



**REQUEST FOR PROPOSAL
FOR
PROJECT MANAGER**

Deadline for Submission Friday, August 11, 2023

By 5:00pm EST

RFP: No. 001

INTRODUCTION

The CT Association of School Based Health Centers is soliciting written proposals from Project/Construction Management firm(s) to provide comprehensive Project Management services for the new purchase and renovation of an office property. The CT Association of School Based Health Centers intends to award a contract to the firm who is deemed most qualified and responsive to this request. CT Association of School Based Health Centers has received a grant from the State of Connecticut Department of Economic and Community Development (DECD) for the project.

QUESTIONS: ALL QUESTIONS REGARDING THIS RFP ARE TO BE DIRECTED TO:

Melanie Wilde-Lane by emailing questions to MelanieWilde-Lane@CtSchoolHealth.org or by calling (203)-230-9976.

GOALS

The CT Association of School Based Health Centers considers as the general goal and purpose of the Project Manager to exercise skills, expertise, and judgement as the Association's agent for the facilitation of billing and construction management of the Association's building program in an efficient and cost-effective manner. The Project Manager shall not in any respect serve as a General Contractor, or Sub-contractor for any of these projects.

The main goal of project management is to manage and control the progress of the purchase and renovation project. The Project Manager plans, coordinates, budgets, and supervises the project from start to finish. The Project Manager acts on behalf of The CT Association of School Based Health Centers, overseeing every stage of the project and working with any of CT Association of School Based Health Centers' design consultants.

Specifically, the goals of The CT Association of School Based Health Center for this project include:

1. Purchase and renovation of a property within the Greater Hartford area for the purpose and use of office space for the Association and as office rental property.
2. Review and evaluate potential properties for purchase and renovation needs.
3. Assist The CT Association of School Based Health Center to execute the project in accordance with DECD's Financial Assistance Proposal, Financial Assistance Agreement, and DECD Bidding, Contracting and Construction Guidelines.
4. Prepare Bid Documents, publicly and competitively bid construction work, review bids to determine Lowest to Highest Qualified and most Responsible bids.
5. Stimulate interest and competitiveness among quality construction contractors, including minority-owned contracting firm(s), to bid on the project per the State of Connecticut Commission on Human Rights and Opportunities requirements.

6. Enhancement of fiscal accountability and adequate reporting of project budget and expenditures.
7. Ensure that the design, construction documents, and construction comply with all city and state regulations.
 - a. Equal Employment Opportunity
 - b. Contract Work Hours and Safety Standards Act
 - c. Rights to Inventions Made Under a Contract or Agreement
 - d. Clean Air Act and Federal Water Pollution Control Act, as amended.
 - e. Debarment and Suspension
 - f. Byrd Anti-Lobbying Amendment
 - g. The Copeland “Anti-Kickback” Act, as supplemented by Department of Labor
 - h. State of Connecticut Prevailing Wage requirements per C.G.S. Sec. 31-53c, any business organizations, also known as the Applicant, that receives DECD financial assistance totaling one million dollars or more, shall pay prevailing wages rates for any construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair contracts entered into.

"The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of section 31-53, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair project is being undertaken. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day."

GENERAL INFORMATION AND CONTRACTING PROVISIONS

1. The CT Association of School Based Health Centers is scheduled to purchase and renovate a property in the Greater Hartford area for use as office space. The total budget for the project is \$1,000.00,000.00. The project must be completed within two years of the purchase of the property.
2. It is the objective of The CT Association of School Based Health Centers to employ a Project Manager to act as an advocate of the Association and assist through all phases of the purchase and renovation. The Project Manager firm(s) will serve as an extension of The CT Association of School Based Health Center staff and will perform services to protect the interest of The CT Association of School Based Health Centers

3. **METHODOLOGY:** The procurement herein will be on a formal, publically advertised, competitive basis. All technical requirements, unless otherwise specified, must be met, or be capable of being met, by the Project Manager or such proposals will be disqualified as being non-responsive.
4. **PROPOSAL DEADLINE:** The response to the request must be received by Friday, May 12, 2023, at 5:00pm EST in the office of Melanie Wilde-Lane, Executive Director of The CT Association of School Based Health Centers. Any proposal received after the time stipulated will not be considered and will be rejected or returned to the proposer. Proposals must be responsive to the information, instructions, and the technical requirements. Proposals and any accompanying documents shall be submitted in a sealed envelope addressed and marked as follows:

RFP for Project Manager

Melanie Wilde-Lane, Executive Director

The CT Association of School Based Health Centers

53 Oak Street

Hartford, CT 06106

5. **COMPENSATION:** Payments to the Project Manager firm will be agreed upon between the firm and The CT Association of School Based Health Centers in accordance with the terms and agreements as stated in the contract agreement. To be negotiated directly with the firm selected.
6. The CT Association of School Based Health Centers reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of The CT Association of School Based Health Centers. The Association may also request additional information as needed.
7. Factors such as proposer's services, employment practices, experience, reputation, past performance, and cost proposal will be considered in the award decision.
8. The RFP will be advertised in a Statewide newspaper circulated to all perspective project managers.
9. A project management firm will be selected on the basis of professional qualifications and successful experience with similar service engagements. Applicant firms must clearly demonstrate a considerable body of successful experience with similar or closely related facility types. Applicants must provide documented success in the management of costs, changes, quality, safety, and schedule performed on these similar projects. Applicants must demonstrate successful experience working in the delivery method where the Project Manager assists during the design, bid and award, pre-construction, construction, and post construction phases. Proposals will be evaluated on the basis of the written document. The Project Manager is an extension of The CT Association of School Based Health Centers staff in responsibility, accountability, and dedication to the selected property and renovation of selected property.

10. **SPECIAL TERMINATION:** The CT Association of School Based Health Centers may terminate the contract at any time upon thirty (30) days written notice to the Project Manager firm, as will be outlined in the contract agreement to be negotiated with the firm selected.

PROJECT MANAGER SERVICES:

It is the intent of The CT Association of School Based Health Centers to enter into an agreement with a Project Manager to secure professional services for the review and evaluation of potential properties prior to purchase and the construction and renovation of a property in the Greater Hartford area to be utilized as the home office of the Association and rental office space.

The following list of services to be provided by the Project Manager is not intended to be all inclusive. Services and tasks that are necessary to achieve The CT Association of School Based Health Centers goals are also included and will be required to the extent that generally accepted standards of good Project Manager practice are recognized. Also included, whether enumerated or not, are services and tasks necessary to comply with applicable federal, state, and local laws and regulations. The CT Association of School Based Health Centers reserves the right, prior to contracting with a Project Manager, to reduce the scope of project management services offered in the RFP.

SCOPE OF SERVICES:

- Coordinating internal resources and vendors for the flawless execution of projects
- Ensuring that all projects are delivered on time, within scope and within budget.
- Developing project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility
- Ensure resource availability and allocation.
- Develop a detailed project plan to track progress.
- Use appropriate verification techniques to manage changes in project scope, schedule, and cost.
- Measure project performance using appropriate systems, tools, and techniques.
- Report and escalate to management as needed.
- Manage the relationship with the client and all stakeholders.
- Perform risk management to minimize project risks.
- Establish and maintain relationships with third parties/vendors.
- Create and maintain comprehensive project documentation.

REQUIREMENTS AND SKILLS:

- Extensive background in Project Management as it pertains to property purchase and renovation.
- Proven working experience as a Project Manager
- Solid background with understanding or hands-on experience in construction and construction management
- Excellent client-facing and internal communication skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail and multi-tasking skills
- Strong working knowledge of the Department of Economic and Community Development grant funding projects
- Strong working knowledge of the city of Hartford and how to access relevant records including previously prepared environmental reports, mapping or other relevant project specific documentation.

ALL PHASES – GENERAL SERVICES REQUIRED:

The following services are general in nature and are required during all phases of the project:

1. Serve as a representative of The CT Association of School Based Health Centers during all phases.
2. Consult with The CT Association of School Based Health Centers, upon request, for the purpose of reviewing the status of the project, and for the purpose of developing strategies necessary to achieve the goals of The CT Association of School Based Health Centers.
3. The Project Manager will oversee and manage all aspects of these projects and report to The CT Association of School Based Health Centers weekly.
4. The Project Manager will review and update the district on the overall master program schedule, overall master project schedule, and incorporate the specific construction schedules when appropriate. These schedules should include every aspect of this project.
5. Provide general administrative management of the construction/project management tasks.
6. Provide documentation of all pay requests in accordance with The CT Association of School Based Health Center requirements. The CT Association of School Based Health Centers will use state funds for some or all the construction work. Therefore, as part of the Project Manager's services, the firm will require the Contractor to submit a certification with each of the Contractor's Applications for payment regarding:
 - a. When the Contractor paid laborers and mechanics
 - b. The amounts paid by the Contractor for wages to laborers and mechanics.
 - c. The correct classification for laborers and mechanics

Upon receipt of the Contractor's Applications for Payment, the Project Manager shall review and certify that such payments are consistent and as supplemented by the

Department of Labor regulations. However, the Project Manager shall not assume the Contractor's duties and responsibilities, including the obligation to correctly classify laborers and mechanics and to accurately report the number of hours worked for each. The Project Manager shall report all suspected or reported violations to The CT Association of School Based Health Centers and to the applicable state agency.

7. Develop and maintain (in cooperation with The CT Association of School Based Health Centers), a monthly reporting document that indicates the status of the project in terms of percentage of completion, cost per square foot, approved change orders, schedule, etc.
8. Provide suggested mediation to the scope of the project.
9. Serve as a representative of The CT Association of School Based Health Centers during the project's phases.

BID AND AWARD PHASE:

1. Assist The CT Association of School Based Health Center's Executive Director in conducting a campaign to generate interest among bidders, including minority owned businesses.
2. Review the construction documents for compliance with all provisions.
3. Attending a pre-bid conference to assist the Executive Director and the Board's representatives.
4. Review all addenda to determine if costs associated with the addenda may have budget implications. Recommend adjustments/trade-offs, as needed, to maintain project budget.
5. Assist the Executive Director and the Board's representatives in opening and evaluation of bids and making recommendations for contract awards.
6. Assist The CT Association of School Based Health Centers in preparing and issuing contract documents.
7. Establish progress payment schedule for the construction work and other services, etc. for the project.
8. Monitor contractors' progress with project start-up activities (mobilization, securing permits, providing submittal data, securing temporary utilities, etc.)
9. Secure construction schedules from the contractor and review for compliance with established project schedule.
10. Incorporate the contractor's schedule within the overall project schedules and update regularly as determined by The CT Association of School Based Health Centers.

CONSTRUCTION PHASE:

1. Review the safety programs of each contractor and make appropriate recommendations to ensure the safety of The CT Association of School Based Health Center staff.
2. In conjunction with the Executive Director, implement procedures for submittals, change orders, pay requests, etc.
3. Coordinate third-party testing and/or inspection services.
4. Review pay requests, adjust as needed, and certify for payment.

- Provide documentation of all pay requests in accordance with The CT Association of School Based Health Center requirements. The CT Association of School Based Health Centers will use state funds for some or all the construction work. Therefore, as part of the Project Manager's services, the firm will require the Contractor to submit a certification with each of the Contractor's Applications for payment regarding:
 - When the Contractor paid laborers and mechanics
 - The amounts paid by the Contractor for wages to laborers and mechanics.
 - The correct classification for laborers and mechanics

Upon receipt of the Contractor's Applications for Payment, the Project Manager shall review and certify that such payments are consistent and as supplemented by the Department of Labor regulations. However, the Project Manager shall not assume the Contractor's duties and responsibilities, including the obligation to correctly classify laborers and mechanics and to accurately report the number of hours worked for each. The Project Manager shall report all suspected or reported violations to The CT Association of School Based Health Centers and to the applicable state agency.

5. Based on review of the project daily, make recommendations for rejection and correction of sub-standard work to the Executive Director and Board representatives.
6. Maintain force account records when work must be done prior to approval of change order.
7. Assist in reviewing claims submitted, prepare cost estimates, and make recommendations for The CT Association of School Based Health Centers approval.
8. Assist with inspections and preparation of punch lists; walks with the Executive Director to develop subcontractor punch list.
9. Coordinate the issuance of the certificates of Substantial/Final Completion.
10. Collect operations and maintenance manuals.
11. Facilitate and oversee every aspect of the construction of the project to ensure successful execution.

POST-CONSTRUCTION PHASE:

1. Coordinate and expedite transmittal of as-built drawings and record documents to The CT Association of School Based Health Centers and other entities as required.
2. Secure copies of Occupancy certificates.
3. Ensure that operations and maintenance records are compiled, organized, and indexed properly.
4. Assist The CT Association of School Based Health Centers with implementing the Occupancy Plan/Schedule.
5. Prepare all closeout documents to include final project accounting, cost per unit comparison, and close-out reports.
6. Evaluate the performance of the construction of the contractor and subcontractors, and provide evaluation, in writing to The CT Association of School Based Health Centers.

7. Coordinate the completion of all punch list items in designated time frame. Maintain accurate warranty log data. Respond daily to all warranty items through the one-year warranty period.

The CT Association of School Based Health Centers will appoint a point of contact responsible for coordinating the design and construction needs. The successful proposal is expected to provide at least one Lead person to work directly with The CT Association of School Based Health Centers Executive Director.

**RFP PROPOSAL
FOR
PROJECT MANAGER**

This template is provided to assist Proposers in completing their proposals. Proposers are not required to use this form or restricted to this template format.

Additional pages may be added as needed.

Company Name: _____

Contact Person: _____

Contact Person's Phone Number: _____

Contact Person's Email Address: _____

Company Address: _____

City, State, Zip Code: _____

1. Introduction and Executive Summary

Submit a letter of introduction and executive summary of the proposal. The letter must be signed by a person authorized by your firm to obligate your firm to perform the commitments contained in the proposal. The submission of the letter will constitute a representation by your firm that your firm is willing and able to perform the commitments contained in your proposal.

2. Project Approach

Describe the services and activities that your firm proposes to The CT Association of School Based Health Centers. Include the following information:

- a. Overall scope of work tasks
- b. Schedule and ability to complete the project within The CT Association of School Based Health Centers required timeframe.
- c. Assignment of work within your firm's work team

3. Firm Qualifications (up to two (2) pages)

Provide information on your firm's background and qualification which addresses the following:

- a. A brief description of your firm.
- b. Briefly describe not more than three (3) projects similar in size and scope managed or monitored by your firm including client, reference, and telephone numbers, as well as staff members who worked on each project, budget, and project summary.

4. Team Qualifications

- a. Identify the key individual(s) who will be conducting the project management tasks and/or the lead project monitoring.
- b. As applicable, the person responsible for managing the above identified person.
- c. Provide a written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without The CT Association of School Based Health Centers prior approval.
- d. Provide a description of the experience and qualifications of the key individual(s), attach resumes.

5. References

Provide references for the key individual(s), including the name, address, and telephone number of at least two (2) but no more than five (5) recent clients (preferably other non-profit organizations).

6. Fee Proposal

The CT Association of School Based Health Centers intends to award this contract to the firm that it considers will provide the best overall program services. The CT Association of School Based Health Centers reserves the right to accept anything other than the lowest priced offer and to reject any proposals that are not responsive to this request. Please include the following pay rate information:

- a. Hourly rates for all team members. Hourly rates and itemized costs may be used to negotiate changes in the Scope of Work if necessary.
- b. Itemized costs, if known.
- c. Minimum hourly charges, state whether by project, by day, or per week.
- d. Estimate average hours per week per project.