



# REQUEST FOR PROPOSAL

## **Project Manager Scope of Work & Request for Proposal**

Request for Proposal (RFP) - June 4<sup>th</sup>, 2025.

### **ASBC Introduction & History:**

Alfred Street Baptist Church (ASBC) traces its origins to 1803, during the period when Thomas Jefferson served as the third president of the United States. At that time, Baptists in Northern Virginia worshipped at the Backlick Baptist Church on Little River Turnpike. However, in April 1803, members from Alexandria, Virginia, separated from them to form the Alexandria Baptist Society. Susan Black, a Negro slave was baptized as its first colored member in May 1803, and soon other coloreds were invited to join this integrated group. In 1806, the colored members formally established the Colored Baptist Society of Alexandria as a 'conjoined' church with the Alexandria Baptist Society. This created the first black Baptist church north of Richmond, Virginia. In 1815, its numbers grew when slaves from Mount Vernon Plantation joined the Colored Baptist Society. During 1818, members of the Colored Baptist Society were able to rent property at 313 South Alfred Street to hold their meetings. After 18 years of renting, they purchased the site in September 1842.

Over the years, Alfred Street has been a leader among churches and has made significant contributions in education, missions, children's ministries, and the advancement of women. Alfred Street was among the first churches to ordain women as deacons (1979) and the first in Virginia to ordain an African American woman minister (1980). Since then, the church has licensed or ordained multiple female ministers.

ASBC continues a legacy of worldwide leadership as we strive to Make Disciples to Win the World for Christ.



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## **I. Objective:**

Alfred Street Baptist Church (hereinafter referred to as “ASBC” or “Client”) is requesting proposals from qualified Project Managers (hereinafter referred to as “Project Manager” or “Consultant”) with Worship, Church, and auxiliary church support services experience. Able to manage a diverse scope of church related new and renovated projects, ranging from small to large in size

The selected Consultant will report directly to the Chief Operating Officer, and work alongside the Council and Committee members, and collaborate with architects, engineers, and constructors to ensure focus on the intended outcomes and support and completion of projects on time and within budget.

ASBC is requesting proposals for a Facilities Project Manager based on the scope of work detailed in section IV.

## **II. RFP Content – Individual or Company Overview**

Proposals must provide the following:

1. If a Company: A brief summary of the company, its leadership, and team members assigned to the project, with complete resumes for each team member.

If an Individual: A complete curriculum vitae detailing related experience and qualifications.

2. Provide background and experience managing projects of similar size and nature.
3. Provide three (3) examples and three (3) references, including contact details.



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### **III. RFP Instructions**

All correspondence pertaining to this Request for Proposal (RFP) should be directed to the person and email address provided below. This includes any questions and documents asked to be submitted, and within the timeline provided in this RFP.

Jenny Bueno  
Contracts & Procurement Specialist  
Alfred Street Baptist Church  
[jbueno@alfredstreet.org](mailto:jbueno@alfredstreet.org)

All proposals shall be turned in no later than 5:00 p.m. EST on **Tuesday, July 22<sup>nd</sup>, 2025**, to the email provided above. Any RFP's that are turned in late or sent any other way not listed above will be rejected and not considered.

#### Format of Deliverables:

Documents for this RFP may be submitted via email only. Acceptable electronic formats are PDF and Microsoft Word, not exceeding 20 MB. All documents submitted by participants become the property of Alfred Street Baptist Church.



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### **IV. Scope of Work:**

The Project Manager will serve as a representative for assigned ASBC construction and capital improvement projects of the historic Alfred Street Baptist Church, and will bring these projects to successful outcomes that meet the expectations provided. This effort extends across the life span of a project, including planning, design, construction, and operationalizing all types of capital projects.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provides exemplary customer service by actively managing the concept design and construction process, from initiation through completion, by providing timely and accurate updates to the client representative regarding project status, budget, and schedule.

Manage and oversee duties related to planning, design, and construction of new and existing facilities.

Understand contracts for all parties (consultants, general Consultants, vendors, suppliers, etc.); communicate effectively to team members, ensure team members are communicating effectively with each other, resolve conflicts, develop trustworthy relationships with clients, solve problems, and be able to conceptually provide/analyze total project budgets and schedules (design, permitting, regulatory approvals, construction, equipment, furniture, etc.).

Manage and oversee projects progressing from concept development through construction, commissioning, and occupation. Every project must follow a standard and organized path from project initiation to project completion. Be able to identify opportunities to expedite the process without compromising the goal or final product.

Manage and oversee the project definition, external team assembly, design resolution, documentation, budget and cost management, value engineering, scheduling, quality, change order management, move-in coordination, and other responsibilities.

Play an integral role in establishing collaborative and productive relationships with project teams, including architects, engineers, consultants, commissioning agents, Consultants, and internal partners.

Engage internal stakeholders and support project intent, desired outcomes in a manner that will support the planned construction activities as well as support the vision of the church leadership,



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ministries and deaconate to meet members' needs.

Provide risk mitigation strategies for each project.

Engage, communicate, and liaise with Church Council Committees (Property + Facilities Committee).

### CORE COMPETENCIES REQUIRED:

- Knowledge of design and construction business practices, including but not limited to scope preparation, contract issues, insurance requirements, labor rates, invoicing, etc.
- Detail oriented, strategic thinker with proven flexible planning and problem-solving skills.
- Ability to organize, coordinate, and prioritize tasks, resolve problems, and negotiate solutions.
- Builds and sustains positive and collaborative working relationships with a wide range of constituents.
- Proficient use of MS Office, MS Project, familiarity with AutoCAD.
- Managing Vision & Purpose
- Integrity & Trust

### EDUCATION, CERTIFICATIONS, AND LICENSES:

Bachelor's degree in Facility Management, Engineering, Construction Management, business administration or in a related field.

Relevant project management experience in a specific area that aligns with the church's expectations and years of actual work experience.

Master's degree preferred in relevant field. MBA or Master's degree in a program applicable to the role is preferred.

Project Management Professional (PMP) Certification highly desired.

A minimum of eight years of experience, managing all facets of capital and construction projects for a mid to large complex organization.



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### **V. Period of Performance:**

The initial period of engagement is 12 months, with an assessment at that time of an additional period of time if needed.

### **VI. Insurance:**

If selected, the Consultant shall at its own cost and expense, maintain a policy of comprehensive commercial general liability insurance, written on an occurrence basis, insuring insure itself, its officers, directors, employees, agents, and any third parties engaged by Consultant, as well as The Church, its Officers, Directors and employees as follows:

Commercial General Liability combined single limit of \$2,000,000 for bodily injury and property damage and \$1,000,000 limit for professional liability, including errors and omissions.

Worker's Compensation and Employer's Liability, including minimum limits required by law or at least of \$100,000 for each employee, \$500,000 policy limit and \$100,000 for each accident (including Disability Benefits).

\$3,000,000 Aggregate and/or Umbrella limit.

The insurance policy shall include a waiver of subrogation against the Church, its members, and any entity or person affiliated with the Church. All liability policies shall name the Church as an additional insured with respect to any claim or cause of action that may arise out of the Agreement. All policies shall be primary and noncontributory from any other policy. All policies shall be endorsed to provide 30-day notice of cancellation or material change to the Church.

The Consultant shall provide certificates of insurance evidencing such coverage. The obtaining of insurance or the furnishing of evidence of insurance, as provided in this Section, shall not in any way relieve Consultant from any of the obligations, liabilities, assumptions, responsibilities or other contractual duties referred to in this Agreement, regardless of the coverage mentioned in such insurance or terms of the policy of policies involved.

### **VII. Fees:**

Full description of the fee structure either by project, hourly rate, and or annually.



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### **VIII. Conflict of Interests:**

The Project Manager selected to perform the services shall not have any direct or indirect interest in any of the properties or parties involved. Client reserves the right to determine necessary actions to eliminate or neutralize any conflict assessed.

The Project Manager shall certify that no undue pressure or collusion with the applicant or their representatives exists in the performance of their work.

Any existing interest and relationship must be disclosed. Failure to disclose any identity of interest may result in rejection of the RFP.

### **IX. Project Schedule and Timeline:**

1. ASBC to Issue RFP: June 4<sup>th</sup>, 2025
2. Acknowledging interest of participation: June 9<sup>th</sup>, 2025.
3. Site visit: Wednesday, Wednesday, June 25<sup>th</sup>, 2025.
4. Submission of written questions by email: June 30<sup>th</sup>, 2025.
5. Responses to questions sent: July 7<sup>th</sup>, 2025.
6. **Proposals due date: Tuesday, July 22<sup>th</sup>, 2025.**
7. ASBC to hold interviews with three finalist: Wednesday, August 12<sup>th</sup>, 2025.
8. ASBC to issue award notice: August 26<sup>th</sup>, 2025.
9. Facilities Project Manager Start Date: Monday, September 1<sup>st</sup>, 2025.



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### **X. Evaluation Criteria:**

The following criteria will be used in the evaluation and consideration of proposals:

- A. Ability to meet/exceed the scope of work contained herein
- B. Related experience and credentials of the firm and/or individual
- C. Fee
- D. Overall Quality and Completeness of Proposal

**This solicitation does not obligate ASBC to award a contract to any respondent.  
At its option, ASBC reserves the right to waive as informality any irregularities in proposals  
and/or to reject any and all bids.**

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