



REQUEST FOR PROPOSALS
No. 2023-02

Construction Project Management
Services – Benton City

Issued: October 11, 2023

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Section I Summary and General Information

Inspire Development Centers (IDC) is a Federal and State funded non-profit organization providing childcare and other human services to farm workers and rural families throughout the State of Washington. IDC has received federal funding from United States Department of Health and Human Services, Administration for Children and Families (“HHS/ACF”) to construct Head Start Facility in Benton County. IDC is requesting proposals for Construction Project Management Services to oversee the construction project.

Contact Information

Inspire Development Centers
Purchasing Department
105 South 6th Street, Suite B
Sunnyside, WA 98944
Telephone: (509) 837-2225 extension 70829 Fax: (509) 839-8688

Any inquiries or requests regarding this procurement MUST be submitted to the Procurement Department in writing, via email to Bidsubmission@inspirecenters.org, Subject line MUST reference **RFP 2023-02 Construction Project Management Services**.

Proposal Deadline

All proposals will be noted and stamped by time and date of submission. All vendors responding to this solicitation shall have until **5PM Pacific Standard (PST) on Thursday, November 9, 2023** to submit a fully completed proposal package. Proposals received after this deadline will not be accepted. Proposals may be submitted electronically to Bidsubmission@inspirecenters.org, delivered in person, or mailed to the address provided above.

General Information

This procurement will be conducted in accordance with the Inspire Development Centers (IDC) Procurement Policies and Procedures and applicable grant regulations. The proposals will be kept confidential. IDC is a private non-profit organization which adheres to its internal control policies and procedures. **It is not the practice of IDC to disclose proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.**

Important Dates

Deadline to Submit Questions	November 03, 2023
RFP Response Due Date	November 09, 2023
Finalist Interviews	Mid-November, 2023
Award and Contract	December 1, 2023 (reasonable estimation)
Project Completion Date	November 30, 2024

Question Submittal

Questions and inquiries MUST be submitted in written format and submitted electronically to Bidsubmission@inspirecenters.org. Subject line MUST reference **RFP#2023-02 Construction Project Management Services**.



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Section II Scope of Services

The selected Construction Project Management team is expected to provide comprehensive services covering all aspects of project initiation, planning, execution, monitoring and closure. The following key elements are to be addressed:

1. Project Initiation
 - a. Conduct a thorough project assessment and feasibility study.
 - b. Define project objectives, goals, and success criteria.
 - c. Develop a detailed project charter, outlining roles and responsibilities.
2. Planning
 - a. Create a comprehensive project plan encompassing timelines, milestones, and critical paths.
 - b. Obtain all necessary regulations and permits.
 - c. Develop a risk management plan, identifying potential risks and proposing mitigation strategies.
 - d. Establish a communication plan for regular updates and reporting.
 - e. Collaborate with relevant stakeholders to ensure alignment with organizational goals.
3. Execution
 - a. Oversee the bidding and selection process for contactors and subcontractors.
 - b. Monitor and manager project budget, ensuring adherence to financial constraints.
 - c. Facilitate regular site inspections and quality control measures.
 - d. Provide timely issue resolution and escalation procedures.
4. Monitoring and Control
 - a. Implement a robust project tracking system to monitor progress against the project plan.
 - b. Conduct regular performance reviews and assessments.
 - c. Address deviations from the project plan promptly and effectively.
 - d. Provide financial reporting and variance analysis.
5. Closure
 - a. Conduct a comprehensive project review and assessment upon completion.
 - b. Perform semi-final and final inspection upon completion.
 - c. Ensure all project documentation, including as-built drawings, permits, and warranties, is compiled and handed over.
 - d. Facilitate a smooth transition to the operational phase.
6. Stakeholder Communication
 - a. Establish and maintain open lines of communication with all stakeholders.
 - b. Provide regular project status updates and reports to the project sponsor and key stakeholders.
 - c. Address and resolve any stakeholder concerns promptly.

This scope of services is intended to guide potential service providers in understanding the comprehensive nature of the Construction Project Management services required for this project. Proposals should address each element of the scope, demonstrating the provider's ability to meet and exceed the outlined expectations.



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Section III Proposal Submittal Requirements

1. Statement of Qualifications
 - a. Provide a brief overview of your company and the services your company provides.
 - b. Provide a summary of the construction project management team's experience in overseeing similar projects.
 - c. Specify the number of years the team has been involved in construction project management.
 - d. Outline the specific areas of expertise the team possesses, such as project planning, budget management, and risk assessment.
 - e. Highlight any specialized knowledge relevant to the project.
 - f. Specify any industry certifications or licenses required for construction project management. Outline the certifications and licenses your team currently holds.
2. References
 - a. Provide at least three references from past clients or projects. Include contact information for these references.
3. Proposed Technical Approach and Methodology Outline
 - a. Statement of Work
 - b. Project Steps and Timeline
 - c. Overview of Deliverables
4. Cost Schedule
 - a. Estimated Hours and Fees
 - b. Detailed Cost Schedule
 - c. Out of Pocket Expenses for travel (i.e., clerical processing, transportation, lodging, meals) and related project expenses
 - d. Preferred Billing Arrangement



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Section III Proposal Submittal Requirements cont.

Proposal Cover Sheet, complete and return with proposal.

Company Name

Address

Phone Number

Name, title, and email address of the person authorized by the organization to; contractually obligate the organization, negotiate on behalf of the organization, and to provide clarification to the proposal response.

Name

Title

E-mail Address

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

By responding to this request for proposal, we hereby certify that we have not been suspended or in any way are excluded from Federal procurement actions by any Federal agency. We fully understand that, if information contrary to this certification subsequently becomes available, such evidence may be grounds for non-award or nullification of a proposal award.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Participant’s Responsibilities.

Signature

Date



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Section IV General Requirements

This procurement will be conducted in accordance with the Inspire Development Centers (IDC) Procurement Policies and Procedures, OMB Circulars and applicable grant regulations. The proposals will be kept confidential. Inspire is a private non-profit organization which adheres to its internal control policies and procedures. It is not the practice of INSPIRE to disclose bids/proposals submitted in response to requests which may or may not infringe upon confidential business practices of individual businesses.

1. Proposal Award

- a. Proposals will be evaluated and selected based on proposed services, experience/qualifications, and cost.
- b. Preference (not priority) is given to the following types of contractors, providing this involves no sacrifice in quality, service, or price; Contractors who are historically underutilized (small, minority, and/or women owned business); Contractors, to the extent practical and economically feasible, that provide products and services that conserve natural resources, protect the environment and are energy efficient; Contractors, to the extent practical and economically feasible, that provide products and services dimensioned in the metric system.

2. Laws and Regulations

- a. The prospective contractor must be licensed in the State and Community for which they are proposing to provide services. The prospective contractor is assumed to be familiar with all Federal, State, County and City laws, codes, and regulations which in any manner affect those engaged or employed in the work, or the materials and equipment used in the proposed services or which in anyway affect the conduct of work, and no pleas of misunderstanding will be considered on account of ignorance thereof.

3. Interpretation of Proposal Documents

- a. Prospective contractor's contemplating submitting proposals who are in doubt as to the true meaning of any part of the proposal documents, or find discrepancies in or omissions from this proposal document shall submit to IDC in a written request for an interpretation or correction thereof. Such requests shall be submitted and received not later than seven (7) days prior to the date specified as the deadline to submit. Any interpretation or correction of the proposal documents will be made in writing by addendum duly posted on the Inspire website. Inspire will not be responsible for any other explanation or interpretation of the proposal documents.

4. Rejection of Proposals

- a. IDC reserves the right to reject any proposal which omits any one or more items for which proposals are required; any proposal which omits prices; or any proposal, that in the opinion of Inspire Development Centers, does not meet the special requirements specified in this Request for Proposals. Inspire, at its sole discretion, reserves the right to reject any or all proposals at any time prior to the execution of a contract at no penalty.

5. Ownership of Proposals

- a. All proposals and accompanying documentation become the property of IDC and will not be returned.