

Request for Qualifications / Fee Estimate: Construction Project Management Support Services

1. Purpose of this Request

This request is intended to help the Mid-America Regional Council (MARC) identify qualified firms that can support nonprofit organizations with bidding, contractor selection, compliance with federal terms such as Davis-Bacon prevailing wage, construction review, and project closeout for grant-funded energy improvement projects across the Kansas City region.

2. Background

The Mid-America Regional Council is a public nonprofit organization serving the bistate Kansas City region. MARC has received a U.S. Department of Energy grant to assist nonprofit organizations with energy conservation improvements to their buildings. Although the grant was delayed, MARC has been advised that the program is now moving forward. A total of 28 buildings have been selected for improvements. DOE anticipates that bidding and construction could begin for the first 11 buildings within the next 90 days. MARC expects the work to proceed in three phases:

- Phase 1: 11 buildings
- Phase 2: 12 buildings
- Phase 3: 5 buildings

MARC will subcontract with each participating nonprofit organization. Each nonprofit will be responsible for obtaining at least three bids and contracting directly for the improvements. MARC has supported Level 2 ASHRAE energy audits for each building and is currently working with each nonprofit to finalize the scope of improvements. MARC has approximately \$4.5 million available to support the energy conservation improvements.

3. Project Overview

Most building improvements are expected to include one or more of the following:

- HVAC replacement
- HVAC controls
- LED lighting
- Occupancy sensors
- Building weatherization, including ductwork, caulking, insulation, and windows

The estimated value of improvements for each building ranges from approximately \$75,000 to \$200,000. DOE has a limit of \$200,000 for energy improvements on any single building.

MARC has limited internal staff capacity to support implementation and is seeking qualifications and fee estimates from firms that can provide construction project management assistance for some of the participating nonprofit organizations. Some organizations have internal facilities' staff; others have limited or no internal capacity.

4. Building Locations

The 28 buildings are located: 2 buildings in Johnson County (Overland Park and Lenexa); 3 buildings in Wyandotte County (Kansas City, Kansas); 1 building in Platte County (Parkville); and 22 buildings in Jackson County (20 in Kansas City, one each in Blue Springs and Independence).

5. Requested Services

MARC seeks a qualified firm to provide construction project management support that may include some or all of the following services, depending on the needs of each organization:

1. Assist nonprofit organizations with preparation of bid specifications for improvements identified in the Level 2 ASHRAE energy audits. The audits provide an inventory of lighting, HVAC and other equipment that may require replacement.
2. Assist nonprofit organizations with review of bids received and support identifying qualified contractors and contractor selection. Each nonprofit organization is asked to solicit at least three qualified bids.
3. Assist nonprofit organizations and selected contractors with compliance with Davis-Bacon requirements using DOE LCP Tracker software. DOE offers online training and a help desk for use of the software.
4. Assist nonprofit organizations with review of completed construction and equipment installation work to support project closeout and payment.
5. Assist nonprofit organizations with setup or update of ENERGY STAR Portfolio Manager energy data to support measurement of energy savings following completion of improvements.

6. Requested Qualifications

Firms responding should demonstrate qualifications and experience in the following areas, as applicable:

- Construction project management for small to mid-sized building improvement projects
- Preparation of bid packages and technical scopes for renovation work
- Review of contractor bids and support of owner selection processes
- Davis-Bacon compliance and labor reporting, including LCP Tracker software
- Final inspection with nonprofit organization personnel for construction closeout
- ENERGY STAR Portfolio Manager benchmarking support
- Work with nonprofit, public, or grant-funded clients

- Ability to support multiple projects across jurisdictions in the Kansas City region

7. Fee Estimate Request

Respondents are requested to provide a fee estimate for the proposed services. MARC welcomes a fee structure that clearly identifies how services would be billed, such as:

- Hourly rates by role/task
- Lump sum by building
- Not-to-exceed fee by task
- Any assumptions regarding travel, meetings, or level of effort

Respondents should clearly describe any assumptions used to develop the fee estimate, including anticipated level of support per building and any exclusions.

8. MARC Considerations

MARC anticipates that the level of support needed will vary by nonprofit organization. Some organizations may require limited support, while others may need more hands-on project management assistance. Respondents should describe how they would scale services based on client capacity and project complexity.

9. Response Content Suggested

Submittals should include **brief** responses:

- Firm overview and key contact with address, email and phone
- SAM.gov registration (or indication that such registration has or will be completed)
- Relevant project and key staff experience
- Approach to delivering services across multiple buildings
- Experience with federal compliance and Davis-Bacon requirements
- Experience with ENERGY STAR Portfolio Manager
- Proposed fee structure and assumptions
- Availability to provide services beginning late summer 2026 through mid-2027.
- Three references

10. Contact and Submission Information

Contacts: Marlene Nagel, mnagel@marc.org and Beth Dawson, bdawson@marc.org

Proposals should be submitted to these two MARC staff by email by **5 p.m. on Wednesday, July 8, 2026**. MARC staff will confirm receipt by email. It is the respondent's responsibility to ensure that MARC staff receive the proposal and respond to acknowledge receipt.

Contact Marlene Nagel if you have questions prior to the deadline.