



Request for Proposal Building Quality Officer (Clerk of the Works)

(Released Wednesday November 1, 2023)

(Responses due by 12:00 P.M. EST on Friday, November 17, 2023)

General:

The Town of Enfield, NH (hereafter referred to as the "TOWN") invites Experienced Building Quality Officers (Clerk of the Works) to partner with the Town to oversee the construction of two building projects, with further explanation in the "Scope of Work" section (hereafter referred to as the "CONTRACTOR").

Instructions:

Proposals must be submitted in a sealed envelope or electronically via the email to the contact below no later than 12:00 P.M. EST on Friday, November 17, 2023. The envelope or subject line must be clearly marked "Building Quality Officer RFP" and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.**

Submit proposals to:

Ed Morris
Town Manager
PO Box 373
23 Main Street
Enfield NH 03748.
(603) 632-5026

Proposals can also be submitted electronically to townmanager@enfield.nh.us

Proposal information is available on the Town's web site at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

Scope of Work:

The Building Quality Officer (Clerk of the Works) will be responsible for overseeing and ensuring the successful execution of all construction activities on both the Town of Enfield's Whitney Hall (Town Office and Library) renovation and expansion project and the construction of the Town's new public safety building. They will serve as the owner's representative and provide comprehensive oversight to ensure that the project is completed on time, within budget, and to the specified quality standards.

The projects are currently in the final design phase with construction on Whitney Hall planned to start in mid-December 2023 and construction on the public safety building to begin in the spring 2024. Plans can be found at <https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>.

Responsibilities:

2.1. Pre-construction Phase:

- a. Review construction plans, specifications, and contracts to gain a thorough understanding of project requirements.
- b. Participate in pre-construction meetings and collaborate with the project team, including the architect, contractor, and subcontractors.
- c. Assist in the evaluation and selection of contractors and subcontractors.
- d. Review and approve construction schedules, including milestones and deadlines.

2.2. Construction Phase:

- a. Conduct regular site visits to monitor construction progress and ensure compliance with plans, specifications, and safety regulations.
- b. Document and report any deviations from the approved plans or specifications.
- c. Review change orders and requests for additional work, ensuring they are justified and within budget and prepare for Town Manager approval.
- d. Maintain accurate daily logs and reports of construction activities, including weather conditions, manpower, and materials used.
- e. Verify that materials and equipment meet project specifications and quality standards.
- f. Help coordinate inspections by relevant authorities and ensure necessary permits and approvals are obtained.
- g. Oversee quality control and quality assurance processes to ensure workmanship meets industry standards.
- h. Address and resolve any construction-related issues, disputes, or conflicts that may arise during the project.
- i. Monitor and report on compliance with safety regulations and practices.

2.3. Communication and Reporting:

- a. Maintain open and effective communication with the project owner, architect, contractor, and subcontractors.
- b. Provide regular progress reports to the project owner, including status updates, issues, and recommended actions.
- c. Prepare and maintain project documentation, including meeting minutes, RFIs, submittals, and other relevant records.
- d. Assist in the preparation of project closeout documentation and ensure all required inspections and approvals are obtained.

Qualifications:

The Building Construction Clerk of the Works **should** possess the following qualifications:

- a. 5 years of experience in construction management or related field.
- b. Knowledge of construction methods, materials, and industry standards.
- c. Familiarity with relevant building codes and regulations.
- d. Strong organizational, communication, and problem-solving skills.
- e. Attention to detail and ability to maintain accurate records.
- f. Ability to work independently and as part of a collaborative team.
- g. Proficiency in construction management software and tools.

Reporting Structure:

The Building Construction Clerk of the Works will report directly to the Town Manager.

Duration:

The scope of work for the Clerk of the Works will be in effect from December 1, 2023, to The end of the projects expected to be around June of 2024, unless extended or modified by mutual agreement.

This Scope of Work outlines the key responsibilities and expectations for the Building Construction Clerk of the Works on the Whitney Hall and public safety building projects. It serves as a guiding document for the successful completion of the construction project. Any changes or modifications to this scope must be documented and agreed upon by all relevant parties.

Proposal Response Content:

Written proposals should include, at a minimum, the following information in the order requested:

- 1) Cover Letter. A signed letter binding the commitments made in the proposal.
- 2) Contact Information. The name, address and contact information, including telephone as well as email and website addresses.
- 3) Statement of Qualifications and Experience Please state the following:
 - a. History, background, and relevant experience.
 - b. The name(s), business address, phone number, e-mail address of individuals proposed to participate in all tasks identified in the scope of work.
 - c. The background, education, and relevant experience.
 - d. Cost of services, broken down to an hourly rate and/or annual salary.

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the bid opening. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any CONTRACTOR for any expense incurred in responding to this request.

The successful CONTRACTOR will be required to provide proof of insurance and must be submitted to the TOWN upon signing a contract for services and be issued by a carrier that is duly licensed to do business in the State of New Hampshire.

Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The CONTRACTOR will be chosen based on qualifications taking into consideration the most beneficial combination of qualifications, services, costs, and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

Contractors will be scored based on their:

- Organization and presentation of materials
- Experience and skill level;
- Experience conducting similar work;
- Quality of past work;
- Ability to complete the project in a timely manner and within budget;
- Proximity to the Town
- Reputation and references.

The TOWN reserves the right:

- to accept or reject any or all bids in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a CONTRACTOR;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received.

The TOWN may award a contract based upon the proposals received without discussion of such proposals with the Contractors. Each proposal should therefore be submitted with the most favorable terms the proposer can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Each CONTRACTOR must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any CONTRACTOR to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the CONTRACTOR's facilities and equipment, references or previous contract performance.

Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Friday, November 10, 2023), no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a CONTRACTOR in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website

(<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a CONTRACTOR in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. CONTRACTORS should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

Contract:

The final contract will be negotiated with the chosen CONTRACTOR.

The TOWN is exempt of all taxes.

All CONTRACTORS must comply with all applicable Equal Employment Opportunity laws and regulations.

THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER