

REQUEST FOR PROPOSALS

CANOPY SOUTH

ISSUE DATE: October 28, 2026

RESPONSE DEADLINE: November 11, 2026

Project Budget: $12,500,000

Canopy South is seeking proposals from qualified firms to provide Owner's Representative (OR) services for the **South Omaha Parking Garage,** located at the intersection of 23rd Street and N Street in Omaha, Nebraska.

REQUEST FOR PROPOSAL (RFP)
Owner's Representative Services for South Omaha Parking Garage

ISSUE DATE: October 28, 2026
RESPONSE DEADLINE: November 11, 2026
PROJECT BUDGET: $12,500,000

PROJECT OVERVIEW – Canopy South, in partnership with the City of Omaha, is undertaking the development of a new structured parking garage located at the intersection of 23rd Street and N Street in Omaha, Nebraska. The project consists of a multi-level parking structure providing approximately 250 to 300 parking stalls with commercial tenant spaces located on the ground level. Associated work includes site development, utility connections, paving, sidewalks, streetscape improvements, landscaping, lighting, signage, accessibility improvements, stormwater management, and all other work necessary to deliver a complete and operational public parking facility.

Canopy South is seeking proposals from qualified firms to provide Owner's Representative (OR) services throughout the remaining pre-construction, construction, and close-out phases. The Owner's Rep will act as Canopy South's liaison, providing project oversight, coordination, risk management, cost control, schedule monitoring, and quality assurance.

The project is being funded in part with public funds provided by the State of Nebraska. The selected firm will be expected to assist Canopy South in ensuring compliance with all applicable federal, state, and local funding requirements, including documentation, reporting, procurement standards, and any audit or record-keeping obligations associated with these funding sources.

SCOPE OF SERVICES – The Owner's Representative will be expected to provide, at minimum, the following services:

- **Project Oversight & Management:** Monitor contractor and architect performance, schedule, budget, value engineering, and quality to ensure compliance with contract documents.
- **Contract Administration Support:** Review and advise on contractor submittals, Requests for Information (RFIs), change orders, and pay applications.
- **Coordination & Communication:** Facilitate regular project meetings with the contractor (JE Dunn), architect (DLR Group), City staff, and stakeholders.
- **Budget & Cost Control:** Track expenditures, change orders, and ensure adherence to Guaranteed Maximum Price (GMP). Provide early warnings on budget or schedule risks.
- **Schedule Monitoring:** Review and report on construction progress versus schedule; recommend mitigation strategies as needed.

- **Quality Assurance & Compliance:** Ensure construction meets the design and City standards, including regulatory compliance.
- **Documentation & Reporting:** Provide weekly progress reports, risk assessments, safety updates, total jobs created, and final project close-out documentation. The OR shall also collect and report any data or documentation required for compliance with the North and South Omaha Recovery Grant (NSORG).
- **Stakeholder Liaison:** Serve as the point of contact between the City, contractor, architect, and other involved parties to ensure smooth communication and decision-making.

PROPOSAL CONTENT – Proposals must include the following:

1. **Firm Overview:** History, qualifications, and relevant project experience, especially with public-sector $5M-$15M construction projects, working alongside major contractors and architects.
2. **Key Personnel:** Resumes and roles of proposed team members, highlighting relevant project experience and certifications.
3. **Understanding of the Project:** Brief narrative demonstrating comprehension of project scope, challenges, and coordination needs.
4. **Proposed Approach & Methodology:** Description of how your firm will manage and deliver Owner's Representative services, including communication, reporting, and issue resolution strategies.
5. **Fee Proposal:** Provide a fixed fee for Owner's Representative services for this $12,500,000 project, including assumptions, exclusions, and hourly rates for any additional services outside the scope.
6. **References:** Contact information for at least three recent, similar projects.
7. **Availability:** Confirmation of availability to begin immediately upon contract award and commitment to meet project schedule.
8. **Optional:** Any supplementary information or material which should be considered.

ELIGIBILITY REQUIREMENTS

- **Authority to Do Business in Nebraska.** Each proposal must contain evidence of qualification:
    - **Certificate of Good Standing from the State of Nebraska.** *Bidders must be in good standing and registered with the Nebraska Secretary of State.*
    - **Registration Number from the Nebraska Department of Labor.** *Bidders must be in good standing and registered with the Nebraska Department of Labor.*
- **Signed Statement of Assurances on Letterhead.** Provide affirmation of the following items:
    - Bidder is current on payment of Federal and State income tax withholdings and unemployment insurance payments.

- Bidder has not been rescinded or debarred from any bidding, contractual, procurement or other such programs by federal state or local entities.
- Bidder's litigation and/or arbitration history over the past seven (7) years including final ruling. Pending cases must be disclosed with a notation that the matter is still unresolved.
- New Employee Work Eligibility Status. The Bidder is required to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

PROJECT SCHEDULE

Milestone	**Date**
RFP Issue Date	October 28, 2026
Proposal Submission Due	November 11, 2026 (by 11:59 PM)
Selection & Notification	Within 10 business days of submission deadline
Contract Execution & Start	Immediately following award
Estimated Construction Start	December 2026
Estimated Project Completion	December 2027

SUBMISSION INSTRUCTIONS

- Submit proposals, in a single PDF, via email to: **info@canopysouth.org**
- All proposals must be received by 11:59 PM CST on the due date. Late submissions will not be considered.

EVALUATION CRITERIA – Proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications (30%)
- Proposed project approach and methodology (25%)
- Fee proposal competitiveness and clarity (20%)
- Key personnel qualifications (15%)
- References and past performance (10%)

ADDITIONAL INFORMATION

- Canopy South reserves the right to reject any or all proposals or waive irregularities.
- Firms may be invited for interviews or presentations as part of the evaluation process.
- All submitting firms are responsible for costs incurred in submitting their Proposal(s). Canopy South will not provide reimbursement for any costs associated by any and all firms in connection with this process.
- Cost sharing is not required for this project.
- The contract will be based on a fixed-fee arrangement.
- The selected proposer shall provide Certificates of Insurance evidencing the required coverage prior to execution of an agreement:

  Commercial General Liability
  $1,000,000 per occurrence
  $2,000,000 general aggregate

  Professional Liability
  $1,000,000 per claim
  $2,000,000 aggregate
  Coverage shall be maintained during the term of the Agreement and for three (3) years following completion of services.

  Workers' Compensation and Employer's Liability
  $100,000 per occurrence/disease per employee

  Automobile Liability
  $1,000,000 combined single limit per accident.

QUESTIONS?

For any questions or clarifications, please contact us at **info@canopysouth.org**