

**REQUEST FOR PROPOSAL
FOR
AN OWNER'S REPRESENTATIVE/CLERK OF THE WORKS
FOR THE
TOWN OF RYE, N.H.**

Introduction

The Town of Rye is requesting proposals for an Owner's Representative/Clerk of the Works to provide an on-site representative on a day to day basis for the construction of new office space and renovations to the existing Rye Town Hall. The Owner's Representative/Clerk of the Works will be under contract to the Town and will monitor all phases of building construction at the work site.

Proposal Submission Time and Place

Six (6) copies and one electronic copy (CD or thumb drive) of the proposal must be submitted in a sealed envelope marked "Town of Rye Owner's Representative/Clerk of the Works" to the address below by 2:30 p.m. on Thursday, November 20, 2014. Fax or electronic submissions will not be accepted. Proposals received after this time period will not be accepted.

All proposals must be submitted to:

Town of Rye
Attn: Board of Selectmen
10 Central Road
Rye, NH 03870
(603) 964-5523

Building Description

The Town of Rye, NH is seeking an Owner's Representative to provide day to day monitoring for the addition to and renovation and preservation of the Rye Town Hall. The project includes the construction of a new stand-alone Town Offices building, functionally connected, at a below-plaza level, to the existing historic Rye Town Hall. The Town has contracted with SMP Architecture for the design of the project and intends to have this project be competitively bid to a shortlist of four (4) prequalified General Contractors. Copies of the current preliminary drawings are available to be viewed from Town Hall during regular business hours.

The anticipated cost of the project is \$3,500,000 to \$3,800,000.

The anticipated schedule includes the completion of the Construction Document phase in November 2014 with bidding by the competing prequalified General Contractors in December 2014. The Town intends to select the General Contractor and Owner's Representative/Clerk of the Works for the project and, upon voter approval in March 2015, enter into an agreement with the successful General Contractor firm and Owner's Representative/Clerk of the Works and commence construction in April 2015. Construction is anticipated to take nine (9) months.

The Town is currently anticipating the existing building to remain occupied and operational during construction of the new town office building portion of this project.

Please keep your qualification package brief and specific with a maximum of thirty (30) pages.

Recommended Qualifications

- Ability to constructively participate in dispute resolution.
- Ability to provide impromptu briefings and reports to visitors and inspectors concerning the status of construction and ongoing activities.
- Ability to read and understand construction drawings, specifications and contracts.
- Ability to understand the results of material testing and sampling.
- Ability to understand warranties and conditions which invalidate those warranties.
- Basic writing and computer skills.
- Broad general understanding of current construction practices, methods and materials.
- Broad knowledge of building codes. Ability to successfully research specific building code questions.
- Excellent interpersonal communications skills.
- Familiarity with environmental laws and concerns.
- Familiarity with construction law and the avoidance of litigation.
- Familiarity with proper procedures for handling and storing hazardous materials.
- General knowledge of major building systems and how they work.
- Knowledge of construction site administration.
- Knowledge of techniques for construction scheduling.
- Thorough knowledge of construction financing and accounting.
- General knowledge of construction site safety requirements.
- Thorough knowledge of the roles and interactions of the members of the building team.
- Willingness to tell owners the good and the bad news and to assertively act on the owner's behalf when necessary.

Recommended Experience

At least ten years experience on similar projects involving facility construction and/or renovations with at least three years in a position with broad management responsibilities such as clerk of the works, superintendent, project manager or similar titles.

Typical Responsibilities

- Assist the design team in the development of punch lists. Monitor the completion of work on punch lists and inform the owner of the status on a regular basis.
- Attend all project meetings as the owner's representative. Submit written reports to the owner following each meeting.
- Carefully coordinate and monitor any occupation of the facility by the owner prior to final completion of work. Be especially alert to any conditions which may lead to claims for damage.
- Coordinate and direct the work of any separate owner's contractors.

- Coordinate scheduling and observe tests as required by the contract documents.
- Coordinate training of the owner's staff on equipment operations and maintenance as required by the contract documents.
- Develop a thorough familiarity with the purpose of the facility to be constructed, with the owner's requirements, with the design and with the contract documents.
- Understand and be able to manage the project budget.
- Direct installation and inspection of owner furnished equipment or material.
- Evaluate, log and make recommendations on requests for change orders.
- If the project is in an occupied facility, assist in the coordination of access to various parts of the facility by the builders and by the occupants.
- Immediately notify the builder's superintendent of any unsafe conditions observed. Notify the owner, construction manager or general contractor and the architect of the unsafe conditions and corrective measures taken.
- Immediately notify the owner, construction manager or general contractor and the architect of any conditions which may delay completion of the total project or of major parts of the project.
- Monitor quality of construction with respect to conformance with the requirements of the contract documents. Immediately notify the owner, construction manager or general contractor, and the architect, of any work which, in the opinion of the clerk, is substandard or otherwise not in accordance with the contract documents. Document with photographs, measurements etc. as appropriate.
- Maintain a log of all daily activities including daily progress, photographs, weather conditions, visitors, inspectors, sub-contractors on site, nature and location of work performed.
- Provide weekly written progress reports with photographs for the owner's file as well as a weekly posting to the community via email or a newsletter.
- Maintain continuous communication with the owner, builder and architect.
- Maintain records at the construction site in an orderly manner as directed by the owner. Include copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, invoices, lien releases and any other applicable documentation.
- Maintain a log of contractor's shop drawing submittals, monitor architect's review and approval status, coordinate owner's review of submittals as requested by owner, and monitor construction with respect to conformity with approved submittals.
- Maintain separate files of approved and disapproved change orders.
- Meet, verify identification, and accompany any inspectors from local, state, or federal agencies having jurisdiction over the project. Immediately report the results of such inspections to the owner, construction manager or general contractor and the architect. Monitor any corrective actions.
- Monitor the proper storage of materials, including any local off-site storage. Report problems to the construction manager/general contractor. Notify the owner if, in the Clerk's opinion, any materials should be replaced due to improper storage. Document with photographs as necessary.

- Observe materials delivered to the site and used by the sub-contractors to ensure that materials used are those specified or approved substitutes, and that materials are in good condition and free of defects. Report problems immediately to the architect and builder and as soon as possible to the owner.
- Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and schedule. Assist the builder's superintendent in understanding the intent of the contract documents.
- Participate in final inspections and building systems start-up.
- Receive and inventory keys, special tools, filters, spare parts and similar items for transfer to the owner's staff.
- Receive and review all requests for payment from the construction manager or general contractor. Make recommendations to the owner concerning payment.
- Receive and review as-built drawings for transfer to the owner.
- Receive and review technical manuals, operator's manuals, manufacturer's instructions and similar documents for transfer to the owner's staff.
- Review field reports from architects and engineers. Monitor and report on corrective actions.
- Perform other related duties as necessary.

Time Schedule and Payment

The Owner's Representative/Clerk of the Works shall be prepared to become fully engaged in the Project immediately upon award of this contract.

The Owner's Representative/Clerk of the Works is expected to be under contract until the Project is complete. The Town expects that an average of 20 to 24 hours per week will be devoted to the project during the construction period, although the number of hours will vary above and below this average for a particular week, depending on the project needs. Full time coverage may be required at times during critical construction periods. Construction is anticipated to take approximately ten (10) months.

The individuals or firm filling this position will be considered as independent contractors in all contractual arrangements.

The selected individual or firm will enter into a contract with the Town whereby progress payments will be made to complete the scope of work within established timeframes.

Detailed Proposal

Interested firms or individuals must submit a detailed proposal which must include, at the minimum, the following:

- Introductory cover letter
- General company information:
 - History, years in business, company structure, ownership and principal staff
- Current and anticipated project workload for the 2015 construction season

- Description of services to be provided and method(s) of providing those services.
- Fee schedule for the proposed service:
 - ❖ Fee proposals are to be submitted in a sealed separately marked envelope. Fee proposals will not be opened prior to the final proposal rankings assigned by the Town.
 - ❖ The fee shall be subject to negotiation.
 - ❖ All fees shall be expressed as a time charge arrangement with a not to exceed cost, subject to an average of no more than 24 hours per week over a ten (10) month construction period, including the costs of all sub-consultants and reimbursable expenses. Hourly rates for architects, engineers, clerk of the works and other applicable professionals assigned to the project should be indicated on the Fee Proposals.
- Proof of insurance including a minimum of \$1,000,000 professional liability, including errors and omissions, workers' compensation, bodily injury and property liability coverage.
- Evidence of professional licenses and certifications relevant to building trades.
- Identify each person who will be assigned to the project and his/her role in the assignment.
- Any additional information that will assist the Board in evaluating the Firm's capability to perform the proposed services.
- A listing of current and past public and private projects of a similar nature with the full name, address, phone numbers, and a brief description of work performed for each reference.
- A listing of three (3) references with the full name, address, phone numbers, and a brief description of work performed for each reference.
- Certified statement that the firm or any of its consultants are not debarred, suspended or otherwise prohibited from doing business by any federal, state or local governmental agency.

Fee Schedule

- The firm must submit a fee schedule that includes the following:
 - ❖ Fee proposals are to be submitted in a sealed separately marked envelope. Fee proposals will not be opened prior to the final proposal rankings assigned by the Town.
 - ❖ The fee shall be subject to negotiation.
 - ❖ All fees shall be expressed as a time charge arrangement with a not to exceed cost, subject to an average of no more than 24 hours per week over a nine month construction period, including the costs of all sub-consultants and reimbursable expenses. Hourly rates for architects, engineers, clerk of the works and other applicable professionals assigned to the project should be indicated on the Fee Proposals.

Proposal Validation Period

- Proposals must be valid for a period of one hundred twenty (120) days from the date of acceptance.
- Town of Rye reserves the right to reject any and all proposals and to negotiate with any firm providing a proposal and to waive any informalities or irregularities in a proposal.
- It is anticipated that a firm will be selected and be notified by Thursday, December 11, 2014

Contract Award

- The contract shall be awarded to the proposer who satisfies the criteria, format, all administrative requirements and whose cost is acceptable to the Town.
- The contract shall only be awarded upon voter approval of the construction project.
- The Town reserves the right to contact any firm in order to clarify any aspect of a submitted proposal.
- The Town reserves the right to reject any and all proposals, waive informalities and to award contracts as may be in the best interest of the Town.
- Services provided by the successful applicant shall be rendered through a professional services contract.

Miscellaneous and Contacts

The Town of Rye will not be responsible for any costs incurred by proposers in responding to this request. A contract will be entered into with the selected proposer for Owner's Representative/ Clerk of the Works services only if a warrant article authorizing construction funding is approved by Rye Town voters at Town Meeting in March, 2015.

If you should have any question or concerns regarding this proposal or any portion of this proposal or if you would like to view the buildings prior to the submission of your proposal, please contact the Town Administrator, Michael Magnant at 603-964-5523.