



## **Request for Proposal (RFP)**

### **Owner's Representative Services**

#### **New Orleans Delta Foundation**

##### **1. Introduction**

The New Orleans Delta Foundation, (NODF) is seeking proposals from qualified firms or individuals to provide Owner's Representative services. The NODF is embarking on an important redevelopment project aimed at enhancing community impact and promoting sustainability through the revitalization of the former Epiphany Complex. Located at **1949 Duels St.** and **2741 St. Anthony St.**, New Orleans, LA 70119, this project is pivotal to fulfilling the foundation's mission to serve youth, the elderly, and economic development initiatives within the community.

Our vision is to reshape the complex into a historical community asset that provides enduring benefits for local families and individuals. The project underscores NODF's commitment to advancing the well-being of the community, our members while supporting long-term economic opportunities. This redevelopment represents a transformative step forward in the foundation's ongoing efforts to drive positive change and enrich the lives of those it serves. The selected Owner's Representative will act on behalf of the owner, managing and coordinating all aspects of the development project to ensure successful completion.

##### **2. Project Description**

- **Project Name:** New Orleans Delta Foundation Community Resource Complex
- **Location:** 1949 Duels St., (Former Epiphany Church) and 2741 St. Anthony St., (Former Rectory), New Orleans, LA 70119
- **Project Scope:** Project involves the design and construction for 2 commercial buildings and adjacent parking lot:
  - i. The former Epiphany Church, approximately 12,000 sq. ft. and adjacent parking lot.
  - ii. the former building used as the parish rectory, a 2-story building that is approximately 3,000 sq. ft.

The intended use of the complex is for community resource services, meeting space and administrative functions. The site is zoned for commercial use although it is in a residential area in the AP Tureaud Terrace section of the historic 7th Ward.

- **3. Scope of Services**

The Owner's Representative will be responsible for the following:

- **Pre-Construction Phase:**
  - Assist in finalizing project scope, budget, and schedule,
  - Coordinate with design teams, engineers, consultants and other professional services as needed,
  - Oversee permit and approval processes,
  - Engage with and/or identify a licensed architect to design and develop construction documents,
  - Identify and secure project financing,
  - Assist with vetting and selecting a general contractor, and
  - Status of project and timeline for each phase of construction.
- **Construction Phase:**
  - Monitor construction progress and quality control,
  - Conduct regular site visits and meetings,
  - Coordinate and review approvals of all contractor's invoices and change orders with the NODF President or their designee, and
  - Ensure compliance with safety and regulatory requirements.
- **Post-Construction Phase:**
  - Manage project closeout and handover,
  - Oversee final inspections and punch lists, and
  - Ensure timely resolution of any post-construction issues.

#### 4. Submission Requirements

Proposals should include the following information:

- **Company Profile:** Overview of firm, including history, size, and relevant experience company, business or group.
- **Team Members:** Resumes and roles of key personnel who will be involved in the project.
- **Approach:** Detailed description of approach to providing Owner's Representative services.
- **Past Projects:** Examples of similar projects completed successfully.
- **Fee Structure:** Proposed fee and payment schedule.
- **References:** Contact information for at least three references from similar projects.

## 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and proposed team. -30%
- Understanding of the project scope and approach. - 25%
- Past performance on similar projects. - 20%
- Fee proposal and overall value. - 25%

## 6. Proposal Submission

Proposals must be submitted **electronically** by COB (Central Standard Time), February 17, 2025, to:

The New Orleans Delta Foundation, ELECTRONICALLY via this link  
<https://forms.gle/Dp2wne5HMFzkEPyJA>

**NOTE: This project is slated to commence no later than March 3, 2025 \*\*\***

## 7. Questions

Any questions regarding this RFP should be directed to Zolee J Thomas; email: [zoleejthomas@gmail.com](mailto:zoleejthomas@gmail.com) or 832.767.8917. Kindly, include in the subject line: NODF RFP. Additional information can be found at <https://www.nodfinc.org/>

## 8. Disclaimer

New Orleans Delta Foundation reserves the right to reject any or all proposals, waive any informalities, and select the proposal deemed to be in the best interest of the project.