

## Stephens, Jesse

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**From:** Stephens, Jesse  
**Sent:** Friday, April 11, 2025 8:52 AM  
**To:** Stephens, Jesse  
**Subject:** Building Renovations RFQ/RFP - Progress Report

Dear Board of Trustees,

A preliminary schematic of the building renovation was presented at the January meeting. A draft of a request for proposal for design-build services is nearing completion and will be coordinated with Angela for legal review the week of April 29<sup>th</sup>. The proposal is being drafted and designed around Missouri state law for design-build contracts. This procedure requires a two-part evaluation in which proposers will submit qualifications first and then be shortlisted to submit specific design build proposals. This will necessitate the development of a review committee for scoring the proposals. I would suggest that one or more of the board members should be part of the scoring committee. A draft of the RFQ/RFP documents will be sent to you prior to the May meeting for review and comment. If the board agrees to move forward with the RFQ/RFP, we would desire to put this out for proposal after the May board meeting. As a reminder, \$250,000 was approved in the 2025 budget for this project. It is unlikely the entire project will be completed for this dollar value. The project is being presented as phases so that we can determine if additional funding is required in the 2026 budget to complete this project.



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