



Request for Proposals (RFP): Project Manager – Capital Expansion Project

Kodiak Community Health Center (KCHC)

Release Date: February 1, 2026

Submission Deadline: February 28, 2026

Contact Email: owilson@kodiakchc.org

Overview

Kodiak Community Health Center (KCHC) invites proposals from qualified individuals or firms to provide project management services for the planning and implementation of a capital expansion project. The expansion will occur at our current site to accommodate growing patient demand and improve access to integrated services.

The selected project manager will guide the project from pre-construction planning through execution, ensuring that all deliverables align with federal compliance requirements, KCHC's organizational goals, and local permitting and reporting standards.

Background

Kodiak Community Health Center (KCHC) is a Federally Qualified Health Center (FQHC) serving Kodiak Island, Alaska. In alignment with our strategic plan and community needs, KCHC is undertaking a significant capital expansion project supported by an HRSA Capital Development (CDS) grant.

This capital expansion initiative is a significant step forward in enhancing our capacity to serve the community. It includes site development, architectural and engineering coordination, permitting, construction oversight, and milestone-based reporting.

Scope of Work

The selected PM will serve as the owner's representative and will be responsible for overseeing and managing all aspects of the project, including:

- Coordinating communications between KCHC leadership, design, and engineering teams, contractors, and relevant stakeholders
- Overseeing project schedules, deadlines, and critical path items
- Managing federal compliance requirements, including procurement documentation, reporting, and milestone submissions
- Ensuring that the project remains on time and within scope
- Supporting the bid review process and contractor selection in coordination with KCHC leadership
- Coordinating with Borough officials and city permitting authorities as needed
- Attending regular check-ins with KCHC leadership and Board Committees
- Tracking and reporting status updates, risks, and contingency planning

Qualifications

Ideal candidates will have:

- Minimum 5 years of experience managing capital construction projects, ideally in federally funded or healthcare settings
- Familiarity with FQHC operations and Uniform Administrative Requirements (45 CFR Part 75)
- Strong communication and project coordination skills
- Knowledge of federal procurement standards and construction project life cycles
- Alaska-based or familiarity with construction logistics in remote/rural environments (preferred)
- Demonstrated experience working with federally funded projects (HRSA, USDA, etc.)
- Strong communication, stakeholder engagement, and project coordination skills
- Familiarity with federal procurement regulations and reporting
- PMP certification or equivalent preferred

Proposal Requirements

Interested parties should submit a proposal including:

- Letter of interest
- Resume or organizational qualifications
- Statement of proposed approach, timeline, and work plan
- Description of relevant past projects
- References (minimum of two)
- Fee structure (hourly or retainer-based; no project budget or estimated total required at this time)

Evaluation Criteria

- Relevant experience and qualifications
- Understanding of HRSA capital project requirements
- Alignment with project goals and timeline
- Cost reasonableness and clarity of fee structure
- References and past performance

Submission Instructions

Please email your complete proposal in PDF format to:

Olivera Wilson, Chief Executive Officer

owilson@kodiakchc.org

Submissions must be received by 5:00 PM on February 28, 2026

KCHC may begin reviewing submissions on a rolling basis and reserves the right to initiate interviews and make a selection before the deadline if a highly qualified candidate is identified. Early submission is encouraged.

Additional Notes

- KCHC reserves the right to modify the scope, timeline, or selection process as needed.

- All proposals will be evaluated in alignment with federal procurement standards, including fairness, transparency, and best value.
- Final selection will consider qualifications, experience, and demonstrated understanding of similar capital projects.

Disclaimer

KCHC reserves the right to reject any or all proposals, request clarification, or negotiate terms as needed. This solicitation does not commit KCHC to award a contract or pay any costs incurred in preparation of a proposal.