



RAIL CDC Corridor Project Manager - Request for Proposals

I. Statement of Purpose

Retail, Arts, Innovation, and Livability Community Development Corporation (RAIL CDC), a 501(c)3 nonprofit organization in Mesa, AZ, seeks proposals for a Project Manager Consultant. All applicants must have relevant project management experience, working with private and government funding.

II. Statement of Purpose

RAIL CDC's mission is to positively impact policies and systems that build wealth, pathways out of poverty, and help our community thrive.

RAIL CDC is looking for a project manager to help facilitate and coordinate the RAIL CDC small business technical assistance program within the RAIL CDC service area as well as coordinating the array of consultants that will be needed to execute the program.

The selected Project Manager will be responsible for providing the following services:

- Work with Executive Director to develop, plan, and manage a detailed project schedule and work plan for the execution of the RAIL CDC Small Business Technical Assistance program
- Prepare a budget based on the scope of work and resource requirements
- Track project costs in order to meet budget
- Provide project updates on a consistent basis to Executive Director about strategy, adjustments made or needed, and overall progress
- Manage contracts with vendors by assigning tasks, communicating documentation needs, and documenting expected deliverables
- Monitor progress and make adjustments as needed
- Provide a monthly report to the Executive Director and quarterly reports on program activity and consultant deliverables.

III. Term of Contract

Contract will be for 1 year starting in the first quarter of 2021

IV. Cost Proposal

Bidders are requested to provide an outline of services and submit an hourly cost and estimated monthly hours needed. Selected proposers will be paid monthly with an approved invoice. Any

adjustments, additional expenditures, or other services outside of the scope of this proposal must be pre-approved.

V. Proposal Contents

Please use the following format when preparing your response.

- Section 1: Proposer Information: Company name, primary contact, email, phone, etc.
- Section 2: Scope of work/description of services and approach to project management for the RAIL CDC Small Business Technical Assistance program.
- Section 3: Consultant's qualifications: Summary of previous similar work for a nonprofit organization; as it pertains to project managing consulting
- Section 4: Attachments:
 - Cost Proposal: Budget and description
 - Resumes: For personnel working on this project
 - Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each

VI. Selection Process

Proposals will be reviewed by a RAIL CDC selection committee for completeness, proposer experience, experience with previous similar work, excellent references, and reasonableness of cost proposal. Interviews may be requested with select proposers.

VII. Proposal Submission

Questions and completed proposals shall be submitted via email to Ryan Winkle, Executive Director, at ryan@railcdc.org.

Complete proposals will be accepted immediately and will be continually accepted until position is filled. The selected bidder will be notified in writing. Work will begin immediately after award.