

**NORTH PENN SCHOOL DISTRICT
REQUEST FOR PROPOSAL
CLERK OF THE WORKS SERVICES**

The North Penn School District is soliciting proposals for Clerk of the Works to provide owner's representative services to coincide with construction of the Knapp Elementary School renovation project and the Crawford Stadium renovation project.

Interested individuals should submit (3) hard copies and (1) electronic copy of their proposal by 3:00 pm on Thursday June 20, 2019 to:

Scott Kennedy
Director of Facilities & Operations
North Penn School District
630 W. 8th St.
Lansdale, PA 19446
(215) 853-1140
kennedsd@npenn.org

Questions can be directed to Scott Kennedy via email only. Q&A will be posted on the North Penn SD website: <http://www.npenn.org/page/695>

SELECTION PROCESS SCHEDULE

- May 24, 2019 Issue RFP
- June 5, 2019 Pre-Proposal Meeting
 - 1:00 pm - NP Support Services Center, 630 W. 8th St., Lansdale, PA 19446
- June 20, 2019 Due Date - Response to RFP
- July 16, 2019 Initial Interviews
- July 25, 2019 Final Round Interviews
- August 15, 2019 Award Contract
- September 1, 2019 Clerk of the Work Services Begin

PROJECT DESCRIPTION

Crawford Stadium – Renovation of Crawford Stadium to include new visitor bleachers, modified home bleachers, new 8-lane running track, synthetic athletic field, new press box, four new LED light poles, new entrance, concessions, bathrooms, storage, and team rooms. Total project budget (including soft costs) = \$5.2 million.

Knapp ES – Complete renovation of the existing school to include HVAC, plumbing, electrical/data, life safety, new six classroom addition, and improved site circulation for bus drop off and parent drop off. Total project budget (including soft costs) = \$26.0 million.

The following schedule has been proposed - Crawford Stadium:

- Pre-Construction Phase September 1, 2019 – September 15, 2019
- Bidding Phase September 15, 2019 – October 11, 2019
- Construction Phase November 1, 2019 – August 31, 2020

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- Post Construction Phase September 1, 2020 – October 31, 2020

The following schedule has been proposed – Knapp ES:

- Pre-Construction Phase September 1, 2019 – January 31, 2020
- Bidding Phase February 1, 2020 – March 15, 2020
- Construction Phase April 1, 2020 – August 31, 2022
- Post Construction Phase September 1, 2022 – December 31, 2022

SELECTION CRITERIA

It is understood that the OWNER reserves the right to reject any or all proposals, or part thereof or items therein, and to waive technicalities required for the best interests of the OWNER. It is the intent of the North Penn School District to award both projects to one individual. Omission of any information may be sufficient cause for rejection of the proposal. It is further understood that some of the items that will be considered in selecting a firm include, but are not limited to:

- Cost: 30 points
- K-12 Experience: 40 points
- References: 30 points

It is finally understood that by requesting this proposal, the OWNER is not incorporating the public bidding process into this solicitation and nothing contained herein shall create any contractual rights or obligations by and between the OWNER and any person or entity responding hereto.

SCOPE OF SERVICES

The Clerk of the Works shall act as the owner’s representative/agent during pre-construction, construction and post construction phases of the proposed project. In all instances the individual shall employ its best efforts to protect the interest of the Owner and further the intended goals and purpose of the project. Minimum services requested:

1.0 Pre-Construction Phase (provide a minimum of 40 hours per week onsite) –

- a. The Clerk of the Works will attend design coordination meetings on a regular basis (minimum of two per month) with the Owner, the Architect, and other consultants to discuss and review all items pertinent to the design phase. The Architect will prepare and distribute minutes of the meetings in a timely manner.
- b. Review of project scope with Owner Stakeholders to ensure the plans meet the established facility criteria
- c. Advise Owner and Architect of recommended changes to contract documents / general conditions, specifications and drawings prior to Bid / Award Phase
- d. The Clerk of the Works assist the Owner and Architect in developing a project phasing schedule that allows for the completion of the work in the allotted time outlined by the preliminary schedule.
- e. Provide advice and guidance regarding bid strategy, bid packaging, etc.
- f. Attend Pre-Bid Conference and assist Architect as required with Pre-Bid Conference issues and questions
- g. Attend bid opening, assist Architect and Owner as required in evaluation of bids received and suitability of lowest responsible bidder or bidders
- h. Develop RFP and administer bids for third-party construction inspection work – Owner to contract

- i. Assist Architect as required in bid award recommendation

2.0 **Construction Phase** (provide a minimum of 40 hours per week onsite) –

- a. The Clerk of the Works will provide and maintain a qualified, on-site field staff, in sufficient numbers, to manage the project, conform to the scope of services, and insure that the work is performed in compliance with the contract documents.
- b. The Clerk of the Works will monitor and inspect all work in progress to insure the quality of the work and compliance with the contract documents. The Construction Manager will document and report all deficiencies to the Architect and Owner. The Construction Manager shall make recommendations for corrective actions.
- c. The Clerk of the Works will prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activities, general activities, and special occurrences.
- d. Assist with material selections, colors, keying and other schedules with Architect and Owner Stakeholders
- e. Attend Emergency Meetings called by project team in response to any issues
- f. Provide a review and recommendation for all change order requests submitted by a contractor
- g. Review and recommendations for monthly payment requisitions
- h. Provide a monthly report to the Owner including an executive summary, progress report, financial report of project, discussion on schedule, project photos, summary of change orders and other critical issues
- i. The Clerk of the Works shall monitor the detailed construction schedule provided by the General Contractor to ensure the project remains on schedule and does not become delayed. The Construction Manager will observe construction progress, and report deviations from the schedule that might delay project completion. The Construction Manager will consult with contractors to develop and implement corrective actions necessary to meet the project schedule. The Clerk of the Works shall inform the Owner and Architect of any delays and concerns regarding the contractors maintaining the construction schedule.
- j. Coordination of Owner provided items, equipment and installation
- k. Provide the Owner and Architect with digital photograph documentation of the project and/or conditions, as required
- l. Prepare and review with Owner and Architect a punch list of items at Project completion
- m. Attend Facilities & Operations Committee meetings as needed

3.0 **Project Close-Out / Post-Construction Phase** (provide a minimum of 40 hours per week onsite) –

- a. Coordinate completion of punch list items to the satisfaction of Owner and Architect including recommendations for acceptability
- b. Assist Architect in obtaining close-out documents and owners manuals pertaining to the Project for transfer to the Owner at completion
- c. Assist Architect and contractors to obtain Certificate of Occupancy
- d. Review and provide recommendation to Owner and Architect regarding final payments and release of retainage amounts
- e. Assist Owner and Architect as requested in evaluation and inspection of building systems involved in the Project prior to the expiration of warranties to determine acceptability
- f. Assist Owner and Architect as required in resolution of construction related problems and with required warranty repairs

PROPOSAL REQUIREMENTS

(Submit 3 hard copies and 1 copy on flash drive)

- Experience – Provide description of similar projects within the past seven years including location, client, architect, services provided, completion date, construction value and contact person.
- Provide a copy of your resume.
- **Minimum qualification requirements** include:
 - **Clerk of the Works** should have excellent communication and computer skills, at least 10 years of management experience on similar projects; or shall have a degree in Architectural, Engineering or Construction Management with a minimum of 5 years of experience.
- References – Provide at least five references with contact name, address, telephone number and email address.
- Clerk of the Works will provide insurance as follows:
 - Commercial general liability - minimum \$2,000,000 in the aggregate and \$1,000,000 per occurrence
 - Automobile liability – combined single limit coverage of at least \$1,000,000
 - Umbrella coverage – minimum \$5,000,000
 - Workers’ compensation insurance at statutory limits
 - North Penn School District named as additional insured
 - Certificate of insurance showing above as well as evidence that policies won’t be cancelled without a minimum 30 days’ prior written notice to District
- Fee (to include all reimbursables). Invoices will be submitted monthly. There will be no reimbursables for these projects.
- The Owner will make provisions for furnished office space on site with access to a copier and internet access. CM to provide all computers, printers, cameras, cell phones, travel expenses, etc.
- All on-site staff are subject to review and acceptance by Owner.
- Additional Services as agreed to by OWNER and Clerk of the Works. No Additional Services shall be provided without prior written authorization. If the project timelines are changed through no fault of the Clerk of the Works, then the Clerk of the Works shall submit a proposal for Additional Services.

CLERK OF THE WORKS SERVICES

PROPOSAL FORM

Please submit this form indicating your fee for the scope of work as defined in the RFP.

Crawford Stadium (9/1/19 – 10/31/20)	\$ _____
Knapp ES (9/1/19 – 12/31/22)	\$ _____
Total Service Fees - Combined Both Projects	\$ _____

Printed Name: _____

Signature: _____

Date: _____