



**REQUEST FOR BID
ARCHITECTURAL SERVICES AND CONSTRUCTION ADMINISTRATION
MANAGEMENT SERVICES
February 21, 2023**

Introduction

Kids' Harbor, Inc. is a child advocacy center serving the Lake of the Ozarks area in Central Missouri, Fort Leonard Wood, and surrounding areas. This agency assists victims of child abuse and their safe caregivers as they make their way through the difficult and often frightening process of a child abuse investigation.

Kids' Harbor was established in Camdenton, Missouri by a task force of concerned community members in 2001. A satellite office in St. Robert, Missouri was opened in 2005 and the Camdenton office moved to Osage Beach, Missouri in 2006. Both centers are nationally accredited by the National Children's Alliance.

Services are provided, at no cost, to children, ages 0-18, who are referred by Children's Division of Missouri Department of Social Services, Juvenile Authorities, and /or Law Enforcement. Most referrals involve reports of sexual abuse but also include physical and emotional abuse as well as physical and medical neglect, witnesses to violence and drug endangered children. Services are designed to begin at the onset of the investigation. Early intervention and support have been shown to lessen the traumatic consequences that a child may experience during the criminal justice process.

Kids' Harbor is a non-profit organization exempt from state and federal taxes.

Scope of Work

Kids' Harbor is soliciting proposals from qualified firms for architectural services for the renovation and expansion of Kids' Harbor's St. Robert location. This Request for Proposals is seeking services for concept/preliminary design, final design, bidding, and construction administration management services.

Bid Work Objectives

The primary objective of the Kids' Harbor St. Robert expansion project is to maximize the space available to comfortably and functionally meet the agency's mission to provide coordinated response, healing, and prevention of child abuse. This project seeks to provide a child friendly setting for professional services in a confidential, safe, and friendly setting.

Method of Performance

Please outline in detail the various activities and tactics your firm will conduct to ensure the above goals and objectives are met. Please feel free to expand this section to fit your firm's planned activities and tactics.

Budget – Schedule

This project is funded by a grant from the Children's Trust Fund. The project timeline is based upon grant requirements with final completion by the end of 2023. A six-month extension of this timeline may be possible, but subject to approval by the grant administrator. Total funding for the project is approximately \$400,000.

Resources/Information Provided by Kids Harbor

Kids' Harbor is currently located in a one-story strip mall located at 181 Eastlawn Avenue, St. Robert, Missouri. The current leased location occupies both Suites A and B. The agency utilizes the space to conduct forensic interviews, medical exams, counseling, advocacy, meetings, and group therapy. The current space is no longer sufficient to meet the needs of the agency, community, and clients due to limited square footage, sub-optimal layout, and sound issues.

Kids' Harbor has secured the adjoining suites, 3 and 4, within the building. The total space of the combined four suites is approximately 7,675 square feet.

The selected firm will be encouraged to provide guidance and recommendations toward renovating and joining the spaces that will best meet the needs of Kids' Harbor and the families and multidiscipline teams served by the agency. Kids' Harbor has identified the following goals:

- Additional office space to better accommodate current staff, future staff, visitors, counseling, and group therapy sessions. Other needs include storage, and sound proofing of forensic interview rooms, counseling, family rooms, and medical offices.*
- Facilities should be designed to maximize functionality, durability, and account for and allow future growth.*
- Facilities should embrace sustainable design practices that emphasize energy efficiency as well as renewable and redundant energy sources.*
- Minimize the impact of office closures throughout the construction process.*

Criteria for Selecting a Bid

1. Experience, Reliability and Stability
2. Expertise of Personnel
3. Method of Performance
4. Cost

Appointments can be made upon request to view the current space. To schedule an appointment, please contact Jennifer Darnell at 573.348.6886 or via email jdarnell@kharborcac.org. Please feel free to provide details for each of the four segments above. Please also include a listing and bio for all employees that will be working on the Kids' Harbor, Inc. project. Kids' Harbor, Inc. may request a formal presentation once bids are received.

The successful architectural firm may be required to make periodic presentations to Kids' Harbor, Inc. and to participate in occasional committee meetings as requested.

References

As a reference and endorsement to your firm's experience and qualifications, please provide a variety of references and example projects over the past three years as a direct result of your firm's projects. Please feel free to provide any other information regarding your firm's experience, completed projects, and relationships that would be valuable in Kids' Harbor's evaluation process.

Submission Instructions

Please submit your bid no later than **March 15, 2023**, to Cara Gerdiman at cgerdiman@kharborcac.org or mail to:

Kids' Harbor, Inc.
Attn: Cara Gerdiman
5717 Chapel Drive
Osage Beach, Missouri 65065