

REQUEST FOR QUALIFICATIONS - CLERK OF THE WORKS SERVICES

February 26, 2016

Re: Sanford High School and Technical Center

Ladies and Gentlemen:

Lavallee Brensinger Architects is currently soliciting proposals from several companies/individuals for clerk of the works services related to the above referenced project. Each respondent is requested to review the information provided, and submit a Qualifications proposal on or before 4:00pm March 18th, 2016. Questions and proposals shall be forwarded to:

Lavallee Brensinger Architects
155 Dow Street, Suite 400
Manchester, New Hampshire 03101
(603) 622-5450
Attn: Lance Whitehead
Lance.Whitehead@LBPA.com

THE PROJECT

Sanford High School and Regional Technical Center will be a new free standing building of approximately 324,000 square feet on a new site in Sanford, Maine. The project construction budget is \$77.1M. It is a two story building, encompassing a High School and a Career Technical Center. Project specific highlights include a 900+ seat Auditorium, large Gymnasium, a Restaurant, a Cafeteria, several Specialty CTE Labs and a full complement of High School Spaces. Site development includes several ball fields, tennis courts, parking, roads, a track, a lit synthetic turf field, and a stadium.

PRELIMINARY PROJECT SCHEDULE

The anticipated schedule is as follows:

- 2/11/2016: Project Starts Bidding
- 03/30/2016, 3:00pm. Filed Sub Bids Due to AGC
- 04/06/2016, 2:00pm. Bids Due to Sanford School Department. Bid Opening at that time.
- 05/04/2016 Planned Bid Acceptance
- 05/11/2016 Planned Contract Execution* (Construction Commencement may begin immediately after)
- 01/01/2018 Anticipated approximate date for Owner's Consultant for Theater Equipment (High Output) will begin installation of those systems**
- 01/01/2018 Anticipated approximate date for Owner's Consultant for IT Equipment (Tabb Tech) will begin installation of those systems**
- 06/01/2018: Anticipated approximate date for Owner's Consultants and the Owner to begin move in of Equipment and Furnishings**
- 08/01/2018: Latest Date for Project Completion**
- August 14, 2018: Approximate Occupancy

Note: The above Project scope, budget, and schedule must be considered preliminary, and subject to revision as the Project proceeds.

Date

SCOPE OF SERVICES

Your services shall include complete, traditional Clerk of the Works services throughout Construction, Close-out, and Occupancy of the project. In general, the Clerk of the Works shall observe the construction of the project on-site to protect the School Department, the Architect, the Consulting Engineers, and the State of Maine against defects and deficiencies in the Contractor's work. The Clerk shall be on the premises on a full-time basis and perform inspections to confirm that the work is in conformance with the Contract Documents. The individual or company supplements, rather than replaces, the work of the Architect.

MISCELLANEOUS

1. You shall attend meetings with the Architect, Owner, and Contractor as required for the proper execution and coordination of the Work
2. You shall execute an agreement with Lavallee Brensinger Architects. You shall be paid hourly for your work at the Project Site. Travel expenses shall not be reimbursed to and from the project site.
3. You shall serve as an independent professional consultant, and not an employee, agent or partner of Lavallee Brensinger Architects. Therefore, you shall be solely responsible for the methods and means used in providing your services for this Project, and shall retain exclusive control over same. Your responsibilities shall include, but not be limited to, proper coordination with related utility companies, code officials and governmental authorities.

QUALIFICATIONS

The Clerk must provide evidence of successful experience and/or education in the development and implementation of construction projects. Individuals must be facile with computer hardware and software applicable to word processing and construction applications. The following qualifications are further recommended:

1. Ability to work with and among building tradespeople.
2. Experience and/or education in the construction, architectural design and engineering fields.
3. Demonstrated ability to oversee a major institutional or industrial construction project involving all phases of construction
4. Ability to maintain records, conduct conferences, observe work in progress and compile written reports and experience in the same.
5. Demonstrated ability to communicate on a professional level with the State of Maine, the School District staff, Architects, Engineers, and Contractors.
6. Demonstrated ability to interpret and understand Construction contracts, Drawings, Specifications, and similar construction documents and experience in the same.
7. Must successfully undergo all required background checks as required by the State of Maine.
8. Ability to constructively participate in dispute resolution.
9. Ability to provide impromptu briefings and reports to visitors and inspectors concerning the status of construction and ongoing activities.
10. Ability to understand the results of material testing and sampling.
11. Ability to understand warranties and conditions which invalidate those warranties.
12. Basic writing and computer skills.
13. Broad general understanding of current construction practices, methods, and materials.
14. Excellent interpersonal communications skills.
15. Familiarity with environmental laws and concerns.
16. Familiarity with proper procedures for handling and storing hazardous materials.
17. General knowledge of major building systems and how they work.
18. Knowledge of construction site administration.
19. Knowledge of techniques for construction scheduling.
20. Thorough knowledge of construction financing and accounting.
21. Thorough knowledge of construction site safety requirements.
22. Thorough knowledge of the roles and interactions of the members of the building team

Date

FORM OF PROPOSAL

Each proposal shall be submitted in PDF digital file format to Lance.Whitehead@lbpa.com (or delivered via disc to Lavallee Brensinger Architects), and shall include the following:

1. Proposer's name and address.
2. Identification and qualifications of the individual(s) who will be on site.
3. Representative list of related Projects. Provide a reference contact and phone number (Owner, Architect or Both) for each project.
4. Statement verifying availability to perform the tasks outlined above within the timeframe for the project. In general the anticipated schedule for work by the Clerk shall be as follows:
 - a. April 11, 2016 – May 5, 2016: Approximately 20 hours/week. Review Documents to familiarize yourself with the project. (Total This Phase: 60 Hours)
 - b. May 2, 2016 – August 5, 2016: Approximately 24 hours/week. Review Documents and visit site 1-2x per week. (Total This Phase: 336 Hours)
 - c. August 8, 2016 – August 31, 2018: Approximately 40 hours/week on site. (Total This Phase: 4280 Hours)
 - d. September 3, 2018- October 1, 2018: minor hourly work as needed to finalize close-out and post occupancy issues that may arise.
7. Identification of all qualifications or exceptions you may wish to make regarding this Proposal, performance of your services, or working relationships related to this Project.
8. Samples of work (reports etc.) from previous projects.
9. It shall be understood that the Architect retains the right to accept, reject, modify or negotiate any proposal.
10. Final contract terms to be negotiated with finalist candidate.

Thank you for your interest in this most important Project.

Sincerely,



Lance Whitehead
Lavallee Brensinger Architects

and

David Theoharides
Superintendent of Schools – Sanford School Department