

**REQUEST FOR PROPOSAL
for
CLERK OF THE WORKS SERVICES**

Code Improvement and Partial Roof Replacement
Project

Sayles School
25 Scotland Rd
Baltic, Connecticut

March 4, 2021

TABLE OF CONTENTS

Introduction..... 1

1.0 General.....2

2.0 Recommended Qualifications.....2

3.0 Recommended Experience3

4.0 Typical Responsibilities3

5.0 Fee Proposal4

6.0 Response to Request for Proposal.....5

INTRODUCTION

The Sprague Board of Education requests professional services for a clerk of the works for a code improvement and partial roof replacement project at Sayles School. The selected individual will serve as the owner's on-site representative on a day-to-day basis. Sayles School currently provides education for approximately 275 students in Grades Pk-8 and is the only public school in the town. The facility contains general classrooms with additional spaces for art, music, gymnasium, auditorium, cafeteria, science labs, library media center, technology education, guidance, student services and office/administration.

The Sprague Board of Education and Town of Sprague will not make employment decisions (including decisions related to hiring, assignment, compensation, promotion, demotion, disciplinary action and termination) on the basis of race, color, religion, age, sex, marital status, sexual orientation, national origin, alienage, ancestry, disability (including pregnancy), genetic information, veteran status or gender identity or expression, except in the case of a bona fide occupational qualification.

William J. Hull
Superintendent of Schools

Cheryl Blanchard
First Selectwomen, Town of Sprague

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Board of Education Chair

1.0 General

The Sprague Board of Education building committee is soliciting proposals from individuals (hereinafter referred to as the “Respondents”) to serve as clerk of the works for the replacement of approximately 36,500 square feet of roof and code improvements to doors, fire alarm panel, and elevator at Sayles School. The project completion date is August 25th, 2021.

The Clerk of the Works is a key member of the building team. The clerk serves as the owner’s on-site representative on a day-to-day basis. The clerk must have a good understanding of all aspects of construction, although technical skill in any particular construction trade is not necessary. The clerk must maintain a holistic view of the project, while appreciating the details of various parts of the work. The clerk must not attempt to fill the role of the construction manager/general contractor. Below are some recommended qualifications and a list of typical responsibilities.

The Sprague Board of Education reserves the right to reject any and all responses to the request for proposal and to waive any informality in the request for proposal process. It shall be understood that the selection made by the Superintendent and the Board of Education shall be final and conclusive and without recourse or appeal by the remaining Respondents.

2.0 Recommended Qualifications

- Broad general understanding of current construction practices, methods, and materials.
- Broad knowledge of building codes. Ability to successfully research specific building code questions.
- General knowledge of major roofing building systems and how they work.
- 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.
- Knowledge of techniques for construction scheduling.
- Knowledge of construction site administration.
- Thorough knowledge of the roles and interactions of the members of the building team.
- Thorough knowledge of construction financing and accounting.
- Thorough knowledge of construction site safety requirements including OSHA requirements.
- Familiarity with proper procedures for handling and storing hazardous materials.
- Familiarity with environmental laws and concerns.
- Excellent interpersonal and communication skills.
- Basic writing and computer skills.
- Ability to constructively participate in dispute resolution.
- Ability to provide impromptu briefing and reports to visitors and inspectors concerning the status of construction and ongoing activities.

3.0 Recommended Experience

At least eight to ten (8-10) years' experience on similar projects involving facility construction and/or renovations with at least three (3) years in a position with broad management responsibilities such as clerk of the works, superintendent, project manager or similar titles.

4.0 Typical Responsibilities

- Be on-site during all hours of project.
- 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.
- Develop a thorough understanding of the project budget.
- Maintain continuous communication with the owner, builder and architect.
- 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.
- 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 all daily activities including daily progress, weather conditions, visitors, inspectors, sub-contractors on site, nature and location of work performed.
- 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.
- Review field reports from architects and engineers. Monitor and report on corrective actions.
- 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.
- Monitor the proper storage of materials, including any 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.
- 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 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.

Typical Responsibilities – Continued

- 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.
- 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.
- 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.
- Evaluate, log, and make recommendations on requests for change orders.
- Maintain separate files of approved and disapproved change orders.
- Attend all project meetings as the owner's representative. Submit written reports to the owner following each meeting.
- Coordinate scheduling and observe tests as required by the contract documents.
- Receive and review all requests for payment from the construction manager or general contractor. Make recommendations to the owner concerning payment.
- Coordinate and direct the work of any separate owner's contractors.
- Direct installation and inspection of owner furnished equipment or material.
- 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.
- Participate in final inspections and commissioning.
- Receive and review technical manuals, operators' manuals, manufacturers' instructions and similar documents for transfer to the owner's staff.
- Receive and inventory keys, special tools, filters, spare parts, and similar items for transfer to the owner's staff.
- Coordinate training of the owner's staff on equipment operations and maintenance as required by the contract documents.
- Receive and review as-built drawings for transfer to the owner.
- Attend any necessary Building Committee meetings.
- Any other services that would ensure a successful completion of the project.

5.0 Fee Proposal

Fee Proposal: The Respondent is to provide a total fee for their services as clerk of the works for this project as provided in the request for proposal. The fee is to be all inclusive and representative of the total project responsibilities.

6.0 Response to Request for Proposal

6.1 The Respondent shall provide one (1) copy of their response to this request for proposal and may be required to meet with the Superintendent or Board of Education to discuss their response.

6.2 The Respondent shall mail or hand-deliver their response in a sealed envelope and shall clearly mark the envelope as follows:

Sayles School
Attn: RFP for Clerk of the Works Services
25 Scotland Rd
Baltic, Connecticut 06330

6.3 The Superintendent will receive responses to the request for proposal until **3:00 pm on March 19th, 2021**, at the Sayles School Administrative Offices at 25 Scotland Rd, Baltic, Connecticut. Responses received after that time will not be considered.

6.4 If you have any questions, contact the Superintendent's Office:

William Hull
Superintendent
Sayles School
25 Scotland Rd
Baltic, CT 06330
Phone: 860-822-8264 ext. 108
Fax: 860-822-1347
Email: whull@spraguek12.org