



Dear Sir/Madam:

Redlands Christian Migrant Association (RCMA) invites you to submit a proposal for Project Management Services. RCMA is a nonprofit organization dedicated to providing quality child care, education, and support services to rural low-income children and families. Established in 1965, RCMA currently operates:

- 54 child care centers
- 19 partner family child care homes
- 3 charter schools
- Several afterschool programs

These facilities serve 4,600 children annually across 20 Florida counties.

Please adhere to the following submission guidelines:

1. Submit 1 original copy/set of your proposal.
2. Ensure your proposal is clear, concise, and legible to facilitate proper evaluation.
3. Deliver your proposal in a sealed envelope clearly marked for Project Management Services.
4. Submit your proposal through one of these methods:
 - Hand delivery
 - Mail
 - Overnight courier
5. Proposals are accepted Monday through Friday, 8:00 am – 5:00 pm, at the RCMA Rollason State Office.

Please note that faxed or emailed proposals will not be accepted.

Refer to the attached proposal specifications for detailed requirements. We look forward to receiving your submission.

Project Management Services RFP
Opening Time: 8:00 am

Opening Date: January 6, 2025
RFP Number: 2025-01

Thank you,

A handwritten signature in cursive script that reads 'Usabel Garcia'.

Executive Director



REQUEST FOR PROPOSALS

RFP 2025-01

Project Management Services

1. Background

Redlands Christian Migrant Association (RCMA) is seeking to engage a qualified Project Management firm for the oversight and management of Head Start funded grants for construction, renovation, and major renovation projects. The ideal candidate should possess the following qualifications:

Expertise

- Extensive experience in construction management processes and procedures
- Proven track record of working with municipalities in rural Florida communities
- In-depth knowledge of Head Start grant requirements and regulations

Project Scope

The selected firm will be responsible for:

- Overseeing construction, renovation, and major renovation projects
- Managing Head Start funded grants
- Ensuring compliance with all relevant regulations and standards

Rural Focus

Given RCMA's service area across 20 Florida counties, the firm should demonstrate:

- Familiarity with the unique challenges and opportunities in rural Florida communities
- Understanding of rural infrastructure and development needs

Required Skills

The successful candidate will exhibit:

- Strong project management capabilities
- Excellent communication and coordination skills
- Ability to work effectively with various stakeholders, including local officials, contractors, and RCMA staff

Interested firms are invited to submit proposals detailing their qualifications, experience, and approach to managing RCMA's Head Start funded construction and renovation projects in rural Florida communities.



2. Proposed Evaluation Criteria:

To select the best proposal for Project Management Services for RCMA's Head Start funded construction and renovation projects, the following selection criteria will be used:

Experience and Expertise (30 points)

- Demonstrated experience in construction management, especially for Head Start facilities
- Track record of working with rural Florida municipalities
- Knowledge of Head Start grant requirements and regulations
- Familiarity with Davis-Bacon Act compliance

Project Management Approach (25 points)

- Comprehensive plan for overseeing construction and/or major renovation projects
- Strategy for managing Head Start funded grants
- Proposed methods for ensuring compliance with relevant regulations and standards
- Approach to cost comparison for purchase, construction, and major renovations

Rural Community Understanding (20 points)

- Demonstrated understanding of challenges and opportunities in rural Florida
- Experience with rural infrastructure and development projects

Qualifications of Key Personnel (15 points)

- Relevant qualifications and certifications of proposed project team
- Experience of team members in similar projects
- Capacity to handle multiple projects across RCMA's 20-county service area

Communication and Stakeholder Management (10 points)

- Proposed methods for communication with RCMA, contractors, and local officials
- Plan for coordinating with various stakeholders
- Reporting and documentation procedures

Cost Proposal (Not scored, but considered)

- Detailed budget breakdown
- Justification for proposed fees
- Cost-effectiveness of the proposal

Additional Considerations

- Ability to start work by when award is received
- Familiarity with Head Start Performance Standards related to facilities
- Understanding of Notice of Federal Interest requirements for Head Start facilities



Proposals will be evaluated based on the above criteria, with a maximum possible score of 100 points. The cost proposal will be considered separately to ensure the best value for RCMA while maintaining high-quality project management services.

3. Proposal Narrative Consultant's Approach to Scope of Work

a) Cost/Service Fee Structure

Proposers should provide a detailed breakdown of their cost/service fee structure. This should include:

- Hourly rates for key personnel
- Estimated hours for each phase of the project
- Any fixed costs associated with the project
- Potential additional expenses (e.g., travel, materials)

b) Comprehensive Service Fee

The proposed service fee must be all-inclusive, covering all costs associated with the development and management of the project. This includes, but is not limited to:

- Personnel time and expertise
- Administrative overhead
- Travel expenses
- Software or technology costs
- Any subcontractor fees

Please note:

The final Project Management service fee will be evaluated and determined on a per-project basis, pending specific project awards.

- Proposers should provide a clear methodology for how fees might be adjusted based on project size, complexity, or duration.
- Include any volume discounts or economies of scale that might apply if managing multiple projects for RCMA.

Proposers are encouraged to demonstrate how their fee structure provides value for money and aligns with RCMA's nonprofit status and commitment to efficient use of Head Start funds.

4. Award of Contract - Proposal Considerations

When submitting proposals, it's important to understand that:

- RCMA's decision-making process for projects is influenced by Head Start guidelines and funding parameters.



- Proposals should align with Head Start program objectives and performance standards to increase the likelihood of approval.
- The organization must adhere to federal requirements associated with Head Start funding, which may impact project selection and implementation.
- Project approvals and continuations are likely to be based on the availability of Head Start funds.
- RCMA may need to adjust or cancel projects if there are changes in Head Start funding allocations.

5. BID DUE DATE/SUBMITTING INSTRUCTIONS

Bids must be submitted on the provided BID FORM and are due no later than January 17, 2025. Bidders should follow these instructions:

1. Seal the bid in an envelope addressed to:
RCMA
402 West Main St.
Immokalee, FL 34142
Attn: Isabel Garcia
2. Clearly mark the envelope with:
 - Bidder's name and address
 - RFP number (as referenced above)
3. Ensure the bid is postmarked on or before January 17, 2025.

Any bids received after the deadline will not be considered. It is the bidder's responsibility to ensure timely submission.

6. Project Description

Redlands Christian Migrant Association (RCMA) is seeking proposals from qualified Project Management firms to oversee Head Start construction, renovation, and major renovation projects for child care centers. The selected firm will be responsible for:

Project Planning and Initiation

- Developing project goals and objectives
- Identifying stakeholders
- Assessing project feasibility, including cost comparisons for construction, purchase, or major renovation
- Liaising between RCMA and real estate professionals
- Allocating resources and assigning tasks
- Setting project timelines and milestones

Pre-Construction Phase

- Leading RFP process for Architectural and Engineering services



- Developing budgets and invoice vetting systems
- Advising RCMA on project delivery systems and contract forms

Construction Oversight

- Reviewing required insurance certificates
- Coordinating payment processes with RCMA fiscal department
- Analyzing constructability and evaluating design materials
- Serving as the point of contact between RCMA, contractors, and architects
- Representing RCMA in key contractor meetings
- Monitoring project schedules, construction costs, and work conformance
- Reviewing and negotiating change order requests
- Auditing quality assurance and control procedures
- Assisting with contractor payment application evaluations

Reporting and Communication

- Providing bi-weekly or monthly reports
- Developing recommendations for efficient and cost-effective systems

Project Completion

- Observing construction progress
- Monitoring the Final Punch List

Qualified firms are invited to submit proposals detailing their approach to fulfilling these responsibilities for RCMA's Head Start projects.

7. Project Schedule

The project and scope will continue through 2025-2028 school year. The successful firm or individual will be expected to be flexible to meet project goals to the completion of project.

8. Fee Proposal

Please indicate your proposed fee for these services on a contractual service for the project in its entirety. The fee proposed will include all the services referenced in #6 Project Description.

9. Selection Procedure

The purpose of this RFP is to establish a contract with one qualified firm to provide Project Management services for RCMA's Head Start funded construction and renovation projects. Key points of the selection procedure include:

Contract Terms

- One firm will be selected to provide services as described in the solicitation.



- The number of services required will be determined by RCMA based on available budget.
- There is no guarantee of the volume of work during the contract term.

Evaluation Criteria

Proposals will be evaluated based on:

1. Responsiveness to the RFP requirements
2. Qualifications and expertise in Project Management
3. Previous experience with schools, particularly in rural Florida communities
4. Anticipated cost and value for money

Evaluation Process

- RCMA will use a systematic approach to evaluate proposals
- A detailed scoring system will be used to assess each proposal objectively
- The evaluation will consider both technical merit and cost-effectiveness.

Selection Decision

- RCMA reserves the right to reject any or all bids.
- The association may waive informalities in the bids received.
- The contract will be awarded to the lowest evaluated bid deemed most favorable to RCMA's interests

Non-Discrimination Statement

RCMA does not discriminate based on age, color, gender, national origin, race, religion, sexual orientation, or disability in accordance with applicable laws and regulations. RCMA will ensure a fair and transparent selection process, focusing on selecting the most qualified and cost-effective Project Management firm to oversee its Head Start funded construction and renovation project

Redlands Christian Migrant Association does not discriminate based on age, color, gender, national origin, race, religion, sexual orientation, or disability in accordance with applicable laws and regulations.

General Terms and Conditions

A. Proposal Submission: Sealed proposals for Project Management Services must be received by the specified deadline. Late submissions will not be considered.

B. RCMA's Rights: RCMA reserves the right to:

- Waive any informalities in proposals
- Reject any or all proposals
- Accept any proposal deemed in RCMA's best interest



C. Funding Contingency: RCMA may cancel or reject proposals based on Office of Head Start funding decisions.

D. Intellectual Property: All work products become the property of RCMA.

E. Tax Exemption: Proposal prices must exclude Florida Sales Tax and Federal Tax, as RCMA is tax-exempt.

F. Substance Prohibition: Alcohol and drug consumption or possession is prohibited on school property. Violators will be removed. Smoking is banned in all school buildings and grounds.

G. Anti-Collusion: RCMA will reject:

- Multiple offers from the same entity under the same or different names
- Proposals where collusion among proposers is suspected
- All proposals if there's evidence of collusion

Proposers found to be involved in collusive practices will be disqualified