

## REQUEST FOR QUALIFICATIONS & PROPOSAL Owner's Project Manager

Williston Central School  
Williston, Vermont  
December 9, 2016

### Request for Qualifications

The Williston School District requests submissions of Qualification Statements and Salary Requirements for the position of Owner's Project Manager (OPM) for building and site improvements to the Williston Central School in Williston, Vermont. Per The Vermont School Construction Planning Guide, the District seeks to create a list of qualified persons for final selection for this position.

### Project Description

The main components of the Project include; significant envelope improvements, new windows and doors, new roofing, new interior finishes, a new HVAC system, renovation of electrical power system, new flooring, a new sprinkler system, new plumbing fixtures, restoration of exterior masonry, and extensive site improvements to comply with MS4 permits and Life Safety requirements.

### Project Schedule – dates are tentative and must be confirmed

December 2016 – March 2017	Design Drawings and Pre-Construction
December 2016 – February 2017	CM Prequalification and Selection
March – May 2017	Phase I & II Construction Documentation
May – June 2017	Phase I & II Bid Period
May – August 2017	Phase III & IV Construction Documentation
June – August 2017	Phase I Construction
August – September 2017	Phase III & IV Bid Period
August – December 2017	Phase II Construction
January – June 2018	Phase III Construction
June – August 2018	Phase IV Construction

### Project Budget

The voter approved total project budget is \$19,850,000. The estimated cost of construction for the project is approximately \$16,100,000, inclusive of fees and general conditions.

### Services

The Owner intends to select an Owners Project Manager to oversee renovations to their facility. The Owner will interview qualified applicants after reviewing qualification packages and checking references. Final selections will be made after interviews.

The OPM shall be an individual competent in the building trades and one with experience with a process and project of this size. This individual must have a good record of providing past clients with reliable, professional service. The OPM shall be responsible for advising the Owner during design, interfacing directly with the Architect, and overseeing the construction and completion of the Project in accordance with the Construction Documents, and to notify the relevant State agencies of any changes during the construction project. He or she must be knowledgeable in construction methods and materials and have very good communication and organizational skills.

As part of his/her responsibility on this project, the Owners Project Manager shall:

- Attend weekly design meetings with the Owner and Architect.
- Assist the Architect and Owner in gathering of information for various design and documentation drawing sets.
- Assist the Architect and Owner in the selection of a construction manager
- Assist the Owner in the development of a project budget and provide regular status updates to same.
- Attend weekly construction meetings.
- Advise and assist the Contractor's Representative(s) in understanding the intent of the Construction Documents.
- Attend and report to the Owner on conferences and meetings regarding the Project as directed by the Owner.
- Maintain orderly files for correspondence, meeting minutes, shop drawings, job drawings, change orders, testing agency reports and all original Contract Documents.
- Make on-site observations and spot-checks of the work in progress as a basis for determining conformance of work, materials and equipment with the Construction Documents and promptly report any defective work to the Owner. Keep a photographic log of each construction day at the site, taking photos of key construction details and labels of products used on site.
- Obtain from the Owner additional information if required for completion of the Project as specified in the construction documents.
- Familiarize oneself with standard or reference specifications referred to in the Project Specifications.
- Consider and evaluate suggestions or recommendations which may be submitted by the Contractor to the Architect and report them with recommendations to the Owner for final decision.
- Be alert to the construction schedule and to conditions which may cause delay in completion and report it to the Owner.
- Maintain liaison with the Contractor and all Subcontractors on the Project only through the Contractor's Superintendent.
- Summarize daily activities in weekly reports (minimum requirement). Forward reports electronically to GC, Owner and Architect.
- Advise the Owner in advance of the schedules of tests which are required by the Construction Documents, and observe whether tests are actually conducted.
- Observe if Inspectors representing local, state or federal agencies having jurisdiction over the Project visit the site, accompany such Inspectors during their trips through the Project, record and report to the Owner the results of this process.
- Record names, addresses and telephone numbers for all contractors, and Subcontractors.

- Receive samples which are required to be furnished at the site, record date received and from whom and notify the Owner of their readiness for examination. Record approval or rejection and maintain custody of approved samples.
- Review the applications for payment submitted by the Contractor and forward them with recommendations to the Owner for disposition.
- After Substantial Completion check each item requiring correction as it is corrected.
- Be especially alert to possibilities of potential claims for damage if the Owner occupies the Project or any portion thereof prior to final completion of construction.
- Keep a log book recording the hours on site, weather conditions, lists of visiting officials and their jurisdiction, daily activities, decisions, general observations and specific observations regarding test procedures conducted on-site.
- Create job-tracking reports with use of charts, graphs and schedules as required.
- Review procedures and compliance associated with Contractor's construction waste recycling program.
- Perform other duties as assigned.
- Coordinate Owner contracted services such as Lead / Asbestos testing, third-party commissioning agent, and construction testing.
- Advise and assist Owner in reviewing proposed bid documents and selection of a General Contractor.
- Advise Owner as to which if any duties of OPM or processes being used regarding the Project cause or contribute to inefficiencies detrimental to timely and prudent completion of the Project. Owner has absolute discretion regarding acceptance and disposition of this advice.
- The position is estimated to be half to full time, depending on phase of the project
- The individual selected for the position shall not have other significant clients or commitments which would prevent the full performance of duties described in this document. The Owner will review Proposals for services that differ from the above.
- This position requires a minimum of 5 days a week on site during construction.

#### **Proposal Submission Requirements and Deadline**

Five (5) copies of completed and sealed Qualification Statements and Proposals addressed to: Bob Mason, Chief Operations Officer, and must be received no later than **12:00 Noon, January 13, 2017** at the offices of Chittenden South Supervisory Union. Clearly mark your sealed envelope / package as **"Owners Project Manager Proposal for Williston Central School"**. See address below.

In addition, one (1) copy emailed PDF of the same document shall be sent to: [bmason@cssu.org](mailto:bmason@cssu.org)

One (1) additional emailed PDF of the same document shall be sent to Cam Featherstonhaugh, Project Manager, TruexCullins (Architect), and must be received by the same deadline. See email address below.

\*\*\* Faxed documents will not be accepted \*\*\*

\*\*\* Proposals received after the date / time identified will NOT be accepted \*\*\*

\*\*\* The Architect will accept electronic versions. The Owner will not. \*\*\*

### Requirements and Selection Criteria

All information in this section needs to be documented in Attachment A (see attached). Additional information may be submitted as well.

Qualification Statements should address the following:

- Education
  - i. High School, College, Graduate Studies, other
  - ii. Include other relevant courses, certifications, conferences and seminars attended.
- Experience
  - i. Include a list of all previous projects that you have served as Owners Project Manager with particular emphasis on similar size and type projects. Include Type, Size, Cost and Contact information for each project. Contact Information shall include Owner, Contractor and Architect for each project.
  - ii. If applicable, include experience in other construction-related employment.
- Professional / Trade Group Affiliations
- References (see Experience above)
- Workload and Availability
  - i. List current employment responsibilities and their demands.
  - ii. Indicate date of availability for this project.
- Position Expectations
  - i. 16 - 20 hours per week during the design and documentation period. Assume a weekly on-site meeting with the Owner and Architect.
  - ii. 20 - 40 hours per week during the construction period (see project schedule above). Assume a weekly on-site meeting during design and construction, or as otherwise requested by the Owner or Contractor.
  - iii. Services will be billed based on an hourly rate. Your specified hourly rate for the duration of the project is: \$\_\_\_\_\_
  - iv. Indicate your "NOT TO EXCEED" Project Estimate for work outlined: \$\_\_\_\_\_. The candidate should assume the "NOT TO EXCEED " amount will be adjusted up and down as the project evolves.

In addition, the successful applicant:

- Must supply a Certificate of Liability naming the Owner as an additional insured with a minimum of \$1,000,000 combined single limit including workers compensation for any proprietor/owner/partner.
- Must have dependable transportation to site.
- Possess strong organizational and communication skills and demonstrate ability to keep records for a project of this size and scope.
- Demonstrate effective leadership abilities.
- Computer skills / email required for daily logs, weekly reports, and general email communication between all parties.
- Provide proper, timely service to the Owner and as such, be easy to get in touch with, agreeable to working with staff on various concerns, be accommodating and exhibit a sense of urgency, when appropriate.
- Display good professional work habits, written documentation skills, effective time management skills, verbal and written communication skills and scheduling skills.
- Display good administrative and mathematical skills with willingness to handle administrative matters and paperwork.

Additional Information:

Please provide any additional supporting information that you feel best represents your abilities to meet the particular project challenges identified in the description of the project above.

**Selection Process**

The Owner intends to interview and select an Owner's Project Manager to oversee renovations to their facility.

Based on the review and evaluation of submitted qualifications statements a short list of candidates will be developed by a selection committee, with interviews to be held the week of January 16<sup>th</sup>.

Candidates will be notified of their status shortly after all interviews have been completed.

List of Selection Committee Members (Other school officials, not listed below, may be part of selection process):

Greg Marino	District Principal
Kevin Mara	School Board Chair, Williston School District
Amanda Marvin	School Board Member, Williston School Board
Bob Mason	Business Manager, CSSU
Lyll Smith	Facilities Director, Williston Central School
Cam Featherstonhaugh	TruexCullins
David Epstein	TruexCullins

**Addresses / Contacts**

Owner: Qualification and Proposal Statements should be delivered to:

Bob Mason, Chief Operations Officer  
Chittenden South SU  
5420 Shelburne Road  
Shelburne, VT 05482  
Email: [bmason@cssu.org](mailto:bmason@cssu.org).

Architect: A single PDF of the Qualification and Proposal Statements should be emailed to:

Cam Featherstonhaugh, Project Manager, TruexCullins  
Email: [cam@truexcullins.com](mailto:cam@truexcullins.com)

Email questions about the information presented above should be directed to both:

[cam@truexcullins.com](mailto:cam@truexcullins.com) and [bmason@cssu.org](mailto:bmason@cssu.org)