



Deliver excellence in child abuse response, offer a path toward healing, and educate the community.

**Project Title:** New and Renovated Facility – Wentzville, Missouri

**Service Requested:** Architectural Services

**Issue Date:** July 29, 2025

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Director of Finance and Business Administration  
989 Heritage Parkway  
Wentzville, MO 63385

# Request for Qualifications (RFQ)

## 1. Introduction

The Child Advocacy Center of Northeast Missouri (CACNEMO) invites qualified architectural firms to submit Statements of Qualifications for design and planning services for a new nonprofit facility in Wentzville, Missouri. The facility will be dedicated to providing trauma-informed support and advocacy services for children and families affected by abuse and neglect.

## 2. Project Summary

The proposed facility will include private interview rooms, therapy spaces, reception areas, administrative offices, and other support spaces. The design must reflect CACNEMO's commitment to child safety, healing, and confidentiality. This project is partially supported by public funds and is subject to Missouri and federal procurement regulations, including 2 CFR §200.320.

## 3. Scope of Services

- Site assessment and feasibility consultation
- Schematic design and design development
- Construction documents and permitting coordination
- Bid phase assistance and contractor selection
- Construction administration and final inspections
- Regular coordination with CACNEMO project staff

## 4. Submission Requirements

Each submission must include:

- Cover letter
- Firm background and qualifications
- Resumes of key personnel
- Three examples of similar nonprofit/public sector projects
- Project approach and understanding
- Proposed project timeline and availability
- References from three recent clients
- Proof of Missouri licensure and insurance

## 5. Submission Deadline & Delivery

Statements of Qualifications must be received by:

Date: August 6, 2025

Time: 4:00 PM CST

Submit via one of the following methods:

- Email (PDF, max 25MB): [fclemons@cacnemo.org](mailto:fclemons@cacnemo.org)
- Mail or Delivery:

The Child Advocacy Center of Northeast Missouri  
Attn: Architectural RFQ  
989 Heritage Parkway, Wentzville MO 63385

## **6. Evaluation Criteria**

Submissions will be evaluated based on the following:

- Experience with similar projects
- Qualifications of team members
- Understanding of CACNEMO's mission and needs
- Proposed timeline and availability
- References and past performance

## **7. Questions & Clarifications**

All questions must be submitted in writing to [fclemons@cacnemo.org](mailto:fclemons@cacnemo.org) by August 4, 2025. Answers will be posted to the CACNEMO website by August 5, 2025.

## **8. Legal and Compliance**

The Child Advocacy Center of Northeast Missouri is an equal opportunity employer. Minority-owned, women-owned, and veteran-owned businesses are encouraged to submit. This RFQ follows Missouri Revised Statutes §8.285–8.291 and federal procurement standards per 2 CFR §200.320.