



525 South 300 West  
Salt Lake City UT, 84101  
(801)521-4473 [www.cdlf.org](http://www.cdlf.org)

## **Request for Proposal (RFP) Project and Construction Management Services Centro de la Familia Head Start Facility Development Project**

***Centro de la Familia de Utah dba Centro Colorado, a 501(c)(3) non-profit/Federal Grantee, is Seeking Proposals from qualified firms to provide comprehensive Project and Construction Management Services for the development of a new Head Start Facility in Gilcrest Colorado. This project will include planning, design oversight, budgeting, scheduling, procurement assistance and construction oversight to ensure compliance with federal, state and local regulations.***

### **Pre-Construction Phase:**

- Assist the Owner with procurement support and evaluation; final selection authority remains with *Centro de la Familia*. Review and advise on design development to ensure cost-effectiveness and regulatory compliance
- Develop and manage project budget and schedule
- Coordinate required permits and regulatory approvals
- Will work in conjunction with Architects and Engineers if different

### **Construction Phase:**

- Serve as the Owner's representative throughout construction
- Monitor contractor performance and ensure adherence to schedule and budget
- Conduct regular site visits and progress meetings
- Manage change orders and risk mitigation strategies
- Ensure compliance with CPSC, ADA, Head Start, and other applicable standards

### **Post-Construction Phase:**

- Oversee final inspections and closeout documentation.
- Ensure completion of punch list items.
- Support transition to occupancy and operational readiness.

### **Proposal Requirements**

- Cover letter and executive summary
- Firm background and qualifications



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- Project team, resumes, and relevant experience
- Approach to project and construction management
- Examples of similar projects completed within the last 5 years
- References (minimum 3)
- Fee structure and pricing methodology
- Insurance requirements shall include general liability, professional liability, workers' compensation, and automobile liability coverage in amounts acceptable to the Owner.
- This procurement is subject to applicable federal regulations including **2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)**. The selected firm must comply with all applicable federal grant requirements, including but not limited to procurement standards, cost allowability, and record retention.

### Submission Details

- **Deadline for Submission:** 1/12/2026
- **Submission Method:**

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**Evaluation Criteria** Proposals will be evaluated based on the following:

- Experience with similar Head Start or early childhood education facilities
- Qualifications and expertise of proposed team
- Project approach and understanding
- Past performance and references
- Cost effectiveness
- Compliance with submission requirements

### Additional Information

- *Centro de la Familia* reserves the right to reject any or all proposals, waive informalities, and negotiate with the selected firm.
- All work must comply with applicable local building codes, federal regulations, and Head Start Program Performance Standards.



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- All documents, reports, schedules, and project records produced under this contract shall be the property of Centro de la Familia.
- Proposers must disclose any actual or potential conflicts of interest. Submission of a proposal certifies that the proposal is made independently and without collusion.

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*This RFP does not constitute a contract or an offer to contract. A formal agreement will be negotiated with the selected firm.*

*This RFP emphasizes qualifications and experience; cost will be considered but is not the sole determining factor*