



**Request for Qualifications (RFQ)**  
**For**  
**Construction Management (CM) Services**  
**Rocky Boy Health Center**

**CONSTRUCTION MANAGEMENT REQUIREMENTS**

Rocky Boy Health Center is projecting construction projects that will address needs due to COVID and growth for the organization. The CM will work cooperatively with the RBHC and will provide, among other services: budgets, construction reviews, scheduling, and preconstruction planning.

The Construction Manager shall perform the work that is specified in the Professional Services Agreement ("PSA"). The scope of the work shall include oversight of all projects at Rocky Boy Health Center over the next year.

1. Schedule: Assist with the Master Plan and construction project schedule.
2. Budget: Maintain the budget by reporting monthly to RBHC. Will include all project costs currently and future costs.
3. Project Meetings: Schedule, make agendas, and document all communications. Meeting minutes will be presented to Construction Committee monthly.
4. Compliance: Prepares documents to meet all procurement and contractual obligations.
5. Inspections: Verifying that contractors have completed all phases and develop a system for tracking notices of completions. Signing off on completion of project.
6. Direct Contractors: Assisting architects and engineers on bid document preparation with each individual contractor and/or companies

**RFQ submittals are due no later than 4:00 p.m. on June 3<sup>rd</sup>, 2021**  
**Attn: Cynthia Stump**

Required items:

1. Letter of Interest
2. Qualifications – Statement attached
3. Resume
4. References (3 letters)

# Statement of Qualifications

1. Name: \_\_\_\_\_

Please Print

2. Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

| NAME |  | Degree or Certificate | Experience on Projects<br>(project/ years) | Company |
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