

**REQUEST FOR QUALIFICATIONS  
PROGRAM MANAGER SERVICES**

**Solicitation No. 40016-20260220**

**LCTCS FACILITIES CORPORATION  
(A LOUISIANA NON-PROFIT CORPORATION)**

**MULTIPLE PROJECTS PROGRAM FOR  
THE LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM**

**ISSUE DATE: FEBRUARY 20, 2026**

## **1. INVITATION AND SCOPE**

The LCTCS Facilities Corporation (the “Corporation”) is issuing this Request for Qualifications (“RFQ”) to select a qualified entity to serve as Program Manager for facilities developed under Act 35 of the 2025 Regular Session of the Louisiana Legislature, as well as other projects administered by the Corporation on behalf of the Louisiana Community and Technical College System (“LCTCS”). The Corporation is a Louisiana private non-profit corporation created pursuant to La. R.S. 17:3394.1 et seq. to administer, finance, plan, acquire, renovate, expand, and construct facilities for LCTCS institutions.

The Corporation is issuing this RFQ to select a single entity for the management of its building program on property owned, acquired or leased by the Corporation or LCTCS. Each response must be submitted in accordance with the conditions prescribed herein. The Corporation wishes to receive a response from qualified respondents that will describe each respondent's experience and qualifications necessary to perform the services as set forth in this RFQ. Respondents may include a proposed fee, however, it is the intent of the Corporation to make the selection based upon qualifications. The fee to be paid the Program Manager will be part of the post-selection contract negotiations.

The Corporation is seeking responses from only those who have a proven record of capability to manage similar large and complex multi-project building programs for educational facilities. Those responding who have a knowledgeable staff in place and who can begin performing immediately after the award is made, will be given strong consideration in the evaluation process.

The Corporation plans to issue bonds in phases, as needed, and construct facilities with the proceeds. The Corporation’s approval of order of Project financing will be contingent on available matching funds and availability, ownership and readiness of the site. Each Act 35 project will require no less than a 12 % match.

The Corporation intends to finance the Program as set forth in Act 35. The Program Manager will have no responsibility for arranging financing for the Program. However, the Program Manager will be performing activities before the placement of financing as set forth in Act 35. Compensation to the Program Manager for services performed before the placement of financing will be strictly contingent upon the placement of financing and such financing will be a condition precedent to any compensation becoming due the Program Manager. As such, the Program Manager knowingly assumes the risk of never being paid for services rendered until such time as the financing set forth in Act 35 is in place. Any contract for Program Manager services that is executed prior to the Corporation obtaining financing for the Program will provide that all payments to the Program Manager are contingent upon the Corporation obtaining financing. The Program Manager agrees by submitting a response to this RFQ that until the financing for the Program is in place as set forth in Act 35, the Corporation will not have any funds to pay the Program Manager and, thus, in the event that the bond financing falls through or some other event occurs that causes the termination of the Program before bond financing is done, Program Manager will receive no compensation for work or services performed, or expenses incurred by Program Manager.

The Program Manager may be asked to perform management services for projects funded outside of the Act 35 program as part of the Multiple Projects Program. These projects may be funded by federal grants, state grants, college or state funds, private investment or a combination thereof. These project services will be addressed in an amendment to the Program Manager contract.

The Corporation intends to use one or more project delivery methods, including **traditional design-bid-build, design/build, and Construction Manager at Risk (CMAR)**, to accomplish the construction of the Program. Responses to this RFQ should include a proposed delivery method for the design and construction of the Program. The Program Manager will not be eligible for any contract involving the design and construction of any of the facilities under this Program

Selection of a Program Manager does not mean that the Corporation will enter into a contract with the Program Manager. The Corporation retains the right to negotiate the terms and conditions of a contract with the Program Manager or, in the event of unsuccessful negotiations, to choose a new Program Manager as the Corporation, in its sole discretion, deems necessary in the best interest of the Program.

## **2. PROGRAM OBJECTIVES**

The Corporation's objectives in issuing this RFQ are as follows:

- Further the education and public service functions of the Louisiana Community and Technical College System (LCTCS)
- Satisfy the LCTCS's needs for additional facilities or rehabilitation of existing facilities;
- Maximize the benefits, financial and otherwise, available to the State in connection with the Projects; and
- Fulfill the objectives of the LCTCS through compliance with Act 35 of the 2025 Regular Session of the Louisiana Legislature, any cooperative endeavor agreement with the State of Louisiana, and La. R.S. 17:3394.1 et. seq.
- To design and construct facilities that meet the needs of the LCTCS, which are built on time and within budget, and which are accepted at completion by the State in accordance with La. R.S. 17:3361, et. seq. Thus, the responses to this RFQ must demonstrate a proven historical ability to work successfully with the Office of Facility Planning and Control within the Louisiana Division of Administration ("FP&C"). To the extent permitted by law, FP&C may review and approve plans and specifications before the commencement of construction and may require changes as may be necessary to comply with applicable building codes, space standards, where appropriate, and standards ensuring quality of construction. FP&C may also conduct periodic inspections during construction to ensure that work is being performed in compliance with the approved plans and specifications.

Accordingly, the Corporation will select a Program Manager based on the best qualifications submitted, benefits attributable to the Program and terms of an agreement to be entered into with the Corporation which best satisfy these objectives.

### **3. CONDITIONS**

The Program Manager will not unlawfully discriminate against any employee or applicant for employment because of race, color, age, religion, ancestry, sex, national origin, local custom, or sexual orientation.

All contracts involving the Corporation and Program Manager will be in accordance with all Federal, State and Local laws, ordinances, rules, regulations and orders. The Program Manager will be responsible for compliance with all Federal, State and Local laws, ordinances, rules, regulations and orders applicable to the Projects. Program Manager will be an independent contractor responsible for all taxes on compensation paid by the Corporation.

To avoid any conflict of interest or the appearance of any conflict of interest in connection with this RFQ, the respondent must disclose any relationship which the respondent or any of its owners, principals, members, officers, directors or employees, have or in the past have had with: (1) the Corporation or LCTCS or any of their current or former employees; or (2) anyone who has any contract or other relationship with the Corporation or LCTCS, or any of their current or former employees who have or had any involvement in the organization, preparation, or administration of this RFQ or otherwise was in a position to significantly affect the RFQ either through a decision-making capacity or through a review and selection process.

### **4. SCOPE OF SERVICES**

The Program Manager will be responsible for managing the Program for the Corporation, through review of documents produced by designers during design phases, periodic meetings with the designers during the phase for development of construction costs, and preparation of documents to be used for construction, and periodic on site observations during the construction of the individual Projects, to advise the Corporation on the most cost effective means of fulfilling the Program objectives and to generally determine the quality and quantity of Work performed by the designers and contractors. The Program Manager will provide up-to-date information to the Corporation to protect the Corporation against defects, deficiencies, errors, and omissions in the design and construction services, and to recommend to the Corporation corrective actions.

The Program Manager is not the Corporation's agent and has no authority to speak on behalf of the Corporation unless such authority is specifically granted in writing. The Program Manager may communicate directly with the designers and contractors however, the Program Manager will not have the authority to bind the Corporation unless such authority is specifically granted in writing.

The Program Manager will furnish its best professional skill and judgment with due care in accordance with the generally accepted standards of good program management practice, in accordance with area standards as practiced by others performing program management, as well as applicable federal, state and local laws and regulations. The Program Manager agrees to furnish efficient business administration and management services, and to use its best professional efforts at all times in an expeditious and economical manner consistent with the interests of the Corporation.

The Program Manager will be the Corporation's liaison with the Advisory Committee of the Corporation and with FP&C. The Program Manager will facilitate the review by the Advisory Committee of the Corporation, as well as the review by and approval of FP&C, of all plans and specifications before the commencement of construction including coordinating with designers and contractors of any changes as may be required by FP&C. The Program Manager will also coordinate and facilitate any efforts by FP&C to conduct inspections during construction and at completion to obtain acceptance of the completed work by the State.

Within sixty days after selection, and before the selection of designers and contractors, Program Manager will:

- meet with representatives of the Corporation and LCTCS to develop a general program scope of work for each individual project that generally fits the individual project budgets;
- visit each individual project site to meet with representatives of each facility to develop a general program scope of work for each individual project that generally fits the individual project budget;
- develop and submit to the Corporation a general program scope of work for each individual project that generally fits the individual project budget;.
- develop and submit to the Corporation a Master Program Budget to include costs, expenses and fees for each individual Project which will be utilized as a working document for the life of the Program;
- develop a master schedule which includes all individual Projects in the Program from selection of designers through final acceptance of the completed construction work (Master Program Schedule"); and
- identify all real estate to be acquired, take lead on negotiating agreements to acquire with existing property owners and to make sure the Corporation receives all necessary surveys, Phase I Environmental Reports or any other documentation concerning the real property as determined necessary by the Corporation or its legal counsel.

The Program Manager hereby acknowledges, and by submitting a response to this RFQ agrees, that because no funds are available to compensate Program Manager until the financing bonds for the Program have been sold and all conditions under Act 35 have been fulfilled, no compensation will be due and the Program Manager will receive no compensation for any services performed if the Program financing does not occur. The provisions of this paragraph will be a strict condition precedent to any payment becoming due to the Program Manager.

The Program Manager will review schematic, preliminary and final design documents as submitted by all of the designers. At each stage of design, Program Manager will advise the Corporation on the most cost effective means of fulfilling the Program objectives and suggest modifications concerning aesthetics, achievement of campus needs, constructability and budget.

The Program Manager will, before the commencement of construction, make sure that all documentation required is in order and all approvals needed are obtained.

The Program Manager will be responsible for promptly advising the Corporation of any delay or disruption in the Master Program Schedule. Program Manager will receive and review schedules from the designers and contractors on each individual Project to make sure that all schedules fit within and are coordinated with the Master Program Schedule.

The Program Manager will perform periodic, on site observations of the progress and quality of the work of each individual Project as may be reasonably necessary to determine in general if the work is being performed in a manner indicating that the work, when completed, will be in conformance with the Contract Documents, schedule and budget. The Program Manager will notify the Corporation immediately if, in the opinion of the Program Manager, the work does not conform to the Contract Documents, schedule and budget, or requires special inspection or testing.

The Program Manager will receive and promptly transmit to the Corporation, together with recommendations, any requests for information.

The Program Manager will receive and review any requests to modify the Contract Documents, and promptly submit them, together with recommendations, to the Corporation.

The Program Manager will maintain a presence at the site sufficient to monitor the progress of construction and will attend construction progress meetings and report to the Corporation.

The Program Manager will review results of tests required by the Contract Documents, record and report to the Corporation on test results and verify testing invoices to be paid by the Corporation.

The Program Manager will record and report to the Corporation any occurrence or Work that, in the opinion of the Program Manager, might result in a claim or a change in contract sum or, contract time, and immediately report any occurrence or condition which results, or in the opinion of the Program Manager, may result in personal injury, property damage or delay.

The Program Manager will notify the Corporation of any apparent failure by the designers or contractors to maintain up-to-date records as required.

The Program Manager will review all applications for payment from any contractor, designer, vendor, or supplier, make sure the paperwork is complete and in order, and forward to the Corporation with recommendations for disposition.

The Program Manager will be required to sign the following certification for each application submitted to the Corporation for payment by any contractor, designer, vendor, or supplier:

*“Thereby certify, as Program Manager, that I have personally observed the work, services, materials, supplies, and equipment that are the subject of this requisition or application for payment and, to the best of my information, knowledge and belief, such work or services have been performed and such materials, equipment or supplies have been delivered for use on the Project and are in general accordance with the plans, specifications and contract documents applicable to the Projects.”*

The Program Manager will participate in the development of and will review punch lists and advise the Corporation regarding their accuracy and completeness. Program Manager will advise and make recommendations to the Corporation in connection with any request that a Project be deemed Substantially Complete and accepted.

The Program Manager will attend all inspections to determine the date or dates of Substantial Completion and the date of final completion.

The Program Manager will handle the assembly and transmittal of close out documents, such as warranties and equipment manuals.

The Program Manager will maintain a complete and organized set of all documents relating in any way to the Program and each individual Project, which documents and will at all times be considered the Corporation's property and turned over to the Corporation immediately upon request. The Program Manager will maintain and keep in an organized manner all documents necessary for auditing purposes and will assist the Corporation with audits of the financial affairs of the Corporation which will be audited annually in accordance with generally accepted auditing standards by an independent professional auditor who will furnish to the legislative auditor copies of his annual audit. The documents referenced herein will include, but not limited to, all email with attachments and other electronic documents in original format.

The Program Manager will NOT:

- authorize any deviation from or modifications to any Contract Document;
- personally conduct or participate in test or third party inspections, except as an observer;
- assume any of the responsibilities of the Designers;
- advise the Designers in any way with regard to the performance of the Work;
- have any control over, or take any charge of or be in any way responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work;
- prepare or certify to the preparation of a record copy of the Drawings, Specifications, Addenda, Change Orders and other Modifications;
- order any designer or contractor to stop work or any portion thereof.

The Program Manager will purchase and maintain insurance as will protect the Corporation from any of the claims set forth below that may arise out of or result from the performance by the Program Manager of services under this Agreement;

- Claims under workers' compensation, disability benefit and other similar employee benefit acts;
- Claims for damages because of bodily injury, occupational sickness, disease, or death of any employee or representative of the Program Manager;

- Claims for damages because of bodily injury, sickness, disease, or death caused in whole or in part by the Program Manager;
- Claims for damages insured by usual personal injury liability coverage which are sustained by any person as a result of any act, error, or omission directly or indirectly related to activities of the Program Manager;
- Claims for damages because of injury to or destruction of tangible property;
- Claims for damages because of professional errors and omissions; and
- Claims for cybersecurity related losses.

The minimum limits on insurance are as follows:

1. Commercial General Liability
  - a. General Aggregate - \$ 5,000,000
  - b. Products / Completed Operations Aggregate - \$5,000,000
  - c. Personal & Advertising Injury - \$2,000,000
  - d. Each Occurrence - \$ 5,000,000
2. Workers Compensation Insurance:
  - a. Each Accident - \$1,000,000
  - b. Disease – Policy Limits - \$1,000,000
  - c. Disease – Each Employee - \$1,000,000
3. Professional Liability Insurance:
  - a. Per Claim / Total Aggregate - \$2,000,000 / \$5,000,000
4. Cybersecurity Insurance:
  - a. Per Claim / Total Aggregate - \$1,000,000 / \$1,000,000

The Program Manager will provide the Corporation with complete copies of all insurance policies before commencing work and as a condition precedent to any payment becoming due. The Corporation will be named as an insured or additional insured on commercial general liability insurance. No insurance policy may contain any restriction which prohibits the Corporation from asserting a claim against Program Manager.

The Program Manager will provide the Corporation with regular updates on the status of each Act 35 or other project. This information will include anything pertinent to the project including budget, schedule, progress of design and construction, meeting minutes, meeting agendas, job photographs, and any other information which may be requested by the Corporation to keep all interested parties informed.

The Program Manager will coordinate with the Corporation to produce the Facility Corporation Annual Report to the state’s Joint Legislative Committee on the Budget.

## 5. SCHEDULE FOR RFQ

The Corporation expects to adhere to the following schedule in undertaking the selection process. However, this schedule is subject to modification at the sole and absolute discretion of the Corporation.

<b>RFQ SCHEDULE WITH DUE DATES</b>	
Issuance of RFQ	February 20, 2026
Questions or Requests for Clarification	February 27, 2026
Answers to Questions	March 6, 2026
Final Responses Due from Proposers	March 27, 2026
Program Manager Selection	TBD
Contract Negotiations	TBD

## 6. ADDENDA

The Corporation may modify the RFQ, before the date fixed for submission of the responses, by issuance of an addendum to all parties who have formally requested a copy of the RFQ. Any supplemental instructions, answers to written questions, or interpretations of the meaning of the RFQ will be made in the form of a written addendum to the RFQ which, if issued, will be emailed to all persons who have requested an RFQ.

## 7. DELIVERY OF RESPONSES TO THE RFQ

No joint proposals will be accepted. Proposals that do not follow the prescribed format may be subject to disqualification. The Corporation reserves the right to reject any and all proposals, to waive any and all informalities outlined in this RFQ and in the selection process, and generally, to make the award which, in its judgment, will best meet the objectives stated in this RFQ.

Proposers are prohibited from contacting any directors of the Corporation or any appointees or employees of LCTCS regarding this RFQ during the proposal review and selection process.

Each page must be numbered, and each page should use a type font of no less than 12 point, exclusive of any cover page or any appendices, which should consist solely of those items requested in Section VI.

Proposals, including all attachments, must be submitted in PDF format and in the possession of the LCTCS representative of the Corporation by no later than 4:30 pm Central Time on March 27, 2026. Proposals must be submitted electronically to [FC-RFQ@lctcs.edu](mailto:FC-RFQ@lctcs.edu). Proposals received after this time will not be considered.

## 8. EVALUATION AND SELECTION PROCESS

An evaluation will be conducted by LCTCS and selection made by the Corporation. The following rating criteria will be used to determine the best qualifications:

- Experience and qualifications

- Technical abilities
- Organization and quality of response
- Approach to and understanding of LCTCS Act 35 program

Please note that the selection criteria does not include the proposed cost to provide the Program Management services, however, proposer may include such information voluntarily. The Facilities Corporation will negotiate the cost of services with the selected proposer. Until a final written agreement is signed by the Facilities Corporation, the proposer will have no rights or claims of any kind in connection with this Program, and the Facilities Corporation will have no obligation of any kind to the selected proposer until the final written contract is signed.

## **9. REJECTION**

It is the policy of the Corporation not to solicit responses unless there is a bona fide intention to negotiate and enter into a contract. However, the Corporation reserves the right to reject any and all responses for any reason or no reason whatsoever and to waive any requirement. THE CORPORATION IS NOT SUBJECT TO THE LOUISIANA PUBLIC BID LAWS.

Furthermore, the Corporation's selection of a Program Manager in no way implies an agreement to enter into a contract with the Program Manager. After initial selection of a Program Manager, should the Corporation and the Program Manager fail to reach an agreement as to all terms and conditions, the Corporation may then reject the selected party and consider any other responder. Without limitation to the generality of the foregoing, the Corporation may elect not to enter into a contract with the Program Manager on any of the following grounds:

- The response contains false or misleading statements of references which, in the sole judgment of the Corporation, do not support an attribute or condition contended by the Program Manager.
- A conflict or apparent conflict of interest exists in the sole judgment of the Corporation.
- Acceptance of the terms, conditions or obligations of the response would cause or tend to cause the Corporation or the LCTCS to be in default of existing contractual obligations.
- The Corporation and the Program Manager are unable to reach agreement as to the terms and conditions of the agreement to be executed by them or the Program Manager is unable to provide the insurance required.

## **10. MODIFICATION OR WITHDRAWAL OF RESPONSE**

Any response may be withdrawn or modified by written request of the Program Manager received by the Corporation at the above address before the time and date set for receipt of responses. The Program Manager agrees that, after the time and date set for receipt of responses passes, this Response will be good and may not be withdrawn for a period of sixty calendar days.

The Corporation reserves the right to withdraw this RFQ and not proceed with the Project if it is deemed not to be in the best interest of the LCTCS or the Corporation. Neither the Corporation nor LCTCS will be liable in any way for any damages, costs, expenses or fees of any nature or kind whatsoever before the date that the bond financing is in place and the Corporation signs a written contract to be negotiated with Program Manager following selection of the Program Manager through the RFQ process.

## **11. DISPOSITION OF RESPONSES**

All materials submitted in response to this RFQ (1) will become the property of the Corporation, (2) may, subsequent to the selection of a Program Manager and the execution of a contract, be reviewed by any person, and (3) may be returned only at the LCTCS's option and at Program Manager's expense. One copy of each response will be retained for official Corporation files.

## **12. POST-SELECTION**

Once notified of selection, the Program Manager will have 30 days to negotiate the price and all other terms and conditions of the contract with the Corporation. If at the end of this 30-day period the parties have not signed a contract, the Corporation may, at its sole discretion, either: (1) agree to a reasonable extension of the time to finalize the contract; or (2) terminate discussion and initiate discussions with another.

## **13. PROPRIETARY DATA**

A response may include data, which the Program Manager does not want disclosed to the public or used by the Corporation for any purpose other than response evaluation. Proprietary data must be specifically identified as such on every page with the word “**CONFIDENTIAL**” prominently marked in red. The LCTCS and Corporation will not be liable for the accidental disclosure of any proprietary data. All responses are subject to Public Records laws.

## **14. CORPORATION USE**

Each Program Manager agrees by submitting a response that the Corporation has the right to use any or all ideas or concepts presented in any response without restrictions, except as stated in Paragraph No. 11, and without compensation to Program Manager. Selection or rejection of a Program Manager does not affect this right.

## **15. INQUIRIES AND SUPPLEMENTS**

The Corporation will answer inquiries from Proposers that are submitted via email to [FC-RFQ@lctcs.edu](mailto:FC-RFQ@lctcs.edu) and received no later than 4:30 pm Central Time on February 27, 2026. The Corporation intends to respond to all inquiries by no later than March 6, 2026.

Responses to inquiries and any supplements to this RFQ will be posted on the Corporation's website at <https://www.lctcs.edu/facilities-corp>

We thank you for your consideration.

**LCTCS FACILITIES CORPORATION  
LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM**