Request for Proposals

(RFP)

Lab Expansion Project Manager

27RFP003

Issued: 11/10/2026

280 South Decatur Boulevard
Las Vegas, Nevada 89107

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SECTION I - INTRODUCTION

A. Purpose

The Southern Nevada Health District ("SNHD") seeks a qualified construction project manager ("PM") to oversee the construction of a Biosafety Level 3 ("BSL-3") laboratory in Las Vegas, Nevada ("Project").

B. Entity Information

SNHD was created in 1962 when the State Legislature combined the health departments of the county and several adjoining cities. SNHD is one of the largest local public health organizations in the United States serving over 2.3 million residents and safeguarding the public health of nearly 40 million visitors to Las Vegas annually.

SNHD's mission is, "To assess, protect, and promote the health, the environment, and the well-being of Southern Nevada communities, residents, and visitors."

SNHD's governing body is the Southern Nevada District Board of Health ("Board"). The Board is vested with jurisdiction over all public health matters within Clark County Nevada.

C. Funding

Any contract awarded under this RFP will be subject to the availability of funding and will be immediately terminated if any funding budgeted for the contract is withdrawn, limited, or impaired.

D. Anticipated Contract

SNHD intends to award one (1) contract to provide the services specified herein. SNHD reserves its right to determine the contract term.

E. Subcontracting

Subcontracting will not be permitted under any awarded contract.

F. Ethics in Procurement

It is unlawful for any Proposer to offer, or any employee of SNHD or their immediate family to solicit or accept a gratuity in connection with the solicitation, award, or administration of any contract issued by SNHD.

SECTION II - SCOPE OF SERVICES

A. Project Overview

The Project will add approximately 12,800 square feet to the existing Southern Nevada Public Health Laboratory (SNPHL) facility. Approximately 8,200 square feet including approximately 2,700 square feet of BSL-3 laboratory space will be completed now. Approximately 4,600 square feet will be prepared for future expansion. The expanded SNPHL will enable SNHD to better respond to public health threats and to serve Southern Nevada.

B. Overall Project Budget

Total Project investment to date is approximately $4.5M including project design, offsite and utility construction, preliminary onsite construction, permits, and other soft costs. Approximate Project investment going forward is $21.3M including final onsite construction, value engineering design, construction management services, commissioning, and 3rd Party Inspection support.

C. Key Project Milestones

- Groundbreaking 02/19/2025.
- Building Contractor, Construction Manager At Risk (CMAR) awarded 03/27/2025.
- Project building on-site design completed 09/17/2025.
- Offsites / Utility Contractor mobilization 12/11/2025.
- City of Las Vegas Building Permit for Offsites / Utility issued 02/04/2026.
- City of Las Vegas Building Permit for Onsite Building issued 02/24/2026.
- All owner furnished equipment ordered June 2026.
- Offsites / Utility Contractor completed July 2026.
- Reviewing value engineering opportunities anticipated to be complete January 2027.
- CMAR anticipated mobilization March 2027.
- CMAR anticipated completion June 2028.

D. Project Manager Responsibilities

1. Provide input and assist with oversight of the comprehensive Project plan that outlines Project milestones, timelines, and deliverables.
2. Coordinate and collaborate with architects, engineers, contractors, and other stakeholders to ensure effective communication and Project progress.
3. Participate with Project risk management, identifying potential issues, and recommending mitigation strategies.
4. Ensure compliance with all relevant local regulations, building codes, and safety standards with the authorities having jurisdiction over the Project.
5. Attend regular site visits to oversee construction progress and ensure work is performed according to approved plans and specifications.
6. Facilitate regular project meetings to update stakeholders on Project status, milestones, and any issues requiring resolution.
7. Maintain accurate Project documentation electronically including contracts, change orders, and progress reports in the appropriate systems of record.

E. Qualifications and Requirements

The selected PM must:

1. Be qualified to conduct business in Nevada and possess a valid Nevada business license.
2. Have a minimum of six (6) years of experience in construction project management with a proven track record of successfully managing similar projects.
3. Have experience in the CMAR project delivery method.
4. Have a strong understanding of construction processes, building codes, and regulations with the various authorities having jurisdiction over the Project.
5. Have excellent communication and interpersonal skills to effectively liaise with stakeholders, contractors, and team members.
6. Have demonstrated ability to manage project budgets and financial aspects, ensuring cost-effective solutions.
7. Have strong organizational skills to effectively manage multiple tasks and priorities.
8. Have construction experience in BSL-3 laboratories or similar specialized environments.
9. Be proficient in Microsoft Office 365, Adobe Acrobat, Procore, CAD, and other needed cloud-based construction management software platforms.
10. Be able to respond to on-site issues and attend in-person meetings as needed on potentially same-day notice.

SECTION III - TIMETABLE AND PROVISIONS

A. Timetable

RFP Issued	11/10/2026
Deadline to Submit Questions	**2:00 PM PST on 11/17/2026**
Deadline to Disseminate Questions and Answers	11/24/2026
Deadline to Submit Proposals	**2:00 PM PST on 12/14/2026**
Interview Selection Notification	12/21/2026
Interviews	12/28/2026 - 12/30/2026
Notification of Intent to Award	12/31/2026
Contract Development	January - February 2027
Board of Health Approval	February 2027 - March 2027

B. Authorized Contact

1. The RFP Authorized Contact is Kevin Bratcher. No other person has the authority to respond to questions about this RFP unless authorized by written addendum issued by Kevin Bratcher.
2. All questions about this RFP from RFP Issuance to Notification of Intent to Award shall be directed only to Kevin Bratcher at procurement@snhd.org.
3. Communication about this RFP with anyone associated with SNHD other than Kevin Bratcher is prohibited. **Proposals will be rejected for noncompliance with this prohibition.**

C. Questions

1. Submit questions about this RFP to procurement@snhd.org **by 2:00 PM PST on 11/17/2026**. Indicate "27RFP003 Questions" and company name in the email subject line.
2. Questions and answers will be posted to SNHD's Public Notices website by 5:00 PM PST on 11/24/2026.

D. Deadline to Submit Proposals and Late Proposals

1. Proposals are due **by 2:00 PM PST on 12/14/2026**.
2. Proposals submitted **after 2:00 PM PST on 12/14/2026** will be rejected as late.

E. Proposal Submission

1. Email proposal documents in the format outlined in Section IV.B to procurement@snhd.org. Indicate "27RFP003 Proposal" and company name in the email subject line.
2. Mailed, hand-carried or faxed proposals, or hyperlinks to proposals will not be accepted.

SECTION IV - REQUIREMENTS

A. Proposer Qualifications

Proposer must meet the qualifications and requirements detailed in Section II.E.

B. Proposal Preparation and Submission

Complete and submit the following as one PDF proposal document.

1. Cover Letter, Proposal Form, License, and Exceptions

a. Submit a cover letter on Proposer's letterhead including the RFP number and name, and a concise statement of interest signed by a legally authorized representative.

b. Complete and submit Attachment A - Proposal Form.

c. Provide a copy of Proposer's valid Nevada business license.

d. Provide a list of exceptions to any RFP specifications or requirements and the proposed alternatives. SNHD reserves its right to reject proposed alternatives (see Attachment A).

2. Executive Summary

Describe your overall understanding of the technical aspects of the Project and of the working relationships that will be required to successfully complete the Project.

3. Project Plan and Approach

a. Describe your overall project plan for accomplishing the Project objectives.

b. Describe how you will manage the Project budget and ensure cost-effective solutions.

c. Describe how you will coordinate and collaborate with architects, engineers, contractors, and other stakeholders to ensure effective communication and Project progress.

d. Describe how you will identify and manage risks, prevent or minimize risks from occurring, and minimize the impact of risks if they occur.

e. Describe how you will ensure compliance with all relevant local regulations, building codes, and safety standards with the authorities having jurisdiction.

f. Describe how you will oversee construction progress and ensure that work is performed according to approved plans and specifications.

g. Describe how you will maintain accurate Project documentation including contracts, change orders, and progress reports.

4. Qualifications and Experience

a. Describe your firm's and lead PM's qualifications and relevant experience including any professional engineering licenses held and/or related project management certifications.

b. Describe your firm's and lead PM's construction management experience with similar projects, particularly with laboratory facilities. Provide examples of past relevant projects.

c. Describe the qualifications and experience of your proposed Project team. Provide resumes with relevant work history, experience, and certifications.

5. **References**

   Provide a minimum of four (4) client references, preferably government agencies, for whom Proposer has provided similar services. Include contract amounts and dates, contact names, addresses, phone numbers and email addresses.

6. **Price Proposal (Submit as separate PDF)**

   a. Complete and submit Attachment B - Price Form.

   b. Submit a Schedule of Hourly Rates of all staff (positions) that will work on the Project. Hourly rates must include all Project-related costs including but not limited to mileage (travel), vehicles, equipment, materials, supplies, and administrative costs.

C. Proposer Representations

1. Proposer has read and understands this RFP, makes its proposal in accordance with this RFP, and agrees with and will abide by the RFP terms and conditions.
2. Proposer has not communicated about this RFP or its proposal with anyone associated with SNHD in any capacity other than the RFP Authorized Contact (see Section III.B).
3. Proposer derived its proposal independently and without collusion.
4. Proposer shall comply with all applicable federal, state, and local laws, regulations and ordinances whether explicitly stated including but not limited to the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act, and the Disabilities Act of 1990, and regulations issued pursuant to those acts.

D. General Conditions

1. Interpretation or Clarification of RFP: Proposer shall promptly email procurement@snhd.org regarding any error, inconsistency, or ambiguity in and/or to request clarification or interpretation of this RFP by the Deadline to Submit Questions, except as related to addenda issued after this date.
2. Correction of RFP: Changes to this RFP will be only by written addenda issued by the Authorized Contact. Addenda will be posted to SNHD's Public Notices website. Proposer shall ensure that its proposal reflects addenda (see Attachment A).
3. Responsive Proposal: A responsive proposal is one that conforms in all material respects to the RFP. SNHD reserves its right to waive any technicality, irregularity, or informality in determining responsiveness.
4. Responsible Proposer: A responsible Proposer is one that has the capability in all respects to fulfil the RFP requirements, and the experience, integrity, perseverance, reliability, facilities, and equipment that will assure good faith performance, and that submits a responsive proposal.
5. Proposal Rejection: SNHD reserves its right to reject any proposal that does not conform to the RFP requirements.
6. Modification or Withdrawal of Proposal: Proposer may modify or withdraw its proposal by emailing procurement@snhd.org prior to the Deadline to Submit Proposals.

7. Cancel or Reissue RFP: SNHD reserves its right to cancel or reissue this RFP for any reason or for no reason.

8. Proposal Costs: SNHD will not reimburse Proposer for any costs related to responding to this RFP.

9. No Guaranteed Contract: This RFP neither creates an offer to contract nor commits SNHD to contract for the services specified herein.

10. Limited Contract: SNHD reserves its right to contract for less than the services specified herein.

11. Exclusivity: Nothing in this RFP or in any resulting contract precludes SNHD from obtaining services like those specified herein from other sources.

12. Public Records: SNHD is subject to the Nevada Public Records Act. Pursuant to NRS 239.010, et seq., documents provided to SNHD are presumed to be public records open to inspection and copying by any person. Proposals must contain sufficient information to be evaluated without reference to any confidential or proprietary information. Any proposal marked "confidential," "proprietary," or "trade secret," or that contains materials so marked may be returned to Proposer and not considered for award. SNHD will produce documents provided by any Proposer even if marked "confidential," "proprietary," or "trade secret" pursuant to a public records request. SNHD will not be liable for disclosure of any documents or information provided by Proposer to SNHD.

SECTION V - EVALUATION & SELECTION

Proposals submitted by the Deadline to Submit Proposals will be reviewed for responsiveness to the RFP requirements. Responsive proposals will be evaluated per the following Evaluation Criteria. SNHD reserves its right to consider any other factors when evaluating proposals and Proposers if doing so is in SNHD's best interests.

A. Evaluation Criteria

Criteria Description	Maximum Points
Project plan and approach	30
Qualifications and experience	25
Project team / key personnel	20
Cost of services	20
References for similar services	5

B. Clarification, Site Visits, Interviews, and Presentations

1. SNHD reserves its right, as it deems necessary or appropriate, to contact Proposers to clarify proposals or to obtain additional information, and/or to conduct site visits.
2. SNHD will interview the three (3) to five (5) highest scoring Proposers. The purpose of the interviews will be to meet their proposed Project teams and to assess their understanding of and approaches to the Project, and their ability to successfully complete the Project. SNHD reserves its right to not conduct interviews.
3. SNHD reserves its right to base its decision solely on written proposals, irrespective of any other interactions with Proposers as referenced in the preceding paragraphs (B.1 and B.2).

C. Selection

1. The Proposal selected for award, if any, will be the one that is most beneficial to SNHD regarding Proposer's qualifications, experience, capabilities, and cost, and/or that best meets SNHD's needs.
2. If SNHD is unable to finalize a satisfactory contract with the selected Proposer within 60 calendar days, SNHD shall formally terminate discussions with that Proposer and at its sole discretion begin discussions with another Proposer or cancel or reissue this RFP.
3. Any contract resulting from this RFP will be presented to the Board for consent as applicable.

Attachment A
Proposal Form

Signer, an authorized representative of the named company, acknowledges that they have examined all RFP documents, and hereby offers to furnish all labor, materials, tools, supplies, equipment, and services necessary to satisfy the specifications, terms and conditions set forth herein.

Company name:	
Number of years in business:	
Number of employees:	
Address of company headquarters:	
Address of office where services will be provided:	
Federal Tax Identification Number (TIN):	
SAM Unique Entity Identifier (UEI):	

1. Is Contractor, its officers or affiliates excluded or debarred from doing business with any local, state, or federal government agency? Yes ○ No ○
2. Are Contractor, its officers and affiliates independent of and not related to SNHD or its operations? Yes ○ No ○
3. Does a conflict of interest exist between Contractor, its officers or affiliates and SNHD or its operations? Yes ○ No ○
4. Does any SNHD employee or official or member of its Board have any interest, financial or otherwise, in Contractor's company or in the Project? Yes ○ No ○
5. Has Contractor, its officers or affiliates had any contract related litigation, mediation, or arbitration in the past five (5) years. If yes, explain. Yes ○ No ○
6. Have any complaints been filed against Contractor with any regulatory body or professional organization in the past five (5) years. If yes, explain. Yes ○ No ○
7. Does the proposal include exceptions to any RFP specifications or requirements? If yes, see Section IV.B.1.d. Yes ○ No ○
8. Signer acknowledges receipt of addenda issued/posted to SNHD's Public Notices website:

   Addendum No. _____ Issue Date _____

   Addendum No. _____ Issue Date _____

   Addendum No. _____ Issue Date _____

Authorized Signer: _____ Date: _____

Printed Name and Title: _____

Phone: _____ Email: _____

Attachment B
Price Form

The price to complete this work shall include all labor, materials, tools, supplies, equipment and services necessary to comply with the specifications, terms and conditions set forth herein. No additional costs may be invoiced without prior SNHD approval. Price shall be valid for 60 days.

Total Firm-Fixed Price **$**_____

Company Name:_____

Authorized Signer: _____ Date: _____

Printed Name and Title: _____

Phone: _____ Email: _____