



Request for Proposals

**Yolo Food Hub Network Construction and Renovation Manager**

December 6, 2022

**Summary:**

New Season Community Development Corporation (NSCDC) is issuing this Request for Proposals to solicit responses from consulting firms or individuals capable of serving as Construction and Renovation Manager (Project Manager) for the Yolo Food Hub Network. This Project Manager role will oversee planning, design, permitting, and construction for the Yolo Food Hub Network's new food aggregation, processing, and distribution facility, located within an existing historic 22,000 square foot barn. The project manager will be responsible for managing the overall Yolo Food Hub Facility construction and renovation operations for Phase 1 of the project.

**Background:**

The Yolo Food Hub Network's facility, located in Esparto in Northwest Yolo County, will consist of new and expanded facilities for aggregating, processing, storing, and distributing farm produce grown in Yolo County and the Greater Sacramento Region. The food hub will improve healthy food access, stabilize food markets, increase employment and job training opportunities, and provide pandemic relief for farmers. This innovative project aims to create a more diverse, sustainable, equitable, and community-driven regional food system – enabling small and mid-size producers to sell fresh, nutritious food more affordably to schools, institutions, and agencies, and connecting oversupplies of food to low-income and precarious-employed consumers in a timely and efficient manner.

The existing building will require significant infrastructure improvements to establish energy efficiency and grid-independence, water conservation and wastewater recycling, fire suppression, and seismic reinforcement. The project will be renovated and developed in three phases. The Project Manager will be responsible for Phase 1.

The Yolo Food Hub Network partners include New Season Community Development Corporation (NSCDC), Capay Valley Farm Shop (CVFS), Yolo Food Bank, Durst Organic Growers, Spork Food Hub, Esparto Train Station, Hatamiya Group, Kitchen Table Advisors, and Valley Vision.

New Season Community Development Corporation (NSCDC) is an Esparto-based 501c3 nonprofit with twenty years of experience in purchasing and rehabilitating derelict properties, putting them into community service and strengthening the local economy. NSCDC was awarded \$2 million in federal

American Rescue Plan funding by the Yolo County Board of Supervisors for the Yolo Food Hub Network's facility. New Season Community Development Corporation is seeking qualified individuals to oversee the first phase of construction and renovation, with an expected completion of Fall 2023.

### **Services Required:**

The Project Manager selected to fulfill the role will fulfill a variety of needs. The anticipated scope of work will include but is not limited to the following:

1. Oversee construction and renovation activities. In coordination with the Yolo Food Hub Network and New Season Community Development Corporation staff, design and oversee implementation of a construction and renovation design and implementation for Phase 1 of the Facility. Monitor deliverables, potential delays, and other challenges, and continually adjust to ensure project meets specified quality standards, and is delivered on time and within budget. Provide weekly and other metrics analyses (per below).
2. Create and monitor project schedule and delivery. Establish project milestones and schedules, prepare cost estimates, review construction plans and specifications, enforce state and federal requirements funding and performance standards. Monitor for adherence to master plans, construction documents, policy goals, budgets and schedules. Candidate should have excellent ability to establish, maintain and nurture strong professional relationships with contractors, county administrators, local and state partners, and other involved parties.
3. Adaptive problem-solving. The project manager will direct and review the preparation of design and construction documents, review and approve contractor submittals, and be responsible for effectively resolving field questions and problems during construction. The project manager must abide technological solutions in the construction planning phase and ensure appropriate implementation and function during project design, cost estimating/bidding, contracting, construction and project closeout.

### **Qualifications Required:**

- Bachelor's degree and / or equivalent experience / training in architecture, engineering or design. Experience managing environmental design and construction projects, including responsibility for the leadership of project teams.
- Understanding and experience in prosecuting building and planning permits.
- Knowledge of architectural, engineering, and construction practices
- Familiarity with current California and other applicable building codes and regulations
- Knowledge of current project and construction costs and experience with industry standard cost estimating systems.
- Written communication skills to prepare clear, concise, and professional reports and correspondence.
- Demonstrated experience with design and construction contracts, contract law, and construction claims procedures.

- Ability to prepare, monitor, and manage detailed project budgets, evaluate independent cost estimates, and review and approve payment requests.
- Knowledge of typical design and construction sequences and durations necessary to prepare, monitor, and manage detailed project schedules.
- Construction administration experience to monitor contractor operations for conformance to contract documents and applicable codes, review and negotiate contractor claims, oversee work of inspectors and testing agencies, and actively assist contractor and design team in the resolution of technical and procedural problems

**Qualifications Preferred:**

In addition to the qualifications listed above, the following are preferred qualifications and services:

- License to practice in at least one of the following professions: general contracting, architecture, engineering, urban design, city planning or landscape architecture.
- Knowledge of federal funding requirements, including competitive bid procedures and protocols (RFPs, etc.), reimbursement billings, regular reporting, etc.

**Timetable:**

Phase 1 of the Yolo Food Hub Network Facility is currently underway and will continue through December 31, 2023. The selected vendor will provide ongoing support through the conclusion of Phase 1 and will be subject to review after Phase 1 is completed, or after the first year, depending on the selected vendor’s proposed timeline.

**Budget:**

This budgeted amount covers project manager time as well as hard costs that might be required to fulfill the desired tasks, such as costs for technological tools, travel, and other needs. Such expenses will be reimbursed on a direct cost basis. Actual compensation will be hourly and negotiated based upon the proposals submitted. Please include information about your standard rates for the services.

**Proposals will be scored based upon:**

Proposals will be scored on a 5 point scale (5 points: fully meets; 4 points: meets with minor gaps; 3 points: meets with moderate gaps; 2 points: partially meets; and 1: does not meet). RFP responses will be evaluated upon the following:

- To what degree does the proposal meet stated service requirements?
- To what degree does the bidder have the necessary skills and abilities to deliver this proposal?
- To what degree does the bidder have a proven track record in this type of role?
- To what degree is the cost reasonable and justified?
- To what degree does the bidder satisfy the overall terms and conditions of the RFP?

**Please Submit in no more than 10 pages:**

- Statement of experience and qualifications, including summary of projects similar to the aforementioned scope of work.
- Description of methods to be used to meet the stated needs of this RFP and statement of expected deliverables to be provided.
- Identification of personnel, tools, and resources to be utilized, including anticipated amount of time to be dedicated to the project.
- Statement of proposed cost, showing cost calculations (basis of costs) and providing a justification for costs.
- Client references.

Submit proposals to [jdurst@durstorganicgrowers.com](mailto:jdurst@durstorganicgrowers.com). Please state "Construction and Renovation Manager RFP Response – [Your/your organization's name]" in the subject field of the email submittal.

**Proposal Due Date:**

Proposals are accepted on a rolling basis. Closing date for applying is January 20<sup>th</sup> 2023 at 5 PM.

**Important Notification:**

1. The source of funding for this project is the American Rescue Plan. New Season Community Development Corporation is required to ensure that all subcontracted firms will adhere to the same rules and requirements as are placed on NSCDC through our primary contract. Use this link to review Yolo County's Contract Administration Manual (CAM) for Community-Based Organizations, which outlines these requirements.  
<https://www.yolocounty.org/home/showpublisheddocument/26320/635412964427870000>
2. Subcontractors must be registered in the System for Award Management (SAM) or provide a self-certification that they are not debarred from participation in Federal awards.
3. Documentation of all claims for payment/reimbursement must be accompanied with time and attendance records, receipts, and/or other substantial documentation.
4. New Season Community Development Corporation is required to conduct a cost analysis prior to awarding subcontracts. As part of that cost analysis, New Season Community Development Corporation is encouraged to negotiate a discount rate. Please indicate within your proposal if you are proposing a discounted rate for your services.
5. All materials produced under this contract will become the property of the Yolo Food Hub Network.
6. Compensation for this County project is on a reimbursement basis; hence, the successful applicant understands they are entering a "pay when paid" arrangement with New Season Community Development Corporation.