

**Request for Proposals
Auxiliary Construction Monitor
Mattapan Community Health Center Facility
1575 Blue Hill Avenue, Mattapan**

Mattapan Community Health Center seeks an individual or firm to perform daily monitoring of construction of their new approximately 50,000 square foot facility at 1575 Blue Hill Avenue. The building is four stories with the health center mainly on the upper three floors and the entrance to the Health Center and two commercial tenants on the ground floor. Parking is to the rear and north of the site. Construction is expected to be completed in 14 months.

The Auxiliary Construction Monitor will report on work in progress, deliveries and any construction issues that demand the Architect's or the Owner's immediate attention. The Monitor is expected to spend approximately two hours on site each day and one hour communicating with the Architect and Owner, in part by composing and sending an e-mailed report (including photos) on what he/she has observed. The Monitor will attend weekly job site meetings. The Monitor will also be expected to provide on-site coordination of Owner's subcontractors for NIC work (e.g., IT, security, and specialty signage). The Health Center encourages applications from persons of color and/or MBE/WBE firms.

The Architect is Steffian Bradley Architects, Boston

The General Contractor is Suffolk Construction Corporation, Boston

The Project Manager/Owner's Representative is Alice Krapf of Krapf Associates, Boston

Work is expected to begin in Fall 2010.

Proposals should include:

- Professional qualifications
- Experience with similar projects
- Cost proposal
- Template or example of daily report

An expression of interest in submitting a proposal should be made as soon as possible to Alice Krapf at akrapf@aol.com. Any questions should be directed to Alice Krapf at akrapf@aol.com; answers will be circulated to all those who have expressed interest.

Five copies of the proposal should be delivered by 4 p.m., November 9, 2010 to:

Azzie Young, Ph.D., MPA
President/Chief Executive Officer
Mattapan Community Health Center
1425 Blue Hill Avenue
Mattapan, MA 02130