

REQUEST FOR QUALIFICATIONS & PROPOSALS - CLERK OF THE WORKS SERVICES

May 24th 2024

Re: RSU 14: Windham Raymond Middle School

Ladies and Gentlemen:

Regional School Unit Fourteen (RSU 14), the Owner, wishes to engage an On-site Clerk of the Works for the Windham Raymond Middle School project, located in Windham Maine.

On behalf of RSU 14, Lavallee Brensinger Architects is soliciting Qualifications for the services required. The Selected Clerk shall be contracted directly with the Owner, and shall perform the scope of services defined within the Scope of Services: Clerk of the Works; and meeting the needs as outlined below, and for the completeness and accuracy of the services provided.

Each respondent is requested to review the information provided and submit a Qualifications Package and a Fee Proposal to the contact below via email on or before June 20th, 2024 at 2:00 pm

Lance Whitehead
Lavallee Brensinger Architects
Lance.Whitehead@lbpa.com
207-558-7200

Questions related to this RFQ/P shall be directed to the same contact.

THE PROJECT

The Windham Raymond Middle School will be a new free-standing building on the site located on 71 Windham Center Road in Windham, Maine. The facility includes approximately 260,000 gross square feet of new construction. It is a multi-story building including multiple types of learning spaces, Auditorium, Gymnasia, and dining facilities. The Owner will contract separately with the Site Contractor for all site related work; separately with a General Contractor for all building related work; and separately with multiple Technologies, Audio-Visual, Equipment, and Furniture vendors.

Further, the Site Project consists of all sitework associated with site preparation through excavations of subgrades, utility installations, access drive construction, field construction, pre-engineered elevated pedestrian walkways (boardwalk), and other site improvements on an approximately 40-acre site in Windham Maine. Sitework will commence to achieve preparation for a new school building under separate General Contractor Agreement, and continue with all sitework activities to the completion of the new school project.

This is a State of Maine and Locally Funded Public School Project. The Owner is Regional School Unit Fourteen (RSU 14).

Basic Drawings can be downloaded at the following link: [21-060-00 RSU-14 Clerk Set 052124.pdf](#)

PRELIMINARY PROJECT BUDGET AND SCHEDULE

The total project budget including fees, soft costs, contingencies, furnishings, and equipment is estimated at approximately \$171,550,000 (One Hundred Seventy-One Million Five Hundred Fifty Thousand Dollars).

- Total Site Construction Value is estimated at approximately \$20,000,000 (Twenty Million Dollars).
- Total Building Construction Value is estimated at approximately \$112,210,000 (One Hundred Twelve Million Two Hundred Ten Thousand Dollars).

The anticipated schedule is as follows:

- July 15, 2024: Site Construction Start
 - "SITE ONLY" phase is from July 15, 2024 to February 17, 2025 (approximately 7 months)
- February 17, 2025: Building Construction Start
 - "FULL CONSTRUCTION" phase is from February 17, 2025 to Occupancy (approximately 30 months)
- July 1, 2027: Substantial Completion of both Site and Building Construction
- August 1, 2027: Move-in Completion and School Occupancy

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

SCOPE OF SERVICES

Your services shall include complete, traditional Clerk of the Works services throughout Construction, Commissioning, 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.

During the "SITE ONLY" phase of construction, the Clerk shall be on the premises on a part-time basis, which amounts to five days a week (Monday through Friday) for a minimum of 2 hours per day. During the "FULL CONSTRUCTION" phase of the project, the Clerk shall be on the premises on a full-time basis (8 hours per day, 5 days per week) throughout the construction period. The Clerk shall perform observations 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. An on-site office with normal utilities and internet access will be provided by the Owner.

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 RSU-14: Windham Raymond School District. 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 or RSU-14. 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.

4. Your scope of work should generally include the following:
- a) Monitor the Contractor's construction schedule and alert the Owner to conditions or actions that may affect the Contractor's ability to complete the work in accordance with the schedule and/or in accordance with the construction documents.
 - b) Attend the job site meetings including but not limited to the weekly Contractors meeting and the semi-monthly Construction Administration and Requisition Review meetings.
 - c) Observe the systems and equipment testing required in the Specifications and report test results to the Owner.
 - d) Maintain records at the Project site in an orderly manner. These records may include correspondence, Contract Documents, Change Orders, Construction Change Directives, reports of site meetings, Shop Drawings, Product Data and similar submittals; supplementary drawings, and Applications for Payment; and names, addresses and telephone numbers of the Contractor, Subcontractors, Owner's separate contractors, and principal material suppliers
 - e) Maintain records at the Project site in an orderly manner as directed by the owner. Include copies of construction schedule, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, invoices, lien releases, and any other applicable documentation.
 - f) Review the Contractor's on-site copy of the Drawings, Specifications, addenda, Change Orders and other modifications at intervals appropriate to the stage of construction and notify the Owner of any apparent failure by the Contractor to maintain up-to-date records.
 - g) Maintain a log of activities at the Project site, including weather conditions, nature and location of Work being performed, verbal instructions and interpretations given to the Contractor, and specific observations.
 - h) Issue daily and weekly field reports, documenting progress with photos of key conditions, milestones, and daily progress.
 - i) Assist the design team and the owner 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
 - j) 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.
 - k) Evaluate, log, and make recommendations on requests for change orders.
 - l) Notify the owner and the architect of any conditions which may delay completion of the total project or of major parts of the project.
 - m) Notify the owner 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.
 - n) Maintain consistent communication with the owner and the architect.
 - o) Accompany/witness inspectors from local, state, or federal agencies having jurisdiction over the project. Report observations to the owner and the architect. Monitor any corrective actions.
 - p) Monitor the proper storage of materials, including any off-site storage. Report problems to the 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.
 - q) 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 to the architect and the owner.

- r) Observe the quality and progress of construction to determine, in general, that it is proceeding in accordance with the contract documents and schedule.
- s) Coordinate with the Commissioning Agent and the Contractor to allow for execution of the commissioning agent's responsibilities.
- t) Receive and review all requests for payment from the General Contractor. Make recommendations to the Owner and Architect concerning payment.
- u) Review field reports from architect and engineers. Monitor and report on the progress and completion of corrective actions by the Contractor.

QUALIFICATIONS

The Clerk must provide evidence of successful experience in the development and implementation of Clerk of the Works services, or similar, as related to construction projects. The following qualifications are further recommended:

1. Demonstrated ability to work with and among building tradespeople.
2. Proficient in computer skills to create and communicate documents, reports, pdf files, photos, etc... as related to the Work and transmitted through e-mail.
3. Demonstrated ability to maintain records, attend conferences, observe work in progress and compile written reports.
4. Demonstrated ability to communicate, on a professional level, with Owners, Architects, Engineers, and Contractors.
5. Demonstrated ability to review and understand Construction contracts, Drawings, Specifications, and similar construction documents.
6. Must successfully undergo all required background checks as required by RSU-14.
7. Demonstrated ability to provide impromptu briefings and reports to visitors and inspectors concerning the status of construction and ongoing activities.
8. Demonstrated ability to understand the results of material testing and sampling.
9. Demonstrated ability to understand warranties and conditions which invalidate those warranties.
10. Possess a general understanding of current construction practices, methods, and materials.
11. Possess excellent interpersonal communications skills.
12. Possess a familiarity with environmental laws and concerns.
13. Possess a familiarity with proper procedures for handling and storing hazardous materials.
14. Possess a general knowledge of major building systems and how they work.
15. Possess a general knowledge of construction site administration.
16. Possess a general knowledge of techniques for construction scheduling.
17. Possess a general knowledge of construction site safety requirements.
18. Demonstrated understanding of the roles and responsibilities of the members of the project team

RESPONSE AND FEE PROPOSAL

In addition to the qualifications above you will provide a fee structure for each phase of the project. Clearly delineate fees accrued during the site only phase of construction and fees accrued when the General Contractor is onboard through the entirety of the project.

Each response shall be submitted in a PDF digital file format to Lance Whitehead at Lance.Whitehead@lbpa.com 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. Estimated fees, as an hourly rate for each proposed individual, and total fee estimates for the duration of the project broken out by site phase and building phase.

4. Representative list of at least five (5) related Projects. Provide a reference contact and phone number (Owner and Architect) for each project.
5. Statement verifying availability to perform the tasks outlined above within the timeframe for the project. Refer to the anticipated schedule noted above.
5. 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.
6. Samples of work (reports etc.) from previous projects.
7. Other relevant information in response to this RFQ/RFP.

REVIEW / SCORING / SELECTION PROCESS

The Owner intends to review qualifications and proposals within two weeks of receiving them, and provide initial scoring of the respondents.

The initial proposals will be scored using the following point system:

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| 1. Company and Proposed Personnel Relevant Experience: | 20 points |
| 2. Demonstrated Understanding of the Role | 20 points |
| 3. Project References: | 30 points |
| 4. Fees / Hourly Rates: | 30 points |

The Owner intends to create a short list of candidates to be interviewed shortly after the initial review. Interview time, date, and location to be determined. After the interview, the Owner intends to revise/refine scoring to rank the candidates and negotiate a contract agreement with the highest ranked candidate.

Thank you for your interest in this most important Project.

Sincerely,



Lance Whitehead, AIA
K12 Studio Leader / Managing Principal
Lavallee Brensinger Architects

(On Behalf of RSU-14)