

**Request for Qualifications  
Owner's Representative RSU 18  
(Messalonskee High School Athletic Complex)**

**PART I: PROPOSAL INFORMATION**

**General Information:**

In November of 2017, voters in China, Belgrade, Oakland, Rome and Sidney approved a bond for renovations to the Messalonskee High School athletic complex and other facilities improvements around the District.

RSU 18 is soliciting proposals for the services of an Owner's Representative to assist the District throughout the renovations of the athletic complex.

**Project Description:**

The total cost of the renovations to athletic complex is \$3.9 million.

Messalonskee High School currently has an existing dirt track surrounding our football field with one set of bleachers for spectators.

Some of the components of the project will include:

- Renovation of an existing dirt track to rubberized surface track
- Renovation of our existing grass field to a multi sport turf field
- Expansion of the bleachers
- Upgrading our existing lighting
- Addition of ADA accessibility to the facility

Groundbreaking will occur in May / June of 2018.

**PART II: SCOPE OF SERVICES**

Among the responsibilities of the Owner's Representative are the following:

**A. GENERAL**

1. The Owner's Representative position will be part time, the average hours per week is TBD.
2. Facilitate communications, teamwork and trust between the Owner, Contractor and Engineer in conformance with Owner/Engineer and Owner/Contractor agreements.
3. Prepare for and attend meetings of the Owner's Building Committee.
4. Communicate as necessary with the Building Committee through the Superintendent of Schools.
5. Perform such other associated duties as are assigned by the Owner.
6. Help Owner understand material provided by the Engineer and General Contractor, including the implications of recommendations.
7. Assist and give guidance in establishment and approval of project budgets and schedules.

8. Maintain project files as required by Owner.
9. Develop schedule and basis of compensation of Owner's Representative's deliverables and additional services, if any.
10. Procure and maintain for the duration of the engagement general liability insurance with a combined single limit of at least \$1,000,000 naming Owner as additional insured and workers' compensation insurance as required by law.

## **B. DESIGN PHASE**

1. Attend and participate in meetings as required and prepare reports regarding such meetings.
2. Assist the Owner with the following:
  - a. Coordinate/develop the specification and Request for Proposals.
  - b. At the conclusion of the design phase, recommend to Owner regarding conformance with cost estimate and budget, schedule, document quality and stage of development, and other project criteria.

## **C. BIDDING PHASE**

1. Review and comment on construction documents prior to their bid release
2. Assist the Owner and Engineer in pre-qualifying General Contractors and Subcontractors.
3. Assist the Owner in understanding all submitted bids.
4. Assist Owner regarding contract negotiation alternatives if warranted.

## **D. CONSTRUCTION PHASE**

1. Monitor the progress of the work and facilitate timely answers among the project team members and Owner, and to assist in the smooth progression of the work.
  - a. Review the project and construction schedule with the Owner and Engineer to become familiar with the project and construction schedule developed by the general contractor.
  - b. Review weekly, or as necessary, current critical issues, the updated schedule and current RFI and change orders to keep the Owner informed of status and potential issues.
  - c. Represent the Owner, as directed, at construction meetings.
  - d. Attend progress meetings onsite with the general contractor and engineer; advise on procedures, progress, quality of work and schedule.
  - e. Review all pay requisitions and attend monthly pay requisition meetings.

- f. Issue a monthly progress report to the Owner and Engineer that includes an updated schedule (based upon schedules provided by General Contractor), the current RFI Log, the current Change Order Proposal Request Log as well as discussion of current critical issues, general progress and quality of the work, potential problems, overall status of the project, and suggest solutions as required.

2. Submittals, RFIs, Change Orders, Claims

- a. Review the Submittal Log to ensure that all submittals required by the contract documents are submitted and processed in a timely fashion. Report problems to the Owner.
- b. Work with the Engineer and General Contractor to prioritize submittals for review based on lead times for materials addressed in given submittals.
- c. Review Change Proposals and Change Orders and advise Owner.
- d. Assist Engineer and Owner in review, evaluations and documentation of claims and recommend actions to Owner.
- e. Review log of all Requests for Information (RFI) to assure that none are overlooked and that all are responded to in a manner that preserves the schedule and budget. Problems shall be reported to the Owner.
- f. Track Change Orders and amounts noting if Change Order is subject to additional Engineering fees.

3. Invoices and Payments

- a. Review all Invoices for Engineering Services and make recommendations prior to approval and payment by the Owner.
- b. Review Monthly Progress Payments presented by the General Contractor and evaluate that amounts being invoiced are compatible with the progress of the Work and approved Change Orders.

4. Substitutions

Review with the Engineer proposed substitutions of significant material or equipment and make recommendations to the Owner relative to quality, durability, cost and schedule impact.

5. Other

- a. Maintain an electronic archive of all the documents, meeting minutes, etc.
- b. Other duties as assigned by Owner.

## **E. POST-CONSTRUCTION PHASE**

The Owner's Representative Shall:

1. Observe final testing and startup of all systems and equipment. Coordinate items to be completed or corrected with the Engineer and General Contractor.
2. Review project closeout package with the Engineer to verify that all requirements are satisfied.
3. Review final pay application and recommend release of retainage based upon completion of the contract requirements.

### **Request for Qualification Information Packet:**

Proposals should include a current resume of the applicant(s) and a description of the last two (2) similar projects. The SCOPE OF SERVICES is intended to be a general guide and is not necessarily inclusive of all the responsibilities.

Respondents should compile proposal in an organized format with:

1. Please provide the following information about the individual or firm:
  - Name
  - Address of main office
  - Telephone contact
  - Name and title of contact person
  - Profiles of key personnel who will be involved with this project
  - Schedule of hourly rates of personnel
  - Statement of current workload and ability to absorb this project
2. Please provide a brief overview of your professional experience as an Owner's Rep, including the number of years in this field.
3. Please provide a description of the most recent two (2) projects of similar type and size you or your firm has worked on, including the following:
  - Name of project
  - Location
  - Name, title, telephone of contact person
  - Name, address, and telephone of project architect or engineer
  - Project description
  - Construction document estimate and actual bid total
  - Final construction costs including change orders
  - Description of savings achieved
4. Please provide a typical monthly project report.
5. RSU 18 reserves the right to make inquiries related to a firm's qualifications, to invite selected firms to interview, and to exercise its judgment in evaluating qualifications. An award, if any, made pursuant to this RFQ shall be subject to successful negotiation of agreement for Owner's Rep services.

**Please submit an Hourly Fee proposal for each person on the proposed team.**

**The Evaluation Committee will consist of some / all of the following members:**

Carl Gartley, Superintendent  
Keith Morin, Assistant Superintendent  
Jeff Sheive, Director of Facilities  
Tommy Hill, Athletic Director, Messalonskee High School  
Paula Callan, Principal, Messalonskee High School  
Kelly Doran, RSU 18 Building Committee  
Lisa Burton, RSU 18 Building Committee  
Jim Isgro, RSU 18 School Board  
Tom Burton, RSU 18 School Board

**Timeline:**

Date RFQ Issued: January 8, 2017  
Dates Advertised: January 8, 2018 & January 14, 2018  
Proposals Due: January 29, 2018, 2 p.m.  
Proposals Opened: January 29, 2018, 2 p.m.  
Interviews Conducted by: TBD

Individuals or firms responding to this RFQ should submit their responses on or before 2 pm on Tuesday, January 29, 2018. Submissions shall be placed in a sealed envelope and marked "Proposal for Owner's Representative Service for RSU 18" and delivered to:

**RSU 18  
ATTN: Carl Gartley, Superintendent of Schools  
41 Heath Street, Oakland ME 04963**