Notice to Clerks of the Works

Request for Qualifications

The State of Maine Bureau of General Services wishes to procure Clerk of the Works services for the Ray Building Renovation Project in Augusta, Me.  This position will report directly to the Bureau of General Services/Owner.  The position will be full time five days a week and the project is expected to start in February 2022 and end in June 2023.

The clerk must possess qualifications of education and experience in construction technology and administration compatible with the needs of the public improvement. Including the ability to read and understand construction drawings, specifications, and contracts.   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.  General knowledge of major building systems and how they work.  Knowledge of construction site administration, techniques for construction scheduling, construction financing and accounting, and construction site safety requirements.

At least ten years of 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.

Electronics Qualifications Package should be sent to [BGS.Architect@maine.gov](mailto:BGS.Architect@maine.gov) no later than **November 19, 2021 at 1pm.**

Responding entities will be screened and interviewed on the basis of the qualifications only. Fees will not be discussed at the interview.