



## **CDCPDA RFP for a Sr. Project Manager - Shell and Core Projects**

### **REQUEST FOR PROPOSAL (RFP)**

Sr. 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 Sr. Project Manager position to oversee multiple shell and core construction projects within our facilities portfolio, with a specific focus on the McKinney Center for Community and Economic Development (MCCED).

#### **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 Sr. 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 site inspections and quality control
- Risk management and issue resolution
- Progress reporting to the CDCPDA leadership
- Vendor and contractor relationship management
- Ensuring projects align with the 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 (as needed)
- Other large scale business projects, as needed



#### **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 (as needed)
- Final project documentation
- Closeout packages for each project
- Design review documentation and feedback
- As-built drawing coordination
- Digital blueprint management and updates

#### **5. REQUIRED QUALIFICATIONS**

- Bachelor's degree in Bachelor's degree in Management, Project Management, Business Administration (MBA), Construction Management, Engineering, or related field
- Minimum 10 years experience in construction project management (not required)
- PMP certification preferred (not required)
- Proven experience managing shell and core projects
- 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 (not required)
- Experience working with community organizations and public entities
- Track record of successful project delivery within diverse communities
- Experience in reading and interpreting complex architectural drawings
- Understanding of architectural design principles and construction documentation
- Experience coordinating between design teams and construction crews

#### **6. CONTRACT TERMS**

- Duration: 10 months with possibility of extension
- Hours: Minimum of 32-36 hours per week
- Location: Remote and occasional onsite work at the McKinney Center



- Rate: Competitive, commensurate with experience

## **7. PROPOSAL REQUIREMENTS**

Please submit:

- Professional resume
- Cover letter highlighting relevant shell and core projects with project management approach
- Three professional references
- Proposed rate and availability
- Professional licenses (if any)

## **8. EVALUATION CRITERIA**

Proposals will be evaluated based on:

- Project management experience and qualifications (30%)
- Project approach and methodology (25%)
- Budget management and cost control experience (20%)
- Cost proposal (15%)
- References and community experience (10%)

## **9. TIMELINE (Round 3)**

- NEW UPDATED RFP Release Date: February 3, 2026
- Proposals Due: February 17, 2026
- Interviews: February 24, 2026
- Selection: March 3, 2026
- Proposed Start: March 10, 2026

## **10. SUBMISSION INSTRUCTIONS**

Submit proposals along with your resume electronically to [info@cdcpda.org](mailto:info@cdcpda.org) with subject line "Sr. Project Manager RFP"

## **11. CONTACT INFORMATION**

Shaude' Moore

Chief Executive Officer

Central District Community Preservation and Development Authority (CDCPDA)

Email: [info@cdcpda.org](mailto:info@cdcpda.org)



## 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 the CDCPDA's mission and community-focused approach
- Experience working with diverse communities preferred