



## *Latin American Community Center (LACC)*

### *Request for Qualifications (RFQ)*

## *Construction Management Services/Project Management Services*

*Date of release: November 15, 2024*

#### **A. BACKGROUND INFORMATION:**

This RFQ is being issued to provide the selection process for Construction Management Services/Project Management Services.

The Latin American Community Center is a Latino-serving nonprofit and minority-led agency established in 1969 in the City of Wilmington. Today, the agency offers over 30 programs and services for ages six weeks to seniors along a holistic continuum of care in a culturally-aware environment.

The LACC has been awarded a federal grant through the U.S. Department of Housing and Urban Development and is issuing an RFQ for Construction Management/Project Management services in support of multiple projects including, but not limited to, roof replacement, HVAC replacement, playground construction, and EIFS repair and various miscellaneous maintenance items. Work will be completed at the nonprofit's location within the city limits of Wilmington, DE at the addresses of 403 N. Van Buren Street and 301 N. Harrison Street, zip code tabulation areas of 19805.

#### **B. SCOPE OF SERVICES OVERVIEW:**

At a minimum, the qualified firm will perform the following required tasks for the project:

##### *1. Pre-Construction Services*

- i) Project scheduling.
- ii) Assist in selection of materials, building systems and equipment.
- iii) Preparation of three budgetary estimates for construction and owner related costs.
- iv) Budget controls and value engineering.
- v) Procurement services including prequalification of subcontractors, development of bid packages, bid analysis and development of GMPs.

##### *2. Construction Services*

- i) Coordinate with successful subcontractors to perform work.
- ii) Coordination of permitting with City of Wilmington and other local jurisdictions throughout the project.

- iii) Coordinate Construction Logistics.
- iv) Maintain Construction Schedule.
- v) Oversee Subcontractors and Site Safety.
- vi) Conduct Construction progress meetings.
- vii) Project turnover and closeout.

**C. PROPOSAL SCHEDULE:**

<b>EVENT</b>	<b>DATE</b>
RFQ Issued	11/15/24
Deadline for receipt of questions	11/25/24
Responses to questions issued	11/27/24
RFQ Responses due	12/2/24 by 4:00 pm
Estimated Award	12/6/24
Pre-Construction Start	12/16/24
Estimated Construction Start	First Quarter 2025

**D. PROPOSAL INSTRUCTIONS:**

1. Proposals are due by the date and time in Section C of this RFQ. Late proposals will not be accepted.
2. All Questions should be submitted by the date and time in section C of this RFQ, to [SAliff@thelatincenter.org](mailto:SAliff@thelatincenter.org).
3. **Submit a single electronic PDF no larger than 20 MB** at [www.thelatincenter.org/construction](http://www.thelatincenter.org/construction) or via email to [SAliff@thelatincenter.org](mailto:SAliff@thelatincenter.org).
4. Each submitter must comply with the submission requirements as outlined. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that submitter or the submitter’s submittals by the LACC. At any point, the LACC reserves the right to terminate, suspend or modify this selection process; reject any or all proposals at any time; and waive any informalities, irregularities, or omissions in proposals, as the interests of the LACC may require.

**E. PROPOSAL REQUIREMENTS:**

1. **FIRM OVERVIEW:**  
Provide a brief description and history of your firm, including services offered, client types served, years in business, and mission.
2. **PROPOSED TEAM:**  
Provide an organizational chart of your pre-construction and construction teams, including responsibilities and resume for each team member that shows relevant experience to this project.
3. **RELEVANT EXPERIENCE:**  
Provide five (5) relevant projects (community centers, child care centers) completed within the last ten (10) years, including photography, year of completion, and description of work performed.

**4. APPROACH TO THIS PROJECT:**

Provide a description of your approach to this project, including Pre-Construction and Construction.

**5. SAFETY RECORD:**

Provide a summary of your safety program and record, including your firm's EMR.

**6. FEE & REIMBURSABLE APPROACH**

We are not interested in a speculative budget or estimate at this time. The selected firm will develop an estimate as part of their services. Please describe your approach to developing fees and reimbursable costs, including what is and is not included.

**7. RFQ RESPONSE CONDITIONS:**

Please list any conditions, clarifications, or exclusions concerning the Scope of Services identified within this RFQ response.

**F. EVALUATION CRITERIA:**

1. Completeness, thoroughness, and accuracy of the submission.
2. Project approach.
3. Qualifications of the proposed firm.
4. Safety Record.
5. Use of current and/or innovative technology to control processes and costs.

**G. QUESTIONS, INQUIRIES, AND AMENDMENTS REGARDING THIS RFQ:**

Questions and inquiries regarding this RFQ should be directed to [SAliff@thelatincenter.org](mailto:SAliff@thelatincenter.org) by the date listed in Section C. All questions and inquiries must be in writing. To ensure all inquiries are properly addressed, email communications are strongly encouraged. Responses to all questions and inquiries will be by email.

**H. RIGHT OF REJECTION:**

The LACC reserves the right to accept or reject any or all responses to this RFQ and enter into discussions and/or negotiations with one or more qualified proposing firm, if such action is in the best interest of the LACC. LACC has the right, in its sole and absolute discretion, to select the proposal or proposals that best meet its needs.

**I. INSURANCE:**

The Submitter agrees that, if selected, it will comply with all Bonding and insurance requirements, limits, coverages, and additional insureds without exception. Evidence of such which will include an Insurance Certificate and Copy of Insurances Policy, Declaration and Endorsement.

**J. COST OF PROPOSALS:**

The LACC will not be responsible for any costs incurred by any vendor in the generation or submission of proposals, site visits, presentations given to LACC personnel or its designees, documentation provided to LACC personnel or its designees, production of marketing literature, or any other costs incurred by the vendor while participating in the proposal and evaluation process.

**K. INDEMNIFICATION:**

Submitter will indemnify and hold harmless the LACC and its officers and employees from any claim, damage, liability, injury, expense, or loss, including defense costs and reasonable attorney's fees, arising out of vendor's performance under any agreement that comes about as a result of this solicitation or as a consequence of the existence of that agreement. Accordingly, LACC shall notify Vendor promptly in

writing of any claim or action brought against LACC in connection with that Agreement. On such notification, the Submitter shall promptly take over and defend any such claim or action. LACC shall have the right and option to be represented in any such claim or action at its own expense.

**L. CONFIDENTIALITY:**

Any information provided by LACC to the Submitter or which the Submitter acquires through its own efforts in rendering a proposal or in providing services under any agreement that comes about as a result of this solicitation, shall be confidential and shall only be released to the Submitter's own personnel and then only to the extent necessary to submit a proposal and provide services required by the agreement. Such information shall not be released by the Submitter to any other person or organization without the prior written approval of LACC.