

REQUEST FOR PROPOSALS

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STRATEGIC PLAN IMPLEMENTATION PROJECT MANAGER

Table of Contents

- General information
 - A. Overview
 - B. Who may respond
- 2. Qualifications
 - A. Basic Qualifications
 - B. Technical Qualifications and Expectations
- 3. Scope of Work Requested
- 4. Proposal Requirements
- 5. Review Process and Evaluation
- 6. Instructions on Proposal Submission

- **GENERAL INFORMATION**

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| RFP Availability | January 8, 2024 - 8:00 AM ET https://richmondhabitat.org/ To receive a copy of the RFP Email: mpeay@richmondhabitat.org |
| Questions | February 8, 2024 - 5:00 PM ET Submit written questions by email to: mpeay@richmondhabitat.org Deadline for submission of questions - Response provided via Addenda to the RFP no later than |
| Proposal Due Date and Submittal | Submit via email to mpeay@richmondhabitat.org February 8, 2024 |
| Selection of Project Manager | No later than March 22, 2024 |
| Contact | Ms. Madelyn Peay Email: mpeay@richmondhabitat.org Phone: 804-938-5816 |

- **Overview**

Richmond Metropolitan Habitat for Humanity (RMHFH) is launching a search for a qualified Project Manager to support staff by leading the implementation of our Strategic Plan. We invite experienced professionals to submit proposals outlining their approach to managing and executing this critical initiative.

The Strategic Plan outlines key milestones, activities, and initiatives that need to be executed during a time period ranging from FY 2024 through 2026. Habitat fiscal year is July 1- June 30)

- **Who May Respond**

The Request for Proposal (RFP) seeks proposals from qualified Project Managers with a history of Non-Profit success. This dynamic position requires strong project planning, budgeting, resource allocation, and coordination skills to ensure successful strategic planning project delivery. The Project Manager will collaborate with all project stakeholders to achieve outlined objectives in a timely and efficient manner.

2. QUALIFICATIONS

- **Basic Qualifications**

- Exceptional communication and leadership abilities.
- Problem-solving skills to proactively identify roadblocks and assist project teams in defining solutions.

- Minimum of 5 years of experience as a Project Manager, preferably with a track record of successfully implementing strategic plans.
- Two or more years of work in housing and real estate development planning, or related experience such as affordable housing, finance, planning, community development, etc.
- Facilitation experience strongly preferred.
- Ability to regularly hold meetings in person.
- Knowledge of non-profit housing development issues, policies, and procedures.
- Knowledge and experience developing and managing budgets.
- Demonstrated proficiency in the Google Suite applications, especially Google Sheets.

- **Technical Qualifications and Expectations**

- **Project Planning and Execution:**

- Maintain and adhere to comprehensive project plans including scope, goals, deliverables, and timelines. Will be required to meet quarterly milestones. Compensation will be tied to meeting milestones and producing required deliverables.
- Conduct thorough assessments to identify project risks, challenges, and mitigation strategies.
- Effectively communicate project objectives, requirements, and expectations to team members and stakeholders.
- Coordinate project activities, ensuring optimal utilization of resources.

- **Project Accounting and Control:**

- High level overview of budgetary implementation and constraints
- Regularly review project financials, providing accurate and timely reports to management.

- **Stakeholder Communication and Relationship Management**

- Maintain effective and open communication channels with project stakeholders, providing regular updates on progress, challenges, and milestones.
- Conduct regular status meetings, fostering collaboration and ensuring alignment among team members.

- **Attributes and Abilities:**

- Strong leadership and team management skills, capable of motivating and inspiring teams to achieve project objectives.
- Exceptional organizational and time management abilities, with the capacity to handle multiple priorities and meet deadlines.
- Analytical mindset with a keen eye for detail, ensuring accuracy and quality

in project deliverables.

- Proactive problem-solving skills, capable of addressing challenges and making sound decisions under pressure.
- Strong financial acumen and cost management skills, maintaining project budgets and controlling expenses.
- Adaptable and flexible, willing to embrace change and take on new challenges.

3. SCOPE OF WORK REQUESTED

The Project Manager will carry out responsibilities with staff that include, but are not limited to:

- Tracking and updating a detailed project plan and timeline for the implementation of fiscal years 2024-2026.
- Monitoring and tracking progress against the project plan, ensuring timely completion of milestones.
- Collaborating with various stakeholders to ensure alignment and engagement throughout the implementation.
- Identifying and mitigating potential risks and issues that may arise during the execution of the plan.
- Regularly communicating project updates and status reports to the CEO, COO, Strategic Implementation Committee and Board of Directors, when directed.
- Allocating appropriate resources based on strategic priorities.
- Adjusting business strategy and project timelines as the projects develop.
- Ensuring that strategic planning feeds into the project management process.
- Developing reports for leadership and the public regarding status timing for meeting plan objectives.
- Exhibit the Richmond Metropolitan Habitat for Humanity core values, which include:
 - **EQUITY** - Equity lies at the heart of our mission. We are dedicated to providing homeownership opportunities to families for whom it has not been traditionally possible.
 - **INTEGRITY** - Integrity ensures that we honor our commitments and act with dignity, fairness, honesty and respect every day.
 - **PARTNERSHIP** - Partnership is a value that defines everything we do at Richmond Habitat. We strive to be a reliable, inclusive and engaging partner in all of our endeavors.
 - **LEGACY** - Legacy is what we strive to create for the individuals and families we serve – something that can be passed onto future generations. We aim to revitalize blighted properties, streets and neighborhoods into beautiful, high-quality and affordable homeownership opportunities.
 - **FUN** - Fun is another important value to our organization. We strive to

create an environment that values, celebrates and fosters opportunities for creativity, humor and fun.

4. PROPOSAL REQUIREMENTS

Respondents shall submit the following documentation in the order listed, which will serve as the **Statement of Qualifications**. The maximum length of the total proposal shall not exceed 10 pages. Resumes are not included in the maximum number of pages for the proposal.

- **Cover Letter**
- **Resume of Project Manager**
- **Past Experience Similar to this Scope**
- **Demonstrated Understanding of Our Needs and Approach to the Engagement**
 - After reviewing the High Level Strategic Plan documents **(Appendix A_)** share your understanding and approach of how the scope of work and implementation would be accomplished.
 - Include your anticipated time commitment and level of engagement.
- **Costs**
 - The proposed price for services should include a not-to-exceed total fee.
- **References and Forms**
 - Provide three (3) references of current or recent clients for whom you have performed services similar to those described in this solicitation.

5. REVIEW PROCESS AND EVALUATION

- The responses to this RFP will be evaluated by the Strategic Planning committee, CEO, and approved by the Board of Directors.
- RMHFH may, at its discretion, request presentations by, or meetings with any, all or none of, the proposers to clarify or negotiate modifications to the proposals. RMHFH reserves the right to make an award without further discussion of the proposals submitted.
- The proposal, meeting all of the outlined criteria, that also accumulates the highest total point value (see table below), may be awarded the contract.
- Incomplete proposals or proposals not following RFP guidance will not be considered.
- RMHFH reserves the right to reject any proposal that does not meet its criteria and/or

exceeds the budget established for this endeavor.

Evaluation of each proposal will be scored on the factors outlined in the table below:

| • DEMONSTRATED EXPERIENCE IN SUCCESSFULLY IMPLEMENTING STRATEGIC PLANS | |
|--|----------------|
| Criteria | Maximum Points |
| <ul style="list-style-type: none"> • Demonstrated understanding of the services requested including previous experience in development and implementation of strategic planning processes. • Development of metrics to measure performance outcomes and achievement of stated goals and objectives. • Experience in facilitation and stakeholder engagement process; and experience in leading work sessions. | 30 |
| • OVERALL QUALITY AND COMPLETENESS OF THE PROPOSAL | |
| Criteria | Maximum Points |
| <ul style="list-style-type: none"> • Overall quality and completeness of the proposal. | 15 |
| • QUALIFICATIONS AND EXPERTISE OF THE PROPOSED PROJECT MANAGER | |
| Criteria | Maximum Points |
| <ul style="list-style-type: none"> • Prior experience of the individual in relation to the work being performed. • Industry specialization. | 15 |
| • APPROACH TO THE ENGAGEMENT | |
| Criteria | Maximum Points |

| | |
|---|-----------------------|
| <ul style="list-style-type: none"> • Clarity of overall approach and soundness of proposed work plan. • Demonstrated ability to perform services and complete all tasks within the desired timeframe. • Comprehensive methodology • Understanding of our needs • Demonstrated collaboration with key leadership and stakeholders to achieve the desired outcomes | 20 |
| • COST | |
| Criteria | Maximum Points |
| <ul style="list-style-type: none"> • Competitiveness and appropriateness of proposed costs | 20 |
| TOTAL POSSIBLE POINTS | 100 |

6. INSTRUCTIONS ON PROPOSAL SUBMISSION

- Submit proposals as a single .pdf document via email to Madelyn Peay (mpeay@richmondhabitat.org). Response should be submitted no later **February 8, 2024.**
- Email subject line should include “Proposal Response for RMHFH Project Manager”.
- Formal communication, such as requests for clarification and/or information concerning this solicitation shall be submitted via e-mail to **Madelyn Peay at mpeay@richmondhabitat.org**