



Request for Qualifications (RFQ): Owner's Representative – Construction Oversight and Funding Coordination Services

Project: Cedar House Treatment Facility Expansion

Owner: Cedar House Life Change Center

Location: Bloomington, California 92316

Project Type: New Construction – Two-Story Behavioral Health Treatment Facility (~32,000 SF)

Bid Type: Owner's Representative (Construction Oversight & Funding Coordination)

RFQ Release Date: Monday, May 4, 2026

Submission Deadline: open until filled

Project Overview

Cedar House Life Change Center is expanding its behavioral health campus to increase residential and outpatient treatment capacity. The new two-story, 32,000 square-foot facility will provide additional recovery housing, perinatal treatment, outpatient therapy, family visitation areas, and related support spaces. The project is funded in part by the California Department of Health Care Services (DHCS) through the Behavioral Health Continuum Infrastructure Program (BHCIP).

Key Program Elements:

- Residential recovery rooms (single, double, and quad occupancy)
- Clinical group rooms and counseling offices
- Kitchen, dining, and laundry facilities
- Administrative and staff offices
- Family visitation rooms
- Multi-purpose and recreation spaces
- Examination rooms and support areas
- Site improvements including parking, landscaping, and outdoor gathering areas



Estimated Construction Start: January 2026

Estimated Project Duration: Approximately 27 months

Scope of Services

The Owner's Representative will assist Cedar House by providing construction oversight, detailed documentation, and funding coordination services throughout the design, construction, and project closeout. This role is advisory and collaborative, focusing on adherence to the schedule, quality, compliance, and reporting. The role does not entail direct management of the Design-Builder or Consultants.

The Owner's Representative will serve as a liaison between the Owner, the Design-Builder, and relevant state agencies to support clear communication, timely documentation, and accurate funding requests.

Pre-Construction Phase

- Review project milestones, schedules, and deliverables.
- Participate in design and coordination meetings to understand project intent and phasing.
- Assist the Owner in preparing readiness documentation required by DHCS and BHCIP.
- Coordinate communication between the Owner and the Design-Builder during design and pre-construction.

Construction Phase

- Conduct periodic site visits to monitor progress and general conformance with the contract documents and report to ownership.
- Prepare concise field observation reports with photos and key progress updates.
- Attend Owner–Architect–Contractor (OAC) meetings and prepare meeting summaries.
- Facilitate communication and information flow between Cedar House and the Design-Builder.
- Review Contractor submittals, pay applications, and change orders for completeness and compliance. The role does not include contract or price negotiations.
- Track project milestones and advise the Owner of potential schedule or coordination issues.



Coordination with Design-Builder and Funding Agencies

- Collaborate with the Design-Builder to assemble monthly reporting packages and documentation required by DHCS, and other funding entities.
- Assist Cedar House in preparing and submitting monthly progress reports, funding draw requests, and reimbursement documentation.
- Verify that draw request materials align with state-approved budgets and reporting formats.
- Maintain organized records suitable for audit review and funding compliance.
- Support communication with state reviewers to resolve documentation questions and maintain transparency.

Close-Out Phase

- Monitor final inspections, testing, and punch list completion.
- Verify readiness for substantial completion and occupancy.
- Support the Owner in assembling close-out documentation and final funding reconciliation.

Minimum Qualifications

- Minimum five (5) years of experience providing Owner representation, construction management, or funding compliance support for public or healthcare facilities.
- Demonstrated experience coordinating with design-build teams and state or federally funded projects.
- Familiarity with DHCS, BHCIP, or similar infrastructure funding programs preferred.
- Familiarity with State prevailing wage guidelines and registration.
- Excellent written and verbal communication and documentation skills.
- Professional license (architect, engineer, or contractor) preferred.
- Proof of insurance (General Liability, Workers' Compensation, and Errors & Omissions).

Submission Requirements

- Letter of Interest summarizing experience and understanding of the project.
- Firm profile and the resumes of key personnel.
- Three (3) references of comparable projects.
- Fee proposal (monthly retainer or hourly structure, with reimbursables listed separately).



- Proof of Insurance and applicable licenses.

Submission Contact

Submit all materials electronically (PDF format) to:

Email: Shaheen Jimenez at Sjimenez@cedarhouse.org

Subject Line: "Owner's Representative – Cedar House Treatment Facility Expansion"

For questions, contact: Melissa Hughes *via email only* at

Mhughes@cedarhouse.org

Final selections may be required to participate in formal interviews with specific members of the Board of Directors for the Cedar House Life Change Center.

Cedar House Life Change Center reserves the right to accept or reject any or all submissions, waive informalities, and select the firm deemed most advantageous to the project.