



October 30, 2025

Re: RFP for Construction Manager at Risk Services

The Community Action Council of Howard County Maryland, Inc. (CAC), invites you to submit a proposal for Construction Manager at Risk Services (CMc) for their upcoming project at 7525 Montevideo Road, Jessup, Maryland. The project consists of site work and construction of two buildings that will include a 11,500sf Food Bank/Warehouse with an additional 2,500sf mezzanine, and a 11,000sf Early Childhood Education Center with a playground. CAC intends to start construction in March 2026 and occupy the space in early 2027.

The chosen CMc will be brought onto the project as a participating team member and will begin attending the Design Phase progress meetings.

CAC will conduct brief interviews with no more than four (4) general contractors on or about December 5, 2025. The CMc will be selected on multiple factors, not just limited to bid amount.

We look forward to your response and submission which is due via email no later than 2:00pm on November 18, 2025.

Sincerely,

Tracy Broccolino, M.S. Ed.
President

Community Action Council of Howard County, Maryland, Inc.
9820 Patuxent Woods Drive
Columbia, MD 21046



1. INTRODUCTION

The Community Action Council of Howard County, Maryland, Inc. (CAC) has served as the County's designated anti-poverty organization for sixty years. Through regular community needs, assessments, and deep community relationships, CAC has identified five critical areas of need that help to address the causes and conditions of poverty in our community: Early childhood education, food, energy and housing assistance, along with our statewide weatherization program. These longstanding, high-impact programs guide individuals and families in Howard County and beyond from poverty and crisis to stability, and ultimately, self-sufficiency.

For decades, CAC has served as Howard County's go-to, reliable nonprofit partner, working to resolve and meet people's needs quickly, strategically, thoughtfully, and always with compassion and dignity. CAC is part of a large network of community action agencies in Maryland and across the country. By layering our five critical services, CAC creates pathways of opportunity for individuals and families, whether that's through and out of poverty or just providing a preventative hand up when it's needed most. No matter who seeks our services or why, our priority is always lasting strength and livelihood for everyone in Howard County and throughout the state.

Every day, the Community Action Council of Howard County, Maryland, Inc. (CAC) witnesses the extraordinarily positive impact on families who have access to community supports in their own neighborhoods, and in turn, on the health and well-being of our community. Access to nutritious food that sustains health, early childhood education that unlocks a lifetime of potential for parents and their children as well as essential services that ensure individuals' and families' stability. These vital supports do more than meet basic needs; they empower and inspire people to create happier, healthier, better lives for themselves and others.

Yet today, our community's growing needs have surpassed the capacity of CAC's facilities, and there are still areas in Howard County that are historically underserved by human services. The CAC owned and operated Howard County Food Bank building on Gerwig Lane in Columbia is over capacity for the number of shoppers visiting during operating hours. Further, the County continues to need more low-to-no-cost early childhood education offerings for hard-working families.

These realities require immediate action.

Community Action Council of Howard County, Maryland, Inc. (hereafter CAC) plans to build two buildings as briefly described in the cover letter and within this document. The desire is to build space that will be an attractive and inviting environment for the employees, clients, volunteers, and visitors.