



National Park Foundation
Request for Proposals (RFP)

Facilities Project Management Consultant
Selma to Montgomery National Historic Trail
(SEMO)

December 2, 2020

Proposal Deadline: 5:00 pm EST, Friday, January 8, 2021

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A. PROJECT OVERVIEW

[The National Park Foundation \(NPF\)](#) is the official charitable non-profit partner to [The National Park Service \(NPS\)](#). In partnership with the City of Selma, Alabama, and NPS, NPF is pleased to announce that it is accepting proposals for a Facilities Project Management Consultant from experienced individuals and companies with diverse backgrounds and experiences to support project management at the Selma to Montgomery National Historic Trail's (SEMO), Selma Interpretive Center.

NPF seeks proposals from individuals and companies with diverse backgrounds and experiences.

Established by Congress in 1996, SEMO commemorates the people, events, and route of the 1965 Voting Rights Marches in Alabama. In February of 1870, the 15th Amendment was ratified, giving African American men the right to vote. In August 1920, women were given the right to vote. African Americans had the right to vote through their constitutional rights. Still, due to Jim Crow laws and the implementation of poll taxes and literacy tests, voting intimidation prevailed until the investment of courage from local people. The Selma to Montgomery National Historic Trail is the only trail in the National Trail System that honors African American History.

The trail follows public roads through the City of Selma, Lowndes County, and the City of Montgomery. The historical places, cultural landscapes, and natural environments along the trail serve as the backdrop for Alabama's voting rights struggle. These places provide a window into the social, economic, and legal system that resulted in the Selma to Montgomery voting marches, images of which still shape the national reaction, response, and memory of the civil rights movement.

Current Conditions: SEMO has three visitor centers: The Selma Interpretive Center, Selma, AL, The Lowndes Interpretive Center, Lowndes County, AL, and the Montgomery Interpretive Center, Montgomery, Alabama.

The Selma Interpretive Center is located at 2 Broad Street, next door to the Line Item Construction Project at 4 Broad Street. The NPS is currently working with the City of Selma to rehabilitate 4 Broad Street. The Selma Interpretive Center location has consistent traffic and produces a significant contribution to the City's economy. The current center is in a historic bank that has been refurbished with exhibition space, visitor contact areas, and staff offices. The park has an agreement with the City of Selma to operate the visitor center in city property for 2 Broad Street and expand its operation to 4 Broad Street to meet ADA requirements.

B. SCOPE OF WORK

NPF, City of Selma, and NPS will jointly recruit the Facilities Project Management Consultant. The Consultant will coordinate with the assigned NPS and City of Selma project managers and report directly to the NPF's Director of Resource Management. The Consultant will operate from an NPS office located in Selma, AL, for a 12- month term, with the option to extend the contract at the sole discretion of NPF. The Consultant will be an independent contractor and not an employee of NPF or NPS.

ESSENTIAL FUNCTIONS/DUTIES/TASKS:

- Initiate, guide and manage design and facilities projects from inception through post construction.
- Coordinate project scope, schedule, design/construction cost estimates, and financing procedures with NPS.
- Initiate purchase requests for design task orders and facilities contracts.
- Work with the contracting officer representative on assigned projects.
- Evaluate projects against time-phased schedules and budget requirements.
- Coordinate with NPS in resolving technical, budget, and scheduling problems as needed and recommend/develop corrective actions to ensure successful project accomplishment.
- Serve as a primary point of contact to provide technical guidance to an integrated professional team for completion of design and facilities.
- Evaluate project design, end products, and services.
- Apply theories, concepts, and principles practiced in the science of professional General Engineering, Landscape Architect, and Architect to execute and manage multi-phased design/construction projects for historic and contemporary structures.
- Serve as a technical point of contact for parks, support offices, regions, and facility programs.
- Coordinate with compliance specialists, compliance and Architectural and Engineering (A/E) firms, Construction Management (CM) firms, construction contractors, parks and region staff to help ensure compliance, quality, scope, and programming criteria are maintained.
- Coordinate review of submittals and work of onsite contracted construction management inspectors.
- Participate in the selection process for A/E contractors.
- Provide technical guidance relating to A/E contracting procedures and policies.
- Identify discipline needs and selection criteria for A/E selection and service.
- Negotiate A/E services, construction management services, and construction contracts for the City of Selma.
- Work with A/E firms, construction management firms, and construction contractors to resolve outstanding project issues.
- Make decisions regarding the identification and definition of project goals and objectives.
- Determine resources, products, schedules, gathers cost estimates, and establishes project milestones.
- Solve problems with collaboration in mind to negotiate compromises and resolutions to meet schedule, quality, and budgeting goals.
- Establish critical project milestones using project management strategies.
- Conduct public contact sessions regarding planning issues and alternatives to ensure the accomplishment of the project.

- Coordinate with NPS to design the project-work plan with enough detail to show the relationship between the objectives, tasks, and milestones. The work plan must be clear, suitable, and feasible.
- Develop and maintain effective working relationships with the City of Selma, NPS staff, and key stakeholders.
- Participate in project meetings with NPF, NPS, contractors, consultants, and partners.
- Communicate required actions, deadlines, and track progress with the schedule.
- Confer with park management on issues, approaches, and options that arise in developing and carrying out assignments.
- Prepare monthly and quarterly written reports and updates to NPS, NPF, City of Selma, stakeholders, and the public.
- Schedule and effectively coordinate the City of Selma and Park staff reviews and feedback to the project submittals resolving any internal conflicts prior to submission.
- Coordinate with City of Selma and Park staff to ensure all compliance documents with Park Cultural Resources Division are filed away in a central location.
- Coordinate and schedule meetings with designated representatives of the Alabama SHPO and NPS Staff to ensure all parties are aware of all issues related to public information and resource protection.
- Confer with park management and City of Selma on issues, approaches, and options that arise in developing and carrying out assignments.
- Experience in managing multi-year design and construction projects in a museum or cultural institution.
- Participate in weekly team project meetings with NPS, City of Selma, contractors, consultants, and partners.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- The Consultant shall be able to plan projects with defensible value analysis, preferred options, specifications, and interpret/read drawings, etc
- The Consultant shall be able to translate the organization vision into a project vision
- The Consultant shall have the ability to identify critical issues and problems and pick the best choice among alternatives
- The Consultant will be able to make timely decisions and take action reflective of NPS policy and objectives
- The Consultant shall have the ability to provide information regarding tasks, plans, schedule, strategies, and organizations structure to stakeholders
- The Consultant shall have a working knowledge of the application of fire safety codes and building codes to repair and construction projects
- The Consultant shall have the ability to apply *The Secretary of the Interior's Standards for the Treatment of Historic Properties* to repair and construction projects
- Knowledge of the National Park Service, National Park Foundation, and the City of Selma
- Skill in managing, leading, communicating, and collaborating with a wide range of internal and external counterparts to accomplish project goals
- Skill in using software to plan, monitor, and organize projects. Excellent written and oral communication skills. Strong interpersonal skills
- Working knowledge of ADA requirements

- The Consultant shall provide proof of general liability and professional liability insurance coverage at an amount to be agreed upon by the NPF and the Consultant

CONSULTANT FEE

The selected Consultant shall be paid a compensation of \$100,000 for a 12-month period, with the option to extend the contract at the sole discretion of NPF and NPS.

NPF will reimburse the Consultant for any additional expenses directly and reasonably incurred in connection with services under this scope of work if such expenses are pre-authorized in writing by NPF.

C. TIMELINE

Deadline for proposal due to NPF by: January 8, 2021 at 5:00 PM EST
Contract Award Decision: February 2021
Contract Execution: March 2021

D. EVALUATION CRITERIA

All applications will be reviewed by a selection committee comprised of representatives from the National Park Service, City of Selma, and the National Park Foundation. Selection will be based on the applicant's ability to meet and exceed program requirements and required outcomes.

The selected Consultant will enter into an agreement with the National Park Foundation, which will serve as the contracting party and funder of this position.

E. SUBMISSION INSTRUCTIONS

Each applicant must submit their proposal on or before 5:00 pm EST, Friday, January 8, 2021.

Proposal Packet Must Include:

Cover letter, resume and/or CV, qualifications, examples of similar past projects, the dollar amount of general liability and professional liability insurance coverage, or evidence of insurability (quote from insurance service provider).

Proposals must be submitted via email to:

Angel Thompson
Project Manager, Cultural Resources
National Park Foundation
202.796.3144
AThompson@nationalparks.org