</sup>, 2023. Kindly deliver or mail five paper copies and one electronic file to:  

Tyler Shade  
Family Promise NNCC  
2104 St. James Church Road  
Wilmington, DE 19808
6. All proposals will be opened and reviewed privately at FPNNCC's discretion.
7. FPNNCC intends to conduct interviews with select firms the week of December 4<sup>th</sup>, 2023.
8. FPNNCC intends to have a construction manager selected by December 15<sup>th</sup>, 2023.

### **Selection Criteria**

Submission Requirements:

1. Provide a schedule of labor rates for the personnel assigned to this project and your estimate of any reimbursable costs you might expect for Preconstruction Services.
2. Describe your process for working with FPNNCC through both Preconstruction and Construction.
3. Identify your team, project executive, project manager, and other technical staff that will participate in this project.
4. Based on your experience on similar projects, we are interested in any recommendations you may suggest.
5. Provide a list of prior experience with projects of this type and include:
  - Members of the team who participated
  - Client contact information for each project (phone, and email)
6. Insurance coverage, a letter from your carrier stating that you will be covered for professional liability and general liability in the amount of Five Million dollars each (This

will be required at the beginning of the Construction Phase).

7. Provide a fixed fee (including personnel costs) for the Preconstruction Services (monthly amount for five months) and provide a percentage of hard construction cost for construction management services for the Construction Phase.
8. The agreement for preconstruction services will be an AIA agreement and your proposal will be attachment A.

We request that you acknowledge receipt of this request for a proposal and if you intend to submit a proposal to ([tyler@familypromisede.org](mailto:tyler@familypromisede.org)). A copy of the conceptual site plans will be provided to those who intend to submit a proposal.

Very truly yours,

Tyler Shade  
Executive Director