CDCPDA RFP for a Facilities Project Manager - Shell and Core Projects

REQUEST FOR PROPOSAL (RFP)
Facilities Project Manager - Shell and Core Projects
Central District Community Preservation and Development Authority (CDCPDA)

1. OVERVIEW
The CDCPDA seeks proposals from qualified professionals for a contract Project Manager position to oversee multiple shell and core construction projects within our facilities portfolio, with a specific focus on the McKinney Center and additional properties in Seattle's Central District.

2. ORGANIZATION BACKGROUND
The Central District Community Preservation and Development Authority (CDCPDA), established in 2019, is a quasi-governmental entity dedicated to driving economic empowerment for African American, other minority, and historically underserved communities in Seattle's Central District. As stewards of historic properties in the Central District, we are undertaking several critical shell and core renovation projects that require experienced project management oversight. These projects are essential to preserving and enhancing spaces that serve our community's economic and cultural needs while maintaining the historical integrity of our properties. We seek a Project Manager who understands both the technical aspects of construction management and the importance of these spaces to our community's heritage and future.

3. SCOPE OF WORK
The Project Manager will be responsible for::
- Managing multiple shell and core construction projects simultaneously
- Developing and maintaining project schedules and budgets
- Coordinating with contractors, architects, and community stakeholders
- Overseeing permit processes and regulatory compliance
- Managing change orders and contract modifications
- Conducting regular site inspections and quality control
- Risk management and issue resolution
- Progress reporting to CDCPDA leadership
- Vendor and contractor relationship management
- Ensuring projects align with CDCPDA's community-focused mission
- Review and interpret architectural drawings and digital blueprints
- Collaborate with design teams on architectural modifications
- Provide technical input on design solutions and constructability
- Coordinate BIM (Building Information Modeling) implementation

4. DELIVERABLES

- Project execution plans for each project
- Weekly progress reports
- Monthly budget tracking and cost reports
- Updated project schedules
- Change order documentation
- Risk assessment reports
- Community impact assessments
- Final project documentation
- Closeout packages for each project
- Design review documentation and feedback
- As-built drawing coordination
- Digital blueprint management and updates
- BIM coordination reports

5. REQUIRED QUALIFICATIONS
- Bachelor's degree in Construction Management, Engineering, or related field
- Minimum 10 years experience in construction project management
- PMP certification preferred
- Proven experience managing shell and core projects
- Strong knowledge of Seattle building codes and construction regulations
- Proficiency in project management software
- Experience with budget management and cost control
- Strong communication and leadership skills
- Understanding of Seattle's Central District history and community preferred
- Experience working with community organizations and public entities
- Track record of successful project delivery within diverse communities
- Proficiency in AutoCAD, Revit, and other architectural software
- Experience in reading and interpreting complex architectural drawings
- Understanding of architectural design principles and construction documentation
- Knowledge of BIM protocols and standards
- Experience coordinating between design teams and construction crews

6. CONTRACT TERMS
- Duration: 5 months with possibility of extension
- Hours: Minimum of 16-20 hours per week
- Location: Hybrid - McKinney Center
- Rate: Competitive, commensurate with experience

7. PROPOSAL REQUIREMENTS

Please submit:

- Professional resume
- Project portfolio highlighting relevant shell and core projects
- Three professional references
- Proposed rate and availability
- Project management approach (2-3 pages)
- Insurance certificates
- Professional licenses
- Examples of successful architectural design coordination
- Documentation of experience with digital blueprint management
- List of architectural software proficiencies

8. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Technical capability (25%)
- Experience and qualifications (20%)
- Architectural design expertise (15%)
- Project approach (15%)
- Cost proposal (15%)
- References and community experience (10%)

9. TIMELINE (Round 2)

- RFP Release Date: January 16, 2026
- Proposals Due: January 27, 2026
- Interviews: February 3, 2026
- Selection: February 5, 2026
- Project Start: February 10, 2026

10. SUBMISSION INSTRUCTIONS

Submit proposals along with your resume electronically to info@cdcpda.org with subject line "Facilities Project Manager RFP"

11. CONTACT INFORMATION

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12. **ADDITIONAL TERMS**

- CDCPDA reserves the right to reject any and all proposals
- Minority and women-owned businesses are encouraged to apply
- Proposals must be valid for 90 days
- Required insurance coverage must be maintained throughout the contract period
- Contractor must comply with all applicable local, state, and federal regulations
- Must demonstrate commitment to CDCPDA's mission and community-focused approach
- Experience working with diverse communities preferred