

**Clerk of the Works/Owner's Representative**

**Town of Essex, Vermont**

**Police Facility Project**

**I. Request for Qualifications**

The Town of Essex is seeking qualified firms or individuals to serve as the clerk of the works/owner's representative for its police facility project. The Town is building an 18,000+/- square foot single-story police facility on 5.65 acres of land located at 145 Maple Street in Essex Junction. The Town received voter approval for a \$6.9 million bond for the project in November 2012. The facility will be capable of performing at Leadership in Energy and Environmental Design (LEED) Gold standards, though formal LEED certification is not being sought.

**II. Services**

The following is a list of, including but not necessarily limited to, the services the clerk of the works/owner's representative would be expected to perform for the Town of Essex.

- Attend at least two pre-construction and one post-construction meeting.
- Attend weekly project meetings.
- Ensure that the project conforms to the plans and specifications.
- Prepare and submit daily logs detailing progress, workforce, subcontractors and vendors on-site, interactions with the contractor and other members of the project team and State and local officials, and general observations.
- Provide the owner with weekly progress reports via email.
- Maintain continuous communication with the owner, including immediate notification of potential or actual safety violations, inspection and testing results (including substandard materials), deviations from specifications, and any conditions that may cause delay in the project schedule or increases in cost.
- Maintain a photographic log of the project, providing photos along with the weekly report.
- Observe the testing of materials and monitor any corrective actions taken as a result of materials testing.
- Review invoices, change orders, payroll, and field reports.
- Observe the delivery of materials to the project site and ensure conformance with applicable documents and/or drawings.

August 2, 2013

The owner has selected construction management as the delivery method for this project. As such, it is expected that the clerk of the works/owner's representative will work closely and collaboratively with the Town's selected project team.

### **III. Submission requirements and deadlines**

Responses to this request must include a statement of qualifications, outlining education, training, and experience; as well as current and projected workload and availability. Please note any experience with high performance (energy) buildings.

The base fee for services should include mileage and general reimbursable mark-up percentage.

Please submit responses electronically to Assistant Town Manager Trevor Lashua at [tlashua@essex.org](mailto:tlashua@essex.org) no later than 12:00 p.m. on Friday, August 30, 2013. In the subject line write, "Town of Essex – clerk of works RFQ response."

Late responses will not be considered. The Town of Essex reserves the right to accept, reject, or alter any response. The RFQ is not a contract.

### **IV. Project Schedule**

The project is expected to begin construction no later than November 2013 and conclude with the facility's opening in July 2014.

### **V. Questions**

Contact Assistant Town Manager Trevor Lashua at (802) 878-1341 or [tlashua@essex.org](mailto:tlashua@essex.org).