

## Request for Proposal for Construction Project Manager Services

### Introduction

The Mercer County Extension District Board (MCEDB) is a local special taxing district that links Mercer County and the state's land grant universities to help people improve their lives through an educational process focusing on their issues and needs. The MCEDB is in the beginning stages of a building addition and is located at 1007 Lexington Road, Harrodsburg, Kentucky 40330. We seek an individual to serve as a liaison between the MCEDB, Building Committee, builders, and sub-contractors.

### Skills Required

To excel in their contracted role, a Construction Project Manager needs specific skills. Here are the essential skills required:

- **Collaboration/Teamwork:** Must work with MCEDB, Building Committee, and Extension Staff throughout the project.
- **Organizational Skills:** They need strong organizational skills to manage multiple tasks and deadlines.
- **Problem-Solving:** They must quickly resolve any issues that arise during the project.
- **Communication:** They need excellent communication skills to interact with team members and stakeholders and provide regular updates on project progress.
- **Technical Knowledge:** They should understand construction processes, materials, quality standards, and regulations well.
- **Time Management:** They must manage their time efficiently to keep the project on track.

### Scope of Services

The selected individual will be expected to provide the following services:

- Function as the main point of contact for the MCEDB, Building Committee and serve as the on-site representative.
- There is the expectation that this contractor will attend planning meetings and give updates with MCEDB, Building Committee meetings, designated company, and Extension Staff.
- The hours of work will vary. We are in the beginning stages of the building process and will not require as much time as when we are in the construction phase.
- Meet with contractors to discuss the scope of the project.
- Assist in developing project budgets, monitoring costs against budgets, and coordinating to achieve project budgets and objectives with physical oversight.



- Review and approve invoices from the builder and sub-contractors with Extension Staff Budget Contact.
- Review and assist with permit applications and other regulatory project requirements.
- Assist in bid management.
- Review contract agreements for execution with MCEDB and Building Committee.
- Monitor contractor field operations for quality levels and conformance to contract documents.
- Communicate with the management and MCEDB of directors on progress and report any concerns and problems observed during the construction.
- Project manager will report directly to Dana R. Anderson, Mercer County Extension Agent for 4-H Youth Development, Building Contact Agent and communicate with all agents.
- Provide any other construction-related services as requested by MCEDB.

## **Proposal Requirements**

The proposal should include the following information:

- A cover letter summarizing the individual's qualifications and experience in construction related to similar projects.
- A description of the individuals' approach and methodology for conducting the scope of work.
- A list of the individuals' experience with contact information and references.
- A detailed fee proposal for the building project manager services, including the hourly rates. The fee proposal should include additional or optional services and their respective fees.
- Note that this position requires the candidate to be responsible for all personal liability insurance and will not have taxes withheld; it will be your responsibility to pay income taxes. This position is a contract labor position.

## **Proposal Submission and Evaluation**

The proposal should be submitted electronically to [dana.anderson@uky.edu](mailto:dana.anderson@uky.edu) or dropped off at 1007 Lexington Rd. Harrodsburg, KY 40330 by December 17, 2024. MCEDB reserves the right to reject any or all proposals, to request additional information, and to negotiate the terms and conditions of the contract.

### **The proposals will be evaluated based on the following criteria:**

- The individuals' qualifications and experience in construction-related projects.
- The individuals' understanding of MCEDB's, Building Committee needs and expectations and the quality of the proposed approach and methodology.
- The individuals' availability and responsiveness.
- The reasonableness and competitiveness of the proposed hourly fees.
- To create transparency in proposals, if an individual has business affairs or personal/business connections with Cooperative Extension Services, the Extension District Board, or others connected with the selection process, please disclose that relationship and how they are affiliated with you in your submitted proposal.

## **Contact Information**

For any questions or clarifications regarding this RFP, please contact Dana Anderson, at 859-734-4378 or [dana.anderson@uky.edu](mailto:dana.anderson@uky.edu)