



SENIOR CONSTRUCTION PROJECT MANAGER – REQUEST FOR PROPOSAL

TIMETABLE

Event	Date
Request For Proposal (RFP) released	3/3/2017
Confirm receipt and intent to participate in RFP process	3/17/2017
RFP Responses submitted to SCHS	3/31/2017
Project Manager Interviews	4/3/2017 – 4/17/2017
Notification of Selection	4/20/2017
Contract Executed	4/30/2017

OVERVIEW

St. Charles Health System, Inc. (SCHS or the System) is seeking proposals from qualified and experienced individuals to serve as the Senior Construction Project Manager for the build of a 4-story, approximate 112,000 square feet critical care hospital tower on our main healthcare campus in Bend, Oregon.

SCOPE OF SERVICES

The contract for services is expected to be 18 to 24 months in duration with a planned end at least three months post-operational opening of the new critical care unit. The following is a list of SCHS' expectations for the Senior Construction Project Manager:

- Proven project management history in healthcare construction projects of similar size and scope is required.
- Ensure the project success in terms of timeline, budget, patient safety, regulatory compliance and operational readiness.
- Manages all facets of construction project management (budget, schedule, procurement, quality & risk) for the project including planning, design, construction, occupancy and closeout.
- Works in collaboration with the Project Executive Steering Committee, Project Steering Team and operational leadership to ensure overall project success.

- Capable to read, understand and apply standard to complex documents affecting construction project, including but not limited to: agreements/contracts, work letters, project charters, surveys and drawings.
- Interfaces directly with stakeholders to define project requirements. Prepares, manages and monitors scope of work, project delivery resource requirements, cost estimate & budget, cash flow, work plan schedule & milestones, quality control, and risk identification.
- Identifies project delivery resources from pre-qualified lists or through individual project qualification process; conducts standard to complex request for proposals; completes bid analysis; leads evaluation interviews.
- Leads project delivery resources/team providing project guidance and direction to achieve project goals.
- Implements communication plan for meetings and written reports/meeting minutes to keep stakeholders and project resources informed. Facilitates project meetings.
- Ensure project data integrity and documentation is accurate, timely and coordinated.
- Tracks progress of each project against goals, objectives, approved budgets, approved timelines. Reports status and variances. Creates action plans to meet objectives, budget and schedule.
- Implements change management routines to assess change requests, make recommendations, secure client approvals, and issue change orders. Assesses change requests to determine impacts to scope, budget, schedule, quality and risk.
- Demonstrates ability to identify complex project risks, lead constructability reviews, develop risk mitigation and contingency plans, and implement action plans to reduce or eliminate project risks.
- Is responsible for proper administration of construction contracts and for obtaining all necessary permits and licenses.
- Maintain a comprehensive understanding of building code and Joint Commission/CMS requirements for healthcare facilities and is able to work with permitting agencies to expedite the process.
- Oversees performance of all trade contractors and reviews architectural and engineering drawings to make sure that all specifications and regulations are being followed.
- As required, engage in contract and legal negotiations, incident investigation, and safety training.
- Represent SCHS in a professional manner while performing job duties when interacting with Regulatory Agencies such as building officials, Fire Marshals (state and local), DHS, DEQ, and Joint Commission and other authorities having jurisdiction.

PROPOSAL REQUIREMENTS

Please provide a concise proposal highlighting your specific strengths, and how those strengths transfer into value for SCHS. The proposal should include:

- Description of your background and experience;
- Demonstrate a significant work history in the Project Manager role with engineers, designers and contractors on projects of a similar size and complexity;
- Description of your approach to contractor management, budget monitoring, regulatory compliance, project timeline management, risk mitigation and operational readiness and turnover;
- List of three relevant references, including project scope, cost and timeline and all necessary contact information.

PROJECT DETAILS

The project consists of an expansion to the existing patient tower at St. Charles Health System, Bend campus that consists of a four story expansion to the existing patient tower including a 36 bed Intensive Care Unit (ICU). A comprehensive master plan study of the Bend hospital campus has recently been conducted that has identified the expansion to be connected to the north end of the existing hospital patient tower. This creates the need for a replacement surface parking lot of approximately 500 parking stalls as well as a new redundant water main from offsite to service the hospital. The ICU will be placed on the third level of the expansion to create a connection to the existing Intermediate Medical Care Unit (IMCU) and the remaining floors may be shelled in for future use. It is expected that the new 500 stall parking lot and new redundant water main will be designed, engineered and installed by April 28, 2017.

The project will be adjacent to occupied nursing units which will require great care to mitigate any negative impact on the operation and use of the hospital by patients and staff. It will be imperative that all construction methods considered or proposed will recognize patient safety and will not adversely impact patient care.

The project budget of \$66M is based on the recent master-planning parameters program budget, including architectural, engineering, construction, equipment, furnishings and permitting.

The high level executive summary for the project is the following: (Full schedule attached)

Activity ID	Activity Name	Original Duration	Start	Finish
SCMC Bend - ICU Tower - Current		462	24-Oct-16A	13-Sep-18
Executive Summary		348	28-Apr-17	13-Sep-18
EXE124	Parking Lot & Water Main Completion	0		28-Apr-17
EXE102	Start Tower Construction (target date: June 15, 2017)	0	19-Jun-17*	
EXE103	Substantial Completion / Occupancy (target date: August 15, 2018)	0		15-Aug-18*
EXE104	Final Completion	0		13-Sep-18

EVALUATION AND SELECTION PROCESS

Respondents to this RFP will participate in an interview with SCHS' Evaluation Committee, drawn from SCHS' Operational Leadership Team, the Project Steering Team, Project Management Office and jointly-led by the Chief Operating Officer, Chief Financial Officer, President of St. Charles Bend/Redmond and Director of Support and Outreach Services.

The interviews may be via phone or in-person, as determined by SCHS. The final interview will be approximately 4 hours including individual interviews, team interviews and a project tour.

A final decision will be made based on all quantitative and qualitative information available to SCHS, including aspects such as fit with team, demonstrated project management experiences, and expertise in leading a similarly sized healthcare construction project.

SCHS CONTACT DURING RFP PROCESS

All correspondence pertaining to this proposal should be directed to:

Jennifer Boyer
Director, Enterprise Project Management Office
Office: 541-706-6399
Email: jmboyer@stcharleshealthcare.org

ATTACHMENTS

Information concerning SCHS and this project:

- Attachment 1 – RFP SCHS Bend ICU Patient Tower 5.9.16
- Attachment 2 – SCMC – New ICU Tower SD Estimate 12-20-16
- Attachment 3 – ICU Tower Full Schedule
- Attachment 4 – Project Structure Overview