

Request for Proposal
Project Management Services
Southwest Minnesota Housing Partnership

The Southwest Minnesota Housing Partnership (SWMHP) is soliciting Statements of Qualifications from qualified firms to provide project management services for commercial, multifamily and single family housing projects development by SWMHP. Projects will be located throughout the 27 county service area of Southwest and South Central Minnesota. Firms with relevant project management experience are encouraged to apply. Consideration will be limited to firms which have demonstrated successful experience in project management services of a similar scope for private or public sector owners.

The Southwest Minnesota Housing Partnership may choose one or more qualified firms for the projects discussed in this Request for Proposal. Qualified respondents should review the requirements and submit an electronic Statement of Qualifications and Proposal on or before 4:00 p.m., **December 27, 2017** to:

Lisa Graphenteen, Chief Operating Officer
Southwest Minnesota Housing Partnership
2401 Broadway Avenue, Suite 4
Slayton, MN 56172

Any questions regarding this RFP must be emailed to lisag@swmhp.org. The Southwest Minnesota Housing Partnership is interested in obtaining services from the most responsive, responsible firm(s) who provide(s) the highest value for the lowest cost.

ANTICIPATED SCOPE OF WORK

The Southwest Minnesota Housing Partnership expects the following services to be included:

- Project feasibility analysis
- Inspection of properties
- Development of reports based on inspections outlining structural needs and project costs.
- Project oversight including oversight of third party entities including but not limited to Architect, Engineers, Surveyors, etc.
- Capital Needs Assessments
- Construction inspections
- Maintaining positive working relationships among the Owner, Project Manager, Architect/Designer and Contractors
- Coordination with commissioning of building

SCHEDULE

The RFQ/ RFP process will be conducted according to the following schedule:

RFP due back	12/27/17
Notice to contractor	12/29/17
Start of Contract	1/1/18

PROCESS

The Southwest Minnesota Housing Partnership may choose one or more qualified firms for the projects identified above.

The Southwest Minnesota Housing Partnership assumes no obligation of any kind for expenses incurred by any respondent to this solicitation.

STATEMENT OF QUALIFICATION REQUIREMENTS

The statement of qualifications must include the following elements:

- Letter of interest.
- Experience of the firm as a project manager with buildings of similar scale.
- Identification and resumes of personnel to be directly involved in these projects including those in affiliation.
- Typical fees charged for efforts of this scale.
- Certification the contractor has not been suspended or disbarred from doing business with any federal agency.

The statement of qualifications may not exceed 5, 8 ½ x 11 inch pages in length, including photos.

COMPENSATION & REIMBURSABLE COST

- Provide your fee for project management services. Fees should be outlined as an hourly rate with a maximum number of hours that could be provided to SWMHP in the 2018 calendar year.
- Describe and provide a list of what your firm considers reimbursable. SWMHP will not reimburse for any equipment or training expenses, these are the sole responsibility of the respondent.
- Provide a fee schedule for reimbursable items.

CRITERIA FOR SELECTION

A qualifications based selection process will be used to select a consultant for Project Management Services. The following information and criteria will be used to evaluate and rank responses:

- Qualifications/Expertise of the Individual/Firm.
- Qualifications of the lead/principal project lead.