



State of Maine
Bureau of General Services
Division of Planning, Design & Construction

Request for Qualifications
Information for Clerks of the Works

The Bureau of General Services wishes to procure Clerk of the Works services for the **Mechanical Upgrades and Abatement Project** at 230 State Street in Augusta, Maine.

The scope of this project includes, but is not limited to, Clerk of the Works Services for 18 months. The firm may be required to coordinate this work or additional work with other consultants contracted by the Owner.

The Clerk will become familiar with the design and construction contract documents for the project in addition to the following:

- b. The Clerk will develop a list of required pre-installations meeting
- c. The Clerk will develop a list of required special inspections and materials testing.
- d. The Clerk will develop a list of contractor submittals
- e. The Clerk will help review submittals and RFI's that come in and become familiar with them.
- f. The Clerk will review products and materials that show up onsite to make sure they are correct.
- g. The Clerk will provide visual inspection/verification on testing requirements in accordance with the standard specifications when applicable.
- h. The clerk will coordinate and schedule with the sub-consultants to provide sampling and testing procedures and inspection reports in conjunction with special inspection and minimum testing requirements as provided by the owner.
- i. The Clerk will review the Contractor's work to make sure everything is being built to specification and will alert the Architect and the State right away if any of the work appears to be questionable or deficient.
- j. The Clerk will help make sure necessary testing and inspections are being done by the Contractor.
- k. The Clerk will review the Prime Contractor's construction schedule submittal and notify the Bureau's point of contact (POC) when the Contractor is not meeting the construction schedule.
- l. The Clerk will provide daily reports on the contractors work and their required protections for the Maine State Museum displays and artifacts including documentation of humidity levels.
- m. The Clerk will provide a weekly summary of the work completed and corresponding photo.
- n. The Clerk will help review the Contractor's pay requisitions for accuracy.
- o. The Clerk will attend all construction site meetings
- p. The Clerk will attend the Bureau's Annual Pay Requisition Meeting for the project.



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q. The Clerk will assist with coordination with the State's Office of Information Technology (IT), Property Management Division (PMD) and the Bureau's consultant Commissioning Agent

Interested firms should submit *one electronic copy* of a Letter of Interest with a Statement of Qualifications which includes the firm's response to each of the following criteria.

- A. qualifications to undertake this project;
- B. documented experience with budgets, estimating, and project cost control;
- C. list of projects that demonstrate the firm's capabilities;
- D. list of recently completed work of similar type and size projects, with client contact information for each project;
- E. organization of team and profiles of key personnel who would be involved in the project;
- F. statement of current workload and ability to absorb the project; and
- G. list of business references other than those listed above, including contact information.

The *paper copy* of the Letter of Interest and Statement of Qualifications should be sent to BGS.Architect@maine.gov so as to be received not later than **1:00 PM on April 15th**. The *electronic copy* of the Letter of Interest and Statement of Qualifications should be sent as an attachment to an email addressed to BGS.Architect@Maine.gov so as to meet the deadline noted above.

Firms responding will be screened and interviewed on the basis of qualifications only. Project fees and specific design solutions for this project will not be discussed at the interview. Specific program information will not be available before the screening of qualification packages. The selection committee will rank all firms and negotiate fees with the highest ranked firm.



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Clerk of the Works Procurement Process

1. The advertisement of this Request for Qualifications is the initial step in the process after the Agency assures that the project itself is approved and funded. A clear scope of services statement is an essential component of the advertisement.
2. Interested firms respond to the Request for Qualifications (RFQ) as described below, submitting the Letter of Interest and Statement of Qualifications to the Selection Committee.
3. The Selection Committee screens all submissions and invites the most qualified firms to interview for the project, typically three to five firms.
4. The Selection Committee interviews the firms. Second interviews may be scheduled. References are checked.
5. The Selection Committee ranks all of the interviewed firms. The Committee negotiates an agreement with the highest ranked firm based on the scope of professional services identified in the RFQ and interview.
6. A BGS Architect/Engineer Agreement is drafted.
7. The agreement must be approved by BGS before work commences.