

EO COMPANIES

300 Towne Center Drive
Abingdon, VA 24210



Request for Proposals

Project Management and Design-Build Support Services

July 13, 2026

This project is funded in part through the U.S. Department of Health and Human Services (HHS) Disaster Supplemental Funds for Child Care. Based on funding commitments in place at the time this Request for Proposals (RFP) was issued, approximately \$7.2 million (48%) of the total project cost is expected to be supported with federal funds. The remaining approximately \$7.8 million (52%) is anticipated to be financed through non-federal sources. These funding amounts and percentages are based on current commitments and estimates and may be adjusted as project costs are finalized and additional funding sources are identified or secured.

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1. Background

EO Companies is soliciting proposals from qualified firms to provide project management and design-build support services for a multi-year childcare infrastructure initiative.

The goal of the initiative is to address significant childcare supply gaps, long waitlists, rising costs for families, and persistent workforce shortages among providers in communities across Virginia. These challenges limit parents' ability to enter and remain in the workforce, reduce business productivity and retention, and constrain regional economic growth. By investing in new childcare facilities and coordinated implementation support, EO Companies and its partners can help expand access to reliable care, strengthen local labor force participation, and create long-term community and economic benefits across Southwest and Southside Virginia.

Utilizing federal, state, local, and philanthropic funding, EO will construct three childcare projects in Southwest and Southside Virginia to serve the communities of Abingdon/Washington County, Tazewell County, and Danville-Pittsylvania County. Collectively, the projects represent an investment of approximately \$15 million. The cost of facility construction for all projects is estimated at \$12.2 million.

EO will serve as the lead developer and implementation partner for this project. Given the project's complexity and broad scope, EO seeks qualified support for project management, technical coordination, and design-build support services to ensure effective planning, compliance, coordination, and implementation.

2. Project Overview

The proposed construction projects will be located in Abingdon/Washington County, Tazewell County, and Danville-Pittsylvania County, Virginia. The table below provides a high-level summary of the scope and anticipated timeline for each project. The period of performance for grant funding for all projects ends on September 30, 2029.

The contract awarded to the selected firm will be structured in phases, with Notices to Proceed issued at designated points corresponding to the project phases outlined below.

	Phase	Summary	Timeline
1.	Planning and Design	Selected project management firm will assist EO staff with site-specific planning and feasibility assessments, selection of the Design-Build firm, construction coordination, compliance review, and budget validation. The procurement process for the design-build team will begin in August and the contract award is anticipated for October 2026.	July 2026-September 2027

2.	Washington County School-Age Child Care Initiative	Selected project management firm will assist EO staff with activities related to the construction of new outdoor recreation/playground environment and renovation of two interior program spaces located at the Regional Workforce and Child Development Hub in Abingdon to establish 100 school-age after-school childcare slots.	Phase 1: Planning and Design (October 2026 – December 2026) Phase 2: Construction (November 2026-January 2027)
3.	Tazewell County Workforce Child Care Center Initiative	Project management firm will assist EO staff with activities related to new construction or adaptive reuse of an approximately 12,500-square-foot facility for 148 childcare slots.	Phase 1: Planning and Design (October 2026 – May 2027) Phase 2: Construction (June 2027-July 2029)
4.	Danville-Pittsylvania County Workforce Child Care Center Initiative	Project management firm will assist EO staff with activities related to new construction or adaptive reuse of approximately 20,000-square-foot facility for 200 childcare slots.	Phase 1: Planning and Design (October 2026 – May 2027) Phase 2: Construction (June 2027-July 2029)

3. Scope of Services

The selected consultant will be expected to provide, at a minimum, the following services and deliverables across all project phases:

- Provide program and project management from planning through completion, including stakeholder coordination, meeting facilitation, and oversight of milestones, deliverables, and decisions.
- Support site selection and feasibility analysis by reviewing potential sites, coordinating due diligence, assessing utility and infrastructure needs, assisting with permitting and zoning requirements, and evaluating site suitability against project goals, schedule, and budget.
- Assist in procuring the design-build firm with support in developing procurement schedules, preparing solicitation materials, evaluating proposals, and maintaining documentation for a fair, competitive, and compliant process.

- Monitor the schedule and budget by managing project schedules, tracking critical-path activities, reviewing cost estimates and budget status, identifying potential delays or cost impacts, and recommending corrective action as needed.
- Provide compliance support by assisting with procurement and contracting requirements, and supporting recordkeeping, reporting, and audit readiness over the project lifecycle.
- Conduct construction observation and quality assurance through site visits, progress monitoring, issue identification, coordination with the design-build team and EO Companies, and support toward maintaining quality standards through completion.
- Provide reporting and closeout support by preparing status reports, documenting project progress and key decisions, coordinating punch-list and final inspection activities, and assisting with closeout documentation as projects transition to operations.

4. Submission Instructions

Submit one (1) electronic copy in PDF format to EO no later than **July 31, 2026, at 4:00 PM**. Late proposals will not be accepted. Submit the electronic PDF copy to cyoung@eoco.org.

5. Qualifications and Submittal Requirements

Respondents shall demonstrate relevant experience, technical expertise, project approach, key personnel, and capacity to manage multiple projects in a federally funded environment. Firms must hold all required certifications, licenses, and credentials to operate in Virginia and demonstrate knowledge of applicable state and municipal regulations and code requirements. Key personnel should have experience in project management, construction management, architecture, civil engineering, and surveying.

The submittal package shall include the following information and will be considered incomplete if it does not address each item listed below:

1. Letter of Interest signed by an authorized representative.
2. Summary of staff qualifications, including the designated project manager responsible for day-to-day project activities.
3. Summary of related project experience and three references.
4. Summary of the project management approach, including communication, coordination, and quality assurance.
5. Summary of proposed plan for on-site visits.

6. Evaluation Criteria

A selection committee will review all proposals submitted in response to this RFP and evaluate them based on the following criteria:

Relevant project experience	25%
Qualifications of project team	20%
Project approach	15%
Past performance and references	15%
Capacity and schedule	15%
Local/regional knowledge	10%

7. Selection Process

This procurement is being conducted as a Qualifications-Based Selection process (QBS) in accordance with the Virginia Public Procurement Act (Code of Virginia § 2.2-4302.2) and the applicable federal procurement requirements contained in 2 C.F.R. Part 200, including Appendix II to Part 200.318-327, as applicable.

Proposals will be evaluated and ranked based solely on the evaluation criteria identified in this Request for Proposals. Cost, fee, or other pricing information shall not be submitted with the proposal and will not be considered during the evaluation and ranking process.

Following completion of the evaluation, EO will rank the proposals by qualifications and enter into negotiations with the highest-ranked offeror to establish a mutually acceptable contract. Negotiations may include refinement of the scope of services, project schedule, staffing plan, deliverables, and allocation of responsibilities, as well as a fee that EO determines to be fair and reasonable based on the final negotiated scope of work, as required by applicable federal regulations.

If the owner is unable to negotiate a contract that is fair, reasonable, and in the best interest of the project, negotiations with the highest-ranked offeror will be formally terminated. EO will then initiate negotiations with the next-highest-ranked offeror. This process will continue until a mutually acceptable agreement is reached or EO determines that no acceptable agreement can be achieved.

EO reserves the right to request clarifications, conduct interviews, negotiate modifications to the proposed scope of services, and request supporting documentation necessary to complete its cost or price analysis before contract award. The contract award shall be dependent on the successful completion of negotiations, verification of responsibility, compliance with all applicable federal and state procurement requirements, and all required approvals by the Owner's governing body or funding agency.

The selected Offeror shall comply with all applicable federal requirements, including but not limited to the contract provisions required by 2 C.F.R. Part 200, Appendix II, and any additional requirements imposed by the applicable federal funding source.

EO anticipates notifying the top-ranked applicant by August 10, 2026, and completing contract negotiations by August 21, 2026.

8. Terms and Conditions

1. Only responsive proposals will be considered and evaluated.
2. This RFP is issued for information purposes only and does not obligate EO Companies to enter into a contract, purchase order, or other agreement with any proposer. EO Companies reserves the right to reject any or all proposals and to determine the evaluation criteria, contract terms, and conditions that best serve its interests.
3. All procurement activities under this RFP must comply with applicable federal procurement standards, including 2 CFR Part 200, and the Virginia Public Procurement Act (Code of Virginia, Title 2.2, Chapter 43).
4. Submission of a proposal constitutes the proposer's acknowledgment and acceptance of the terms, scope, and requirements set forth in this RFP.
5. Submission of a proposal confirms neither the proposer nor any affiliated entity is debarred, suspended, or otherwise prohibited from submitting bids or entering into contracts with any government or business entity under 2 CFR §200.213. The proposer shall promptly notify EO Companies in writing of any material change in their debarment status after submission and before contract award. Issuance of a debarment determination during the evaluation process shall be grounds for automatic disqualification.
6. This project will be subject to the requirements of 2 CFR 200.315, where applicable, which governs the ownership, use, and disposition of intangible property acquired under federal awards, including copyrights, patents, and research data.
7. This procurement is subject to all applicable federal, state, and local nondiscrimination and equal employment opportunity requirements. The successful Offeror shall comply with Executive Order 11246, as amended, and the regulations of the U.S. Department of Labor at 41 CFR Part 60, including the Equal Opportunity Clause prescribed by 41 CFR § 60-1.4, to the extent applicable. The successful Offeror will be required to execute a contract containing all federally required contract provisions applicable to this procurement, including those required by 2 CFR Part 200, Appendix II, where applicable.
8. The successful firm will be required to comply with the conditions set forth in Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009. The Order prohibits federal grant recipients, sub-recipients, and their grant personnel from texting while driving a government-owned vehicle or their own privately owned vehicle during official grant business.
9. The successful firm shall furnish Certificates of Insurance evidencing the required insurance coverage prior to execution of a contract. The insurance must remain in force throughout the contract term. Failure to provide acceptable evidence of insurance may result in withdrawal of the award.

9. Contact Information

All questions regarding this RFP must be submitted by email to:

Cherith Young, Community Development Director
cyoung@eoco.org
(276) 274-7499

Questions will be accepted until 5:00 p.m. on July 28, 2026.