

Johnson Public Library Request for Qualifications/Proposal: Clerk of the Works
Johnson, Vermont

Request for Qualifications

The Town of Johnson requests submissions of Qualification Statements and Salary Requirements for the position of Clerk of the Works/Owner’s Representative for building relocation, construction of the addition, renovation of the historic brick building, and site improvements to the Johnson Public Library in Johnson, Vermont.

Project Description

The main components of the Project include relocation the existing 1907 brick building, renovating the brick building on its new foundation, new HVAC system, a new addition, and covered porch.

Project Schedule

February - March 2025	Completion of Design Phase drawings and Cost Estimate by Independent Contractor
	Construction Documentation Phase
	Bid Period
March 2025 – December 2025	Construction Period

Dates are tentative and must be confirmed.

Selection Schedule

January 31, 12pm (noon)	Proposals Due
February 3	Notification of Award

Project Budget

The voter approved total project budget is \$1,680,000. The estimated cost of construction for the project is approximately \$1,680,000 inclusive of fees and general conditions.

Services

The Owner intends to select a Clerk of the Works to oversee renovations to their facility. The Owner will interview qualified applicants after reviewing qualification packages and checking references.

The Clerk 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 Clerk shall be responsible for advising the Owner during design 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 Clerk of the Works shall:

- Attend 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.
- Record names, addresses and telephone numbers for all contractors, and Subcontractors.
- 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.
- Perform other duties as assigned.
- Coordinate Owner contracted services such as Lead / Asbestos testing, third-party commissioning agent, and construction testing.
- Advise Owner as to which if any duties of Clerk 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.

Proposal Submission Requirements and Deadline

Emailed proposals, must be received no later than 12:00 PM, 1/31/2025 at the offices of Washington West Supervisory Union. Clearly mark your subject line **“Clerk of the Works Proposal for Johnson Public Library”** to Peter Hammond, phammond@townofjohnson.com

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:

- Proposal
 1. Amount not to exceed for Clerk of the Work Services as listed above:
\$ _____
- Experience
 1. Include a list of all previous projects that you have served as Clerk of the Works 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.
 2. If applicable, include experience in other construction-related employment.
- Professional / Trade Group Affiliations
- References (see Experience above)
- Workload and Availability
 1. List current employment responsibilities and their demands.
 2. Indicate date of availability for this project.
- Salary Expectations
 1. Your proposed salary should be based on fixed, not to exceed amount for the project. Assume a weekly on-site construction meeting, visits, biweekly reporting, or as otherwise requested by the Owner or Contractor.
 2. Assume the owner will need support in pre-construction readiness and project close-out. These portions of the work will be included in the proposal.
 3. Assume pre-construction Building Committee/Architect meetings and post-construction meetings are anticipated.
 4. Mileage to be included in proposed base fee.
 5. The candidate should assume the fee request will be modified if the construction period is increased or decreased.
 6. Computer skills and proficiencies.

In addition, the successful applicant:

- 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

Based on the review and evaluation of submitted qualifications statements a selection will be made on February 3rd at 6:30pm at the Selectboard meeting. All proposals will be public at this time.

Addresses / Contacts

Owner: Qualification and Proposal Statements should be delivered to:

Peter Hammond
Selectboard Member, Library liaison

Email: phammond@townofjohnson.com

Email questions only about the information presented above should be directed to all of the following Library Committee Members:

Peter Hammond
phammond@townofjohnson.com

Kelly Vandorn
kellysuesflowers@gmail.com

Jeanne Engle
johnsonpubliclibraryvt@gmail.com

Thomas Galinat
tojadministrator@townofjohnson.com