



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**REQUEST FOR QUALIFICATIONS
TOWN OF SIMSBURY
Owner's Project Representative Services
Simsbury Public Library
Lower Level Interior Improvements**

Scope of Services

General

The **Owner's Project Representative** shall be responsible for assisting the Town of Simsbury Public Library Building Committee (hereinafter "Owner") and its agents in the review and administration of the construction contracts for improvements to the Lower Level of the Simsbury Public Library. The selected Owner's Project Representative would also be required to providing preconstruction services and field and on-site observation coordination for the project. Below is the location of the project, the approximate size of the project, the general scope of the project, and the architect responsible for the design and contract administration for the project:

Simsbury Public Library
725 Hopmeadow Street
Simsbury, Ct. 06070

Approximately 3,200 square feet of unfinished space in the lower level of the Library will be improved to include an 80 seat meeting space as well as accommodating the Friends of the Simsbury Library book sorting and storage space. In addition, approximately 940 square feet of existing finished space will be reconfigured and renovated.

Architect: Butler Rowland Mays Architects, LLP
57 West High Street
Ballston Spa, N.Y. 12020

The individual or firm responding the Request for Qualifications shall possess considerable experience in:

- Scheduling
- Assuring compliance with contract requirements;
- Schedule reviews, interpretation and tracking;
- Coordination of shop drawing process among Contractor, Architect, and Owner;
- Preparing and presenting reports to Owner regarding progress of work and areas of concern (daily logs, job meetings & monthly reports);
- Ability to communicate effectively among Owner, Architect, and Contractor.

Telephone (860) 658-3260
Facsimile (860) 658-3205

www.simsbury-ct.gov

An Equal Opportunity Employer
8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Friday

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- Assist in compliance with the Simsbury Library Board operational and security requirements;

Duties and Responsibilities

I. Preconstruction Phase

The selected Owner's Project Representative will be expected to provide the following preconstruction services as part of this assignment:

- Review plans, specifications, contract documents for accuracy and completeness.
- Review selected materials, systems and equipment in regards to cost and appropriateness.
- Review feasibility of construction, time requirements and alternative design materials to reduce costs if required.
- Review project schedule for appropriateness.
- Review project budget and construction cost estimate for accuracy.
- Review need for phasing and temporary construction requirements to ensure continuous use of the library during construction of the project.
- Review constructability of the proposed project.

II. Construction Phase

Review and comment on the schedule of values submitted by the Contractor.

Perform on-site observations of the progress and quality of the Work as may be reasonably necessary to determine in general if the Work is being performed in a manner indicating and that the Work when completed will be in conformance with the Contract Documents. Notify the Architect and Owner immediately if, in the Owner's Project Representative's opinion, Work does not conform to the Contract Documents or requires special inspection or testing.

Monitor the Contractor's construction schedules on an ongoing basis and alert the Owner to conditions that may lead to delays in completion of the Work.

Prepare monthly progress reports and update of project schedule to the Simsbury Library Building Committee.

Attend all regularly scheduled job meetings and report to the Owner on the proceedings with attention given to progress of work, problems, and scheduling. Attend monthly Simsbury Library Building Committee meetings.

Coordinate tests required by the Contract Documents.

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Maintain records at the construction site in an orderly manner, include correspondence, Contract Documents, Change Orders, Construction Change Directives, reports of site meetings, Shop Drawings, Product Data, and similar submittals; supplementary drawings, color schedules, requests for payment; and names, addresses, and telephone numbers of the contractors, Subcontractors, and principal material suppliers.

Maintain a log book of activities at the site, including weather conditions, nature and location of Work being performed, verbal instructions and interpretations given to the Contractor, and specific observations. Record any occurrence or Work that might result in a claim for a change in Contract Sum or Contract Time. Maintain a list of visitors, their titles, and time and purpose of their visit, if requested.

Observe the Contractor's record 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.

Assist the Architect in conducting inspections to determine the date or dates of Substantial Completion and the date of final completion.

Review and verification of contractor prepared as-built drawings.

III. Closeout Phase

Coordinate as necessary with Building Official, Fire Marshal Town and Simsbury Public Building Committee

Submittal Requirements

Proposals, endorsed "Owner's Project Representative Services" will be received at the office of the Finance Director, 933 Hopmeadow Street, (Route 10/202), Simsbury, CT 06070, until Thursday, June 28, 2018, at 11:00 a.m.

The individual or firm seeking to serve as the Owner's Representative shall submit a proposal addressing, as a minimum, the items described in this Scope of Services.

Submittals shall be organized as follows:

- A resume of education and construction experience for personnel identified for the project
- Qualifications, State of Connecticut Licenses, Other pertinent construction related certifications.
- An overview of your abilities to act as an Owner's Project Representative for this project.
- References; Organized by the most recent, including project size, type, location dates of service, Contractor, special project features, and if completed on time (if not, why not). Highlight those with construction activities associated with library construction

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Provide with the references from the architectural design firm name or construction monitoring firm if different, with a contact name and phone number. Provide with the reference the name and contact person and phone number of the owner.

- Specific procedures and Tasks that your firm would perform in a “renovation” project including but not limited to:
 - a. Phasing of Contractual Work
 - b. Interaction with Administration (Library Director or other assigned staff), Town Authorities (Building Inspector and Fire Marshal) and Library Building Committee.
 - c. Experience related to proper screening of all personnel assigned to this project (Design Team, General Contractor and Subcontractors). The method of daily monitoring construction personnel on staff.
 - d. Experience related to Commissioning of Project by Engineer of Record or a third party.
 - e. Training, Punch List Review and project close out.

The submittal shall clearly indicate who will be performing the work and shall specifically include that individual's resume. If more than one person is to be assigned, a resume of each shall be submitted, along with a clear description of their responsibility submit 5 bound copies and a flash drive of your proposal.

Fee Schedule

I. Project Preconstruction Phase Work

Since this work will be performed as requested by the owner, an hourly rate should be submitted. Also, an estimate budget of the number of hours for these services shall be included in the proposal based on your past experience should also be submitted.

II. Construction Phase Work

We expect this work to be approximately divided into three phases, with the following estimated times.

- Project Preconstruction Phase 1 month
- Construction Phase 4 months
- Project Final Phase/Closeout 1 month

The Construction Phase shall include part-time services of an individual with the appropriate experience to observe and coordinate construction activities at an agreed upon hourly rate. We anticipate that services will be required on average for 16-20 total hours per week for the project.

The Project Preconstruction Phase shall be based on a submitted hourly rate. An estimation of hours to complete this work, based on your past experience shall also be submitted.

III. Project Final Phase/Closeout

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Since this work will be performed as requested by the owner, an hourly rate should be submitted. An estimation of time, based on your past experience, should also be submitted.

Payment

The hourly rate and lump sum payment, along with any authorized monthly payments, shall be the only payments made to the Individual or firm, which is serving as the Owner's Representative. All travel insurance, telephone, fax, e-mails, computer, copies and any other costs shall be included in the hourly rates.

Selection Process

The Simsbury Library Building Committee in reviewing the submittals and to develop a short list group of firms to be considered for this assignment. The Simsbury Library Building Committee will schedule interviews of those applicants on the short list, select a firm/individual, and negotiate final fees. Invoices shall be submitted monthly.

1. Final selection will be held by the Simsbury Library Building Committee, which shall consider the following criteria:
 - a. Due consideration of the proposer's pricing for the project,
 - b. Experience with work of similar size and scope as required for the order or contract,
 - c. Organizational and team structure for the order or contract,
 - d. Past performance data, including, but not limited to, adherence to project schedules and project budgets and the number of change orders for projects,
 - e. The approach to the work required for the contract, and
 - f. Documented contract oversight capabilities
2. Not more than four (4) firms will be invited to finalist interviews with the Simsbury Library Building Committee as part of the selection process. Fees from the selected firm will be negotiated by the Committee as required.
3. A Professional Services Agreement will be prepared by the selected firm for review and approval by the Committee and Town Counsel.
4. Appropriate evidence of necessary insurance will be required after selection.
5. The Town of Simsbury retains the right to accept all or part of the submitted proposal.

Term of Contract

It is estimated that the contract term will run from July 1, 2018 through February 28, 2019.

Other Requirements

1. The Owner's Representative shall comply with all requirements of the Equal Employment Opportunity Act.

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2. The Owner's Representative shall be responsible for any Connecticut and Federal Taxes, as may apply to the Scope of Services.
3. The Owner's Representative shall procure and maintain insurance, as may be required by State law, including, but not limited to, \$2,000,000 General Liability, \$1,000,000 Automobile, and coverages in compliance with the Workers' Compensation Act.
4. A professional services agreement will be executed for all required duties and responsibilities described in this Scope of Services, or as added during discussions.

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