



YARMOUTH SCHOOL DEPARTMENT

"Empowering students"

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REQUEST FOR QUALIFICATIONS

The Yarmouth (Maine) School Department wishes to procure Owner's Representative services for expansion and renovation projects at Rowe Primary School, Yarmouth Elementary School, Harrison Middle School, and Yarmouth High School in Yarmouth, Maine. The total project budget is \$52,000,000.

The Yarmouth School Department has conducted a two-year long-range facilities study, complete with ten-year enrollment projections, and has worked with an architectural/engineering firm to develop concept plans for the expansion and renovation of all four of its schools. Information regarding project scope may be found on the Yarmouth School Department website:

<https://drive.google.com/file/d/1NVzi-lp3g0v-ZO9VMvB9JhsA75WHFCIT/view>

Interested firms should submit five paper copies of a Letter of Interest and Statement of Qualifications (see Exhibits 1 and 2). Responses are due to Andrew Dolloff, Ph.D., Superintendent of Schools, Yarmouth School Department, 101 McCartney Street, Yarmouth, ME 04096 by 1:00 p.m. Thursday, November 29, 2018.



Exhibit 1: Statement of Qualifications – Required Information

1. Brief History of the Firm
 - a. Size of Firm/Staff
 - b. Years in Business
 - c. Organization chart of Firm
 - d. Distance from Yarmouth, Maine

2. Background
 - a. Resumes of Team Members
 - i. Name
 - ii. Office Location
 - iii. Phone Number
 - iv. Years of Service with Firm
 - v. Education
 - vi. Professional Experience
 - vii. Pertinent Experience

3. Representative Projects – List a minimum of three (3) projects completed by your firm that best represent a similar scope, budget, program and complexity. For each project, please include:
 - a. Completion Date
 - b. Name and Location
 - c. Budget
 - d. Description
 - e. Photographs
 - f. Total Square Footage
 - i. Additions
 - ii. Renovations
 - g. Cost per Square Foot (Exclude Site Costs and Architectural Fees)
 - h. Change Order Percentage

4. Legal Proceedings
 - a. Identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or contractor against your firm for any project in the past five years.

5. References: Please provide a minimum of three references to contact.

6. Unique Qualifications: Please state why your firm should be selected by the owner

Exhibit 2: Owner's Representative Scope of Services

A. GENERAL

1. Facilitate communications, teamwork and trust between the Owner, Contractor, and Architect, in conformance with Owner/Architect and Owner/Contractor agreements.
2. Prepare for and if requested attend meetings of the Owner's Building Committee, participate in and keep a summary record of Committee deliberations.
3. Communicate as necessary with the Building Committee through the Superintendent of Schools.
4. Perform such other associated duties as are assigned by the Owner.
5. Help Owner understand material provided by the Architect and General Contractor, including the implications of recommendations.
6. Maintain project files as required by Owner.
7. Develop schedule and basis of compensation of Owner's Representative's deliverables and additional services, if any.

B. DESIGN PHASE

1. Attend and participate in meetings as required.
2. At the conclusion of the Design Development phase:
 - a. Provide recommendations to Owner regarding conformance with cost estimate and budget, schedule, document quality and stage of development, and other project criteria.
 - b. Review project costs, including construction cost estimates, against budget and make recommendations for corrective action as needed, which may include "value engineering" or scope reduction.

C. BIDDING PHASE

1. Advise Owner as to the implications of addenda.
2. Assist the Owner in understanding filed sub-contract and General Contractor bid analysis.
3. Assist Owner regarding contract negotiation alternatives if warranted.

D. CONSTRUCTION PHASE

1. Be on the site as requested by Owner to monitor the progress of the work, to facilitate timely answers among the project team members and Owner, and to assist in the smooth progression of the work.
2. Assist the Architect and Owner with review of the Construction Schedule developed by the General Contractor. Review weekly, or periodically as directed by the Superintendent of Schools, current critical issues, the updated schedule, and current RFI, Submittal, and Change Order logs.
3. Represent the Owner, as directed, at construction and pay requisition meetings.
4. Attend progress meetings on site with the General Contractor and Architect and advise on procedures, progress, quality of work, and schedule. Review meeting minutes and track action items, areas of responsibility, due dates, and general accuracy.
5. Issue a monthly progress report to the Owner and Architect that includes an updated schedule (based upon schedules provided by General Contractor), as well as a discussion of current critical issues, general progress and quality of the work, potential problems, overall status of the project, and suggest solutions as required. If schedule may be or has been adversely impacted, suggest a recovery schedule and work collaboratively with effected parties,
6. Meet with the Owner as requested to review and discuss construction progress and quality, and general conformance with the contract documents.
7. Work with Owner to update project budget on a monthly basis, identify variances between actual and budgeted costs. Recommend corrective action.
8. Review the Submittal Log to ensure that all submittals required by the contract documents are submitted and processed in a timely fashion. Report problems to the Owner.
9. Work with the Architect and General Contractor to prioritize submittals for review based on lead times for materials addressed in given submittals.
10. Review Change Proposals and Change Orders and advise Owner.
11. Assist Architect and Owner in review, evaluations and documentation of claims and recommend actions to Owner.
12. Review log of all Requests for Information (RFI) to assure that none are overlooked and that all are responded to in a manner that preserves the schedule and the budget. Problems shall be reported to the Owner.
13. Review all Invoices for Architect Services and make recommendations prior to approval and payment by the Owner.

D. CONSTRUCTION PHASE (continued)

14. Review Monthly Progress Payments presented by the General Contractor and evaluate that amounts being invoiced are compatible with the progress of the Work and approved Change Orders. If the Owner's Representative believes that the invoice is inconsistent with the progress of the work he or she shall meet with the Architect to discuss the basis for the billing and propose adjustments if needed prior to making a recommendation to the Owner for approval of payment.

15. Ensure that record drawings are being maintained.

16. Review with the Architect proposed substitutions of significant material or equipment and make recommendations to the Owner relative to quality, durability, cost, and schedule impact.

17. Report project-related Contractor-Subcontractor relations, jobsite problems and job coordination issues to Owner.

18. Report to Owner any differences that may occur between the Architect and Contractor regarding execution of the work.

19. Inspect the work for the purpose of quality control and conformance with the drawings and specifications. Any deficiencies found will be discussed with the Architect for review as necessary.

E. POST-CONSTRUCTION PHASE

1. Observe final testing and startup of all utilities, systems and equipment. Coordinate items to be completed or corrected with the Architect and General Contractor.

2. Assist Owner in scheduling training for maintenance personnel on mechanical and electrical systems with the General Contractor. Review submittal to Owner of warranties, keys, record documents and operating manuals.

3. Review project close-out package with the Architect to verify that all requirements are satisfied.

4. Verify receipt of Certificates of Occupancy, completion of punch list items and review of Record drawings.

5. Review final pay application and recommend release of retainage based upon completion of the contract requirements.

F. WARRANTY PHASE

1. Coordinate requests for warranty work from Owner with Architect to aid timely completion of the required work.