

PROPOSAL PACKAGE FOR
CLERK OF THE WORKS / ON-SITE MANAGER
ROOSEVELT MILLS PRE DEVELOPMENT SITE WORK

BACKGROUND

Vernon anticipates receiving financial assistance from the State of Connecticut Department of Economic and Community Development for pre development site work at 215 East Main Street, (the Roosevelt Mills site) which is property owned by Loom City Lofts, LLC hereinafter referred to as the “Owner” with the majority of the work to be completed this summer. Vernon is in need of a Clerk of the Works / On-Site Manager to act as the Town’s representative during the pre development and cleanup work to be completed at the Roosevelt Mills site.

GENERAL POSITION DESCRIPTION

The Clerk of the Works / On-Site Manager hereinafter referred to as the “Manager” will be contracted by the Town of Vernon and will report to the Town Administrator. The Manager will work with the Owner, the Vernon Town Engineer and the General Contractor, who is the successful bidder for the project. This would be an appointment in which the individual would serve as the Town of Vernon’s day-to-day onsite representative. The Manager will provide on-site observation, issue progress reports, maintain accurate and timely budget information, act as the Town’s representative, and monitor all the operations to ensure the quality of the construction in accordance with the specifications and code requirements.

QUALIFICATIONS

- Broad knowledge of current construction practices, methods and materials, understanding of major demolition and site clean up required
- General knowledge of Connecticut Building codes, National Electric Code, NFPA, and other applicable codes, and/or the ability to successfully research concerns relating to these codes is required.
- Ability to read and interpret construction drawings, specifications, and contracts is required
- Ability to decipher material testing and sampling reports and understand how these reports influence the quality of materials which are installed on the project is required.
- Ability to understand the warranty limitations and/or conditions which would invalidate those warranties is required.
- Working knowledge of the techniques and methods used for structural reinforcement is required.
- Experience with computer based construction scheduling software is preferred. (Microsoft Office Project 2007)
- Thorough knowledge of construction financing and accounting is preferred. Ability to verify the value of onsite materials and in place construction is required.
- Comprehensive knowledge of PESH and OSHA requirement for construction site safety

is required.

- Familiarity with the proper procedures used for handling and storing of hazardous construction materials, and/or ability to successfully research these requirements is required.
- Familiarity with particular environmental laws or concerns which could impact construction is required.
- Excellent interpersonal communication skills; ability to communicate clearly and concisely both written and verbal is required.
- Proficiency in the use of computers including the use of MS Word and Excel is required.
- Organizational skills and ability to handle multiple tasks at one time is required.
- Ability to anticipate potential problems; be proactive rather than reactive is required.
- A positive and productive attitude toward the workplace is required.
- Ability to constructively participate in dispute resolution is required.
- Knowledge of requirements and procedures of the State of Connecticut Department of Economic and Community Development.

EXPERIENCE

- At least ten years 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 title is required.

DUTIES AND RESPONSIBILITIES

- Develop a thorough familiarity with the purpose of the pre-development site work for the facility to be undertaken, with the requirements of the Town, with the requirements of the State of Connecticut Department of Economic and Community Development and with the contract documents.
- Develop a thorough understanding of the project budget; continuously track and verify that the contractor is staying within the parameters of the established budget.
- Continuously maintain communications with all entities of the team.
- Prior to the start of construction, receive a Project Roster Form indicating all parties associated with the construction team, including key company representatives, company information (addresses and phone numbers), and emergency contact information. See that this information is presented to all members of the construction team and updated as necessary.
- Maintain records in an orderly manner. Included in these records shall be copies of all correspondence concerning the project, contract documents, construction schedule, change orders, test results, permits, inspection reports, insurance policies, minutes or summaries of meetings, shop drawings, submittals, invoices, lien releases, and any other applicable documentation relating to the project.
- Maintain a log of all daily activities indicating daily progress, weather conditions, visitors, inspections/inspectors, manpower, nature and location of work being performed and any other applicable information which may be of importance.
- Review field reports. Monitor and report on corrective actions.
- Observe materials delivered to the construction site to ensure that materials used are those specified or approved substitutes, and that materials are in good condition and

- free of defects. Immediately report in writing any problems to the Town Administrator.
- Monitor that materials are properly stored, including any off-site storage. Report problems to the general contractor. Notify the Town Administrator if, in the clerk's opinion, any materials should be replaced due to improper storage. Document findings with photographs.
 - Immediately notify the contractor's superintendent of any unsafe conditions observed. Notify the Town Administrator, and the general contractor of the unsafe conditions and corrective measures taken. Promptly document the condition and corrective measures taken, using photographs as necessary.
 - Immediately notify the Town Administrator and the general contractor 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.
 - Immediately notify the Town Administrator and the general contractor of any conditions which may delay completion of the total project or any major parts thereof.
 - Maintain separate files of approved and denied change orders. Log, evaluate.
 - Attend all project meetings as the Town's representative.
 - Coordinate scheduling. Continually insist that the general contractor updates the construction schedules. Manage/enforce the requirements set forth in the contract documents as it pertains to project schedules.
 - Observe construction testing as required by the contract documents. Obtain and file all testing results. Immediately inform the Town Administrator and general contractor if deficiencies are found.
 - Review all requests for payment from the general contractor. Make the Town Administrator aware of recommendations or concerns regarding payment.
 - Assist 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.
 - Participate in final inspections and commissioning.
 - Receive and review as-built drawings for transfer to the owner.

SCOPE OF SERVICES

The Town is willing to contract for, and the Owners Representative is willing to provide, Clerk of the Works / On-Site Management services to the Town of Vernon for pre development site work at 215 East Main Street, Vernon CT which is not intended to replace, reduce or otherwise modify the responsibilities of the architect, the engineer, the contractor, or any other party.

- Attend contractor's construction planning, coordination and progress meetings as the Owner's Representative. Maintain daily log of activities.
- Observe monitor, document and communicate to the Contractor, Town Administrator safety issues and concerns brought forth by any party and resolutions of those issues and concerns.
- Review for compliance with the construction specifications all submittals and shop drawings.
- Maintain a file of all approved submittals and shop drawings by division.
- Maintain a record of all certified payrolls.
- Maintain a separate record of all transmittals, (RFI's) request for information, Construction Change Directives, Inspection Reports, etc.
- Coordinate requirements of any Special Inspectors and the Town of Vernon's Building Official/ Fire Marshall and Town Engineer. Maintain a separate record pertaining to those inspections.
- Review and maintain a record of changes to the construction documents and proposed change orders, protecting the Town's interest. Provide documentation of any Time and Material Change orders or Construction Change Directives.
- Observe, review, and monitor and document construction activities with respect to overall quality and compliance with the construction documents,
- Evaluate all requests for payment. Maintain a record of all payments.
- Review, monitor, and communicate to the contractor, and Town Administrator substandard and or defective work. Maintain a record of such and the resolution as to incomplete substandard and or defective work.
- Track and document records of all Owner Instruction and Close-Out Documents as provided by the Contractor.

- Review as to construction specification compliance all related as built drawings and building operation and maintenance Manuals.

Other duties as required.

Resume(s) of staff member(s) to be assigned to the project.

A summary of the firm's qualifications as they relate to the specific assignment.

A brief summary of your understanding and approach to the project services to be provided.

A fee proposal consisting of hourly

- billing rates of assigned staff
- hourly billing rates shall include actual payroll, burden, fringe, overhead and profit allowable
- direct costs associated with the work

The fee should be based on a full time clerk of the works/on-site manager for a period of four (4) months.

The consultant's proposal should be submitted to the Office of the Town Administrator, Town Hall, 14 Park Place, Vernon, CT, 06066 no later than 2:00 p.m. on September 8, 2009 at 2:00 p.m.

Requests for clarification concerning this Invitation to Bid must be in writing and may be submitted by email or fax to John Ward at jward@vernon-ct.gov or (860) 870-3665. No requests will be received after 5:00 pm on August 28, 2009. All questions and answers will then be posted by August 31, 2009 on the Town's website, www.vernon-ct.gov.