

REQUEST FOR PROPOSAL (RFP) PROJECT MANAGEMENT AND WORKPLACE STRATEGY

DATE ISSUED: 9/15/2023

CLOSING DATE: 10/13/2023

PURPOSE

Westside Regional Center (WRC) has initiated a Request for Proposal (RFP) process to identify qualified project management and workplace strategy consultants for increasing the space utilization efficiency, improving the staff and client experience, and maximizing the cost effectiveness of the WRC Headquarters through renovations or a potential relocation which would equate to approximately 65,000-85,000 rentable square feet (RSF) of office space.

The project manager (PM) should suggest costs and timelines, assist in the hiring of additional vendors such as architects, contractors, sub-contractors, furniture vendors, telecommunication vendors, engineers, and any other required team members to complete the project as efficiently as possible. The PM shall also provide at least one alternate approach to achieve the scope at a reduced price, which may include suggestions for how to achieve the same result for lower cost.

The workplace strategy consultant shall review and assess each business function and interview occupants related to their work process. Workplace strategy efforts are intended to reduce inefficiency of the space, improve workflow, and determine occupancy priorities.

WHO IS ELIGIBLE TO RESPOND?

WRC seeks consultants who demonstrate a strong overall understanding of nonprofit structures with mission-driven activities, have strong facilitation skills, and have proven experience with nonprofit project management and workplace strategy.

ABOUT THE ORGANIZATION

Regional Centers are nonprofit, private corporations that contract with the State of California, Department of Developmental Services (DDS). Regional Centers are funded to provide diagnosis and assessment of eligibility and help plan, access, coordinate and

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monitor the services and supports that are needed because of a developmental disability.

Westside Regional Center (WRC) is one of the 21 regional centers that provide services to persons, age three and above, with a disability pursuant to the Lanterman Act and infants and toddlers, birth to 36 months, who have a need for early intervention services and who meet the eligibility criteria for the California Early Start program. It is WRC's mission to support people with developmental disabilities, their families, and communities of choice by facilitating access to person-centered, culturally responsive services and resources.

SCOPE OF WORK

The selected consultant shall provide a range of services for any compliant project site, which may include:

1. Project and Space management Services are required to evaluate space needs

- a. Develop programming documents
- b. Coordinate space needs with each department/division who will occupy space

2. Project Management

Key deliverables may include but are not limited to the following:

- a. Review proposed tenant improvement project plan to determine WRC and/or landlord responsibility and identify opportunities for value engineering.
- b. Identify and plan parking needs within the project area.
- c. Create space blocking documents for test fits.
- d. Coordinate furniture and other vendors to identify and order furniture and equipment needed.
- e. Oversee furniture and equipment installation.
- f. Coordinate with ITA and department's IT for communication needs
- g. Manage all construction activities, including the architect, General Contractor, subcontractors, and related vendors.
- h. Coordinate with the landlord for various issues (i.e. approvals, site plans, permitting, access issues, insurance, etc.).
- i. Manage construction project timeline.
- j. Manage construction costs to ensure the project stays within budget to provide monthly budget updates and projections.

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- k. Hold project management meetings as needed with WRC and vendors
- l. Provide moving coordination utilizing either the WRC or contractor's moving services vendor.

3. Workplace Strategy

- a. Understand organizational goals and mission
- b. Model workflow
- c. Link aesthetic preferences to the known cost of comparable work
- d. Understanding needs and requirements relative to WRC
- e. Identify inefficiencies
- f. Survey employee preferences for work style
- g. Survey aesthetic preferences to develop design consensus
- h. Link aesthetic preferences to the known cost of comparable work
- i. Understand needs and requirements relative to the specific business unit
- j. Generate criteria related to industry requirements
- k. Identify area (sq. ft.) requirements through a space needs analysis
- l. Generate criteria related to industry requirements

PROPOSAL SUBMISSION

Firms interested in providing these services must submit:

- a. A Cover Letter;
- b. Resumé(s) for the principal(s) that will provide the services;
- c. Cost proposal and fee structure for completion of the scope of work;
- d. Recommendations for one or more alternative approaches to achieving the scope at a reduced price.
- e. Cost proposals for this RFP should be provided at a flat rate with a stated amount not to exceed.
- f. A proposed approach for completing the scope of work; and
- g. A schedule for starting and completing the scope of work.

Please demonstrate your firm's capacity to perform the tasks by providing written examples of similar work. Limit responses to 10 pages.

All proposals received by the deadline will undergo a preliminary screening. Late or incomplete applications will not be accepted for review and rating. Any proposal may be disqualified if it deviates from the submission instructions in the RFP.

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RESERVATION OF RIGHTS

WRC reserves the right to request or negotiate changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. WRC may, at its sole and absolute discretion, select no provider for these services if, in its determination, no applicant is sufficiently responsive to the need. WRC reserves the right to withdraw this Request for Proposal (RFP) and/or any item within the RFP at any time without notice. WRC reserves the right to disqualify any proposal which does not adhere to the WRC guidelines.

This RFP is being offered at the discretion of WRC. It does not commit WRC to award any grant.

CONFIDENTIALITY

If the bidder deems any material submitted to be proprietary or confidential, the bidder must indicate this in the relevant sections of the response.

INELIGIBILITY

Under the following conditions, an individual or entity is ineligible to be a WRC vendor, and therefore may not submit a proposal.

- WRC employees and Board members, and their family members.

NOTIFICATION OF SELECTION AND TIMELINE

WRC will seat the RFP Selection Committee. The evaluation process will include individual committee member evaluation and rating of each proposal, followed by committee discussion and ranking of proposals. After preliminary rating and ranking of proposals, interviews may be scheduled with finalists, particularly if two or more proposals are closely rated and/or more information is needed. References will be contacted for all finalists.

The final recommendation of the RFP Selection Committee will be submitted for approval by the WRC Chief Executive Officer and is not subject to appeal. All applicants will receive written notification of the WRC decision regarding their proposal.

Additional information may be required from the selected applicant prior to the awarding of the project. Any information withheld or omitted, or failure to disclose any

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history of deficiencies shall disqualify the applicant from award of the project and/or contract.

WRC reserves the right not to select an applicant for project implementation if, in its determination, no qualified applicant has applied or is sufficiently responsive to the service need.

In the event that no proposal is selected, WRC may elect to either not develop the service pending further analysis of alternatives to meet the expressed need, or to issue a new RFP to attempt to expand the pool of potential respondents.

RESPONSES ARE DUE ON OR BEFORE OCTOBER 13, 2023 BY 5:00 P.M. (PST) TO
PEGGYB@WESTSIDERC.ORG

Questions about the RFP must be submitted, in writing, to
peggyb@westsiderc.org on or before October 3, 2023 by 5:00 p.m.

A Q&A will be held on Wednesday, October 4, 2023 at 11:00 a.m. via Zoom

[Register in advance for the Q&A](#)

After registering, you will receive a confirmation email
containing information about joining the meeting.