

Request for Bids

Project Management Services



DCCCA
IMPROVING LIVES

RFB released:

Sept 19, 2018

Deadline for Bids:

4:00 PM CST October 3, 2018



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Project Management Services

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Summary

What we need

DCCCA is seeking a qualified independent vendor to provide project management services for an intentional, well-planned, and well-executed move to our new Wichita, Ks facility.

What's important to us?

- Good coordination
- Good project management
- Clear, consistent, and timely communication
- Maintaining and building relationships internally and externally
- Being able to continue providing high quality and effective services at the same level throughout the move (no or minimal disruption in services)

Why should you bid?

At DCCCA we are about improving the lives of those we serve. DCCCA is a large non-profit with many programs. DCCCA currently provides residential and outpatient behavioral health services, foster parent recruitment and support, and prevention services out of three facilities in Wichita. Two of these facilities DCCCA owns and will be selling after the move, another facility is leased. The acquisition of our new facility and the successful implementation of all phases of this project will allow us to provide services based on research and a dedicated commitment to improving lives, be more innovative in the way we provide services, and set-up up to expand our services.

A bit about us

DCCCA provides social and community services that improve the safety, health, and well-being of those we serve. We coordinate programs across Kansas, Missouri, and Oklahoma to provide behavioral health prevention and treatment services, recruitment of foster homes, foster home training and support, and traffic safety education and resources. DCCCA also cooperates with local, state, and national programs and associations to provide education, research services, and resources.

SECTION 1: Key information



1.1 Context

This Request for Bid (RFB) is an invitation from DCCCA to qualified vendors to submit a Bid to provide project management services for an intentional, well-planned, and well-executed move to our new facility in Wichita, Kansas.



1.2 Our timeline

Here is our timeline for this RFB. All dates and times are in Central Standard Time.

Steps in RFB process:

RFB Distributed & Posted on website Sept 19, 2018

Deadline for Bids: **4:00 PM CST October 3, 2018**

Unsuccessful Respondents notified: Oct 31, 2018

Respondents debriefs: week starting Oct 15, 2018

Anticipated Contract start date: Nov 1, 2018



1.3 How to contact us

- All inquiries must be directed to our Point of Contact. We will manage all external communications through this Point of Contact.
- Our Point of Contact
 - Name:** Erick Vaughn
 - Title:** Director of Strategic Initiatives
 - Email:** evaughn@dcca.org
- The Email subject line **MUST** include the exact phrase: "Project Management Services"



1.4 Developing and submitting your Bid

- This is an open competitive process. The RFB sets out the process and conditions that apply.
- Take time to read and understand the RFB. In particular:
 - Develop a strong understanding of our Requirements (Section 2).
 - In structuring your Bid consider how it will be reviewed (Section 3)
- If anything is unclear or you have a question, please ask. Email our Point of Contact, and they will respond within 24 business hours.

-
- Please submit a non-binding Letter of Intent to apply that includes at least the name, title, and email of one person. This information is important in case we make changes to the RFB and respond open and fairly to all questions received from applicants. This means if you do not submit a letter of intent you will not receive all questions and answers received by our Point of Contact.
 - Check you have provided all information requested, and in the format and order asked for.
 - Having done the work don't be late – please ensure you get your Bid to us before the Deadline for Bids!



1.5 Address for submitting your Bid

- Bids must be submitted by email to our Point of Contact.
- We prefer one PDF file. However, we will accept multiple files due to email size limitations, as long as they are PDF or a Microsoft Office file format. Please number or provide information in your emails so our Point of Contact will know if we have received all of your emails and documents.
- Bids sent by mail/post, fax, or hard copy delivered to our office will not be considered.
- Our Point of Contact will reply by email within 24 hours to verify receipt of the Bid.



1.6 Our RFB Process, Terms and Conditions

- **Offer Validity Period:** In submitting a Bid the Respondent agrees that their Bid will remain open for acceptance by the Buyer for three (3) months from the Deadline for Bids, **unless otherwise noted in your Bid**. Including a statement in your Bid verifying this or a longer period of validity is much appreciated.



1.7 Later changes to the RFB or RFB process

If, after publishing the RFB, we need to change anything about the RFB, or RFB process, or want to provide applicants with additional information we will email applicants using information provided in the Letter of Intent.

SECTION 2: Our Requirements

2.1 Background

This RFB requests Bids for a qualified independent vendor to provide Project Management services managing multiple teams completing many phases of building renovation, licensing, program design, move, clean-up and selling of old facilities.

2.2 What we are buying and why

The selected vendor will provide project management services for an intentional, well-planned, and well-executed move from our current three locations in Wichita, Kansas to our new facility in Wichita, Kansas.

Current Locations: Owned by DCCCA

- Women's Recovery Center
1319 W. May Street
Wichita, KS, 67213
- Child Placing Agency, Prevention
& Operations Offices
1319 W. May Street
Wichita, KS, 67213

Current Location: Leased

- Options Adult Services
122 North Millwood
Wichita, KS 67203

New Location

- 8901 E Orme St
Wichita, KS 67207

This project has many tasks and activities. Many tasks will be the sole responsibility of DCCCA. Some tasks and responsibilities will be shared between DCCCA and the selected vendor, and some will be the sole responsibility of the vendor.

The vendor will work under the direction of one identified DCCCA employee, however, there will be a management team responsible for the oversight of all internal teams, and the selected vendor will serve as a member of that team.

DCCCA has identified the following teams that will be responsible for DCCCA's tasks:

- Licensing & Credentialing Team
- Programs & Services Team
- Facilities, Kitchen & Furnishings Team
- Move Team
- Communications Team
- Community Relations/Fundraising Team
- Admin Team

Below are the three lists of responsibilities. We are providing the full list of all activities to provide information to bidders to inform their Bid. See the attached list of responsibilities and the assigned groups.

- DCCCA's Responsibilities
 - 1) Request and coordinate completion of necessary building inspections
 - 2) Secure facility licenses:
 - * Substance Use Disorder Licenses (KDADS)
 - * Child Care License (KDHE)
 - 3) Secure Credentialing with funders
 - 4) Discuss and design program service delivery and staffing
 - * CPA, BH, Prevention, Admin
 - * Procedures
 - * Workflows
 - * Identify shared staffing, etc.
 - 5) Define and prioritize space usage
 - * Public and client entrances
 - * Client rooms
 - * Individual Offices
 - * Shared office space
 - * Conference Rooms
 - 6) Coordinate completion of branding/signage with sign vendor
 - 7) Identify furnishing needs, manage disposal of unnecessary items and the procurement of anything else needed
 - 8) Procure Handheld/technology for emergency response/communication
 - 9) Give notice to landlords of leased space
 - 10) Communication with clients, families, communities, funders
 - 11) Maintenance, cleaning, landscaping
 - 12) Review Liability insurance cover – waivers; secure any additional insurance coverage.
 - 13) Secure Vacant building insurance
- Shared responsibilities
 - 1) Secure City of Wichita Corrections Ordinance License
 - * DCCCA: Inform and assist contractor in completing this task.
 - * Contractor: Boots on the ground to communicate with city officials and others on behalf of DCCCA; Coordinate with other activities

- 2) Manage/Coordinate securing necessary permits and zoning and ensure required canvassing of neighborhoods is completed
 - * DCCCA: Inform and assist the contractor in completing this task.
 - * Contractor: Boots on the ground to communicate with city officials and others on behalf of DCCCA; Coordinate with other activities
- 3) Identify and plan for renovations:
 - Outpatient
 - child care
 - bathrooms/bathtubs
 - Wiring (cat6), etc.
 - * DCCCA: Identify needed renovations, manage renovation work with contractor.
 - * Contractor: Work with DCCCA to identify needed renovations; coordinate with other activities, manage renovation work with DCCCA staff.
- 4) Plan and implement fund development for special projects (playground, fencing, etc.)
 - * DCCCA: Plan and implement
 - * Contractor: Assist DCCCA staff with planning and implementation, boots on ground acting on behalf of DCCCA when needed
- 5) Plan and manage communication to/with the community
 - * DCCCA: Plan and implement
 - * Contractor: Assist DCCCA staff with planning and implementation, boots on ground acting on behalf of DCCCA when needed
- 6) Procure moving company/coordinate move
 - * DCCCA: Plan with contractor
 - * Contractor: Implement and coordinate with other activities
- 7) Clean up vacated building
 - * DCCCA: Plan and implement plan to clean and vacate old building.
 - * Contractor: Work with DCCCA staff to identify staff and vendors to do the work and plan. Provide reminders, manage, accountability
- 8) Plan and coordinate an Open house – ribbon cutting (to coincide with Sept/Recovery Month)
 - * DCCCA: Team will plan and coordinate, consult with contractor.
 - * Contractor: Communicate with team responsible for the open house. Assist where possible.

- 9) Sell vacated buildings
 - * DCCCA: Identify realtor.
 - * Contractor: Coordinate/manage other activities to ensure successful/easy sell; work with DCCCA and the realtor to get property on the market.
- Contractor responsibilities
 - 1) Coordinate project management process
 - 2) Manage comprehensive scheduling and internal coordination of processes
 - 3) Coordinate space usage process
 - 4) Coordinate process for furnishing
 - 5) Coordinate needs for appliances, kitchen codes, etc.
 - 6) Continually review the work and project from the perspective of an experienced outsider: hold us accountable, ask questions, challenge/question our thinking and plans to ensure good/best decision making
 - 7) Other duties that may arise

Expected Timeline:

- Contract start date: Nov 1, 2018. We wish to enter into contract with the selected vendor as soon as possible to bring them on board, up to speed, and continue planning.
- Closing date: March 31, 2019. The scheduled closing date and day we gain possession of the new building.
- Complete necessary renovations to be able to submit our application for SUD Licenses by May 1, 2019
- Submit application for Child Care Licensing by June 1, 2019.
- Complete the move to be fully operational in the new facility by Aug 1, 2019.
- Tasks associated with cleaning and preparing the building for sale should be completed by Sept 1, 2019.
- Recovery Month Open House/Ribbon Cutting – 3rd week in September
- Sell old property by Dec 31, 2019/end of contract with transition of responsibilities to realtor and DCCCA.

Include in your bid:

Proposed Activities

- Description of proposed activities

Capacity & Capability

- Description of your experience with project management of a project this size
- Description of past projects
- References
- Description of number of people and resources that will be committed to our project

Price

- Divide your cost/price into activities associated with the new building and those associated with the old buildings.
- Evidence of insurability – or a statement that you are not insured so we can include the cost of adding you to our insurance for the year when we review bids.

2.3 What we require: Capacity & Capability

We are seeking vendors that are able to demonstrate the capacity and capability of completing the work as described. Your Bid should include information that describes the staff, experience, qualifications, and requested resources to complete the work proposed. Please provide three (3) references to past work.

- Knowledgeable professional(s) to oversee project with our needs and goals in mind
- Build and maintain internal relationships with DCCCA staff, programs, and departments
- Build and maintain outstanding relationships with contractors, architects, engineers, suppliers and consultants, etc.
- Demonstrated ability to save money on the overall project cost (offset or more than offsets your services fee)
- Demonstrate (via experience, references, bid content) that your fiduciary responsibility is to us, your client, meaning that you will look out for our best interests.
- Located or have a presence in Wichita, Ks
- Preferred experience working with non-profits
- Preferred experience working with non-profits providing services that require state licensure
- Preferred experience working with non-profits with accreditation (COA)
- Preferred use of proven Project Management tools (share our project management tools)
- Willingness to share and be open with their project management process and tools

2.4 Contract term

We anticipate that the work will commence Nov 1, 2018 and end Dec 31, 2019. However, the Bid should include a timeline with expected/anticipated time frames.

2.5 Key deliverables

DCCCA requests the following deliverables, which should be included in the Bid's timeline.

Deliverables
<ul style="list-style-type: none">• Monthly status reports with monthly invoices:<ul style="list-style-type: none">○ Brief description of work completed and work planned over the following month. Due by the 5th of the month.

2.6 Other information

- Final payment will be made on successful delivery of deliverables. Your Bid should propose any necessary and desired payment terms.
- New Intellectual Property arising as a result of the Contract will be the property of DCCCA.
- A new vendor packet including W-4 and payment information will be required prior to DCCCA making the first payment.

2.7 Other documents & resources

In addition to this RFB we refer to the following documents and resources.

- DCCCA's Website: <http://www.dccca.org/>
- What is DCCCA? Video: <https://youtu.be/qCAfsyAFHzY>
- Why Work at DCCCA? Video: <https://youtu.be/1Tndtv8E2Cc>
- DCCCA Behavioral Health Video: <https://youtu.be/1T0uGY6F6vk>
- DCCCA Child Placing Agency: <https://youtu.be/drJdb6YPhYM>
- DCCCA Prevention Services Video: <https://youtu.be/nV45nl2pFrs>
- Attached: List of DCCCA Responsibilities & Shared Responsibilities and the identified Team responsible.

SECTION 3: Our Review Criteria

This section sets out the criteria used to review Bids.

3.1 Bid Review

Bids received on time will be reviewed using a simple weighted score. This means that Bids received late will not be considered, all timely Bids that are capable of full delivery on time will be shortlisted. The Bid that scores the highest will likely be selected as the Successful Respondent.

3.2 Evaluation criteria

Bids will be evaluated on their merits according to the following evaluation criteria and weightings.

Criterion

1. Proposed activities	50%
<ul style="list-style-type: none">• Bid meets the needs and purpose(s) identified in the RFB• Bid is clear• Bid demonstrates the Respondent's understanding of the RFB is clear• If alternate or modified activities are proposed from what was requested in the RFB, the reasoning is clear and understandable	
2. Capability of the Respondent to deliver	15%
<ul style="list-style-type: none">• Capability of completing the work as proposed• Staff experience and qualifications are at least sufficient to complete the work as proposed• Provide at least three (3) relevant and good examples of past work• Provide at least three (3) relevant and good references to past work	
3. Capacity of the Respondent to deliver	15%
<ul style="list-style-type: none">• Resources to complete the proposed activities are sufficiently described• Explanation and description demonstrate capacity to complete the work as proposed• Timeline to complete proposed work is clear and matches description of resources	
4. Bid/Price	20%
<ul style="list-style-type: none">• Bid includes two costs, one for the old building tasks and another for new building tasks• Costs are clearly described/seem reasonable given the RFB• Description and narrative of costs can easily be used to calculate the total bids provided	

Total weightings	100%
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3.3 Scoring

In scoring Bids the panel will use the following scoring scale.

<u>Rating Definition</u>	<u>Score</u>
EXCELLENT: Significantly exceeds the criterion - Exceeds the criterion. Exceptional demonstration by the Respondent of the relevant ability, understanding, experience, skills, resources and quality measures required to meet the criterion. Bid identifies factors that will offer potential added value, with supporting evidence.	9-10
GOOD: Exceeds the criterion in some aspects - Satisfies the criterion with minor additional benefits. Above average demonstration by the Respondent of the relevant ability, understanding, experience, skills, resources and quality measures required to meet the criterion. Bid identifies factors that will offer potential added value, with supporting evidence.	7-8
ACCEPTABLE: Meets the criterion at a minimal level - Satisfies the criterion. Demonstration by the Respondent of the relevant ability, understanding, experience, skills, resource, and quality measures required to meet the criterion, with supporting evidence.	5-6
MINOR RESERVATIONS: Marginally deficient - Satisfies the criterion with minor reservations. Some minor reservations of the Respondent's relevant ability, understanding, experience, skills, resources and quality measures required to meet the criterion, with little or no supporting evidence.	3-4
SERIOUS RESERVATIONS: Significant issues that need to be addressed - Satisfies the criterion with major reservations. Considerable reservations of the respondent's relevant ability, understanding, experience, skills, resources, and quality measures required to meet the criterion, with little or no supporting evidence.	1-2
UNACCEPTABLE: Significant issues not capable of being resolved - Does not meet the criterion. Does not comply and/or insufficient information provided to demonstrate that the Respondent has the ability, understanding, experience, skills, resources and quality measures required to meet the criterion, with little or no supporting evidence.	0

3.4 Price

We wish to obtain the best value-for-money over the course of the Contract. This means achieving the right combination of fit for purpose, quality, on time delivery, quantity and price.

If a Respondent offers a price that is substantially lower than other Bids (an abnormally low bid), the Buyer may seek to verify with the Respondent that the Respondent is capable of fully delivering all of the Requirements and meeting all of the conditions of the Proposed Contract for the price Bid.

DCCCA is a 501(c)3 and donations are tax deductible. Although not a requirement for this RFB, provision of a portion of the requested bid as a donation or at a discount would be greatly appreciated, and would be tax deductible, as well as likely result in a higher score for the price section in the review of bids.

3.5 Evaluation process and due diligence

In addition to the above, we will undertake the following process and due diligence in relation to shortlisted Respondents. The findings will be taken into account in the evaluation process.

- review past projects/work
- reference check the Respondent organization and named personnel
- interview Respondents

We may undertake the following processes and due diligence as the process dictates. The findings will be taken into account in the evaluation processes.

- request Respondents make a presentation
- arrange site-visits
- request a copy of audited financial statements and/or most recent tax return and/or internal financial statements
- undertake a credit check and/or background check for all named personnel

SECTION 4: Pricing information

4.1 In submitting the Price the Respondent must meet the following:

- The pricing is to show a breakdown of costs included, fees, expenses and charges associated with the full delivery of the Requirements over the course of the Contract. It must also clearly state the total Contract price.
- The price is to include all materials, supplies, travel, and any other cost necessary in the provision of the service/product requested. DCCCA will not reimburse the successful bidder for any mileage, time, or supplies outside of the agreed upon price paid through a successful bid and the resulting contract.
- Where the price, or part of the price, is based on fee rates, all rates are to be specified, either hourly or daily or both.
- In preparing their Bid, Respondents are to consider all risks, contingencies and other circumstances relating to the delivery of the Requirements and include adequate provision in the Bid and pricing information to manage such risks and contingencies.
- Respondents are to document in their Bid all assumptions and qualifications made about the delivery of the Requirements, including in the financial pricing information. Any assumption that the Buyer or a third party will incur any cost related to the delivery of the Requirements is to be stated, and the cost estimated if possible.
- Prices should be tendered in US Dollars. Unless otherwise agreed, the Buyer will arrange contractual payments in US Dollars.
- Where two or more Respondents intend to lodge a joint or consortium Bid the pricing schedule is to include all costs, fees, expenses and charges chargeable by all Respondents.
- The successful respondent will be required to provide DCCCA a certificate of insurability or certificate of insurance, including workers compensation and general liability insurance, prior to entering into contract.

4.2 Price Form:

- Use the price form below as a template to provide a bid.
- Include an hourly rate, describing the maximum number of hours the price includes
- Divide activities into those associated with the new building and old buildings, providing a bid for each.
- Bid should include all costs necessary including but not limited to travel, per diem, supplies, liability insurance, etc. DCCCA will pay an hourly rate based on this bid and not reimburse for any other expenses.

Part of Move Project	Hourly Rate	Estimated Number of Hours	Total Cost
Old Buildings			\$
Description			
New Facility			\$
Description			
Total Bid Price			\$

Attachment: Chart of List of Responsibilities and Teams

Wichita Move Tasks and Responsible Team



Responsibility	Management Team	Licensing & Credentialing	Programs & Services	Facilities, Kitchen & Furnishings	Move	Communications	Community Relations	Admin	Vendor/Contractor
Management, coordination of communication between all teams	✓								✓
A. Request and coordinate completion of necessary building inspections				✓ (Nick)					
B. Secure facility licenses: o SUD (KDADS) o Child Care (KDHE)		✓							
C. Secure Credentialing with funders o Sunflower (Medicaid) o Aetna (Medicaid) o United/Optum (Medicaid) o Others?		✓ (Sandra & Rachal)							
D. Discuss and design program service delivery and staffing o CPA, BH, Prevention, Admin o Procedures o Workflows o Identify shared staffing			✓						
E. Define and prioritize space usage o Public and client entrances o Offices o Conference Rooms o Etc.			✓						
F. Coordinate completion of Branding/Signage with Sign Vendor				✓					
G. Identify furnishing needs, manage disposal of unnecessary items and the procurement of anything else needed				✓					
H. Procure Handheld/technology for emergency response/communication				✓					

Wichita Move Tasks and Responsible Team



Responsibility	Management Team	Licensing & Credentialing	Programs & Services	Facilities, Kitchen & Furnishings	Move	Communications	Community Relations	Admin	Vendor/Contractor
I. Give notice to landlords of leased space				✓					
J. Communication with clients, families, communities, funders						✓			
K. Maintenance, cleaning, landscaping				✓					
L. Review Liability insurance cover – waivers; secure any additional insurance coverage.								✓	
M. Secure Vacant building insurance								✓	
RESPONSIBILITIES SHARED WITH VENDOR									
A. Secure City of Wichita Corrections Ordinance License		✓ (TBD)							✓
B. Manage/Coordinate securing necessary permits and zoning and ensure required canvassing of neighborhoods is completed		✓							✓
C. Identify and plan for renovations:: o Outpatient o child care o bathrooms/bathtubs o Wiring (cat6)				✓					✓
D. Plan and implement fund development for special projects (playground, fencing, etc.)							✓		✓
E. Plan and manage communication to/with the community						✓			✓
F. Procure moving company/coordinate move					✓				✓
G. Clean up vacated building					✓				✓
H. Sell vacated buildings				✓ (Diane /Nick)					✓
I. Plan and coordinate an Open house – ribbon cutting (perhaps to coincide with Sept/Recovery Month)							✓		✓