

THE SCHOOL DISTRICT OF THE CITY OF ERIE
REQUEST FOR PROPOSAL
CLERK OF WORK SERVICES

General Information

The School District of the City of Erie is interested in securing Clerk of Work Services for various capital improvement projects during the 2019 summer. The School District encourages Respondents to offer proposals which streamline and promote efficiencies within the process while protecting the interests of the School District.

Respondents to this Request for Proposal must submit their responses as specified herein. Respondents may be selected for interviews based upon the quality of their proposals and the results of reference checks.

Proposals are due by: **June 6, 2019 by 4:00 PM.**

Questions concerning this Request for Qualifications should be addressed to

Brian J. Polito, CPA, Superintendent of Schools
The School District of the City of Erie
148 West 21st Street
Erie, PA 16502-2834

Phone: 814-874-6001
bpolito@eriesd.org

Respondents are instructed **NOT** to contact School Board members.
Failure to comply with this instruction may result in disqualification

Submittal Requirements

The proposal shall be submitted in a bound format with section dividers corresponding to the sections that follow. Respondents are instructed to adhere to this format and to provide one (1) original proposal and ten (10) copies.

1. Provide the following information about the Respondent:
 - Legal Name
 - Address of office
 - Telephone number and fax number
 - Name and title of contact person
 - Names of officers and organization chart, if a firm
2. Provide the following information:
 - Professional Liability Insurance.
3. Provide a brief overview including the number of years that the Respondent has experience with construction projects.
4. Provide a listing of public school projects that the Respondent has provided services.
5. Provide a description of your Quality Assurance Program and submit exhibits related to the program.
6. Describe, in whatever manner the Respondent deems appropriate, the Respondent's approach to the Project commencing with your appointment as Clerk of Work and ending with completion of punch list items and close out of contracts' paperwork.
7. Provide exhibit of your typical monthly project report to the School District.
8. Provide your fee structure for the project by phase and total. Proposal form attached.

CONSTRUCTION PHASE SERVICES

1. Preconstruction Meeting

The Architect, in consultation with the Clerk of Work will organize and conduct pre-construction meetings with contractors, consultants and the School District. The meetings shall include a review of project management, project schedule and project procedures.

2. On-Site Staff

The Clerk of Work will conform to the scope of services to insure that the work is performed in compliance with the contract documents.

3. Clearances

The Clerk of Work shall secure clearances for all workers, according to State law requirements. These shall be checked as required with no grace period for worker admittance. IDs shall be available on the person as well as on file for audit.

4. Shop Drawings

The Architect, in consultation with the Clerk of Work, will establish and implement procedures for processing and approving shop drawings, project data, samples, and other submittals from the contractors and will coordinate the processing and approval of all submittals with the Construction Manager.

5. Project Coordination

The Clerk of Work will provide administration, management, and related services necessary to coordinate the construction activities of contractors with each other.

6. Detailed Construction Schedule

The Contractor or Clerk of Work, will develop and maintain a detailed construction schedule based upon the construction schedule set forth in contract documents. The schedule shall include start and completion dates for procurement and construction activities and major milestones for each segment of the work. The schedule will be updated monthly. The Clerk of Work shall monitor the schedule and enforce the Contractors' adherence to it.

7. Monitor Construction Progress

The Clerk of Work will review contractors' construction schedules and observe construction progress and report deviations from the schedule that might delay the project completion. The Clerk of Work will consult with contractors to develop and implement corrective actions as necessary to meet the project schedule.

8. Control Construction Quality

The Clerk of Work will monitor and inspect all work in progress to insure that the quality of the work and compliance with the contract documents. The Clerk of Work will document and report all such deficiencies and make recommendations for corrective actions.

9. Maintains Construction Records

The Clerk of Work will maintain orderly records of all construction documents including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc.

10. Applications for Payment

The Architect will develop and implement a procedure for the review and processing of contractor payment applications. The Architect and Clerk of Work will evaluate the contractor's schedule of values to insure accurate and appropriate payments to contractors.

11. Project Meetings

The Architect, in consultation with the School District and the Clerk of Work, will conduct weekly meetings at the job site to discuss job progress, resolve problems, review and make decisions. The Architect will prepare and distribute meeting minutes.

12. Construction Superintendent Meetings

The Clerk of Work will conduct weekly meetings at the project site with the construction project superintendents for each Prime Contractor to coordinate construction activities and discuss project progress. The Clerk of Work will prepare and distribute accurate meeting minutes in a timely manner to the School District, Architect and Contractors.

13. Prepare and Maintain Field Reports

The Clerk of Work will prepare and maintain daily job site reports including weather conditions, number of workers, equipment in use, contractor activity, general activities and special occurrences.

14. Change Orders

The Architect, in consultation with the School District and the Clerk of Work will develop and implement a system for the review and processing of change orders.

15. Coordinate Inspections and Testing

The Clerk of Work will review the requirements and make recommendations for inspections and testing. The Architect, in consultation with the School District and the Clerk of Work, will coordinate the selection of independent inspection and testing agencies, review inspections and testing reports, and make recommendations regarding the results of the inspections and testing activities.

16. Construction Changes

The Clerk of Work will evaluate work in progress and make recommendations for changes in the work on the basis of field conditions, improved quality, cost savings, or time savings.

17. Maintain Photographic Records

The Clerk of Work will coordinate and maintain photographic and/or video records of construction activities and project progress on a regular basis.

18. Provide Monthly Reports

The Clerk of Work will prepare and distribute a monthly report prior to the regular Board workshop to the School District and the Architect including information on schedule, budget, quality, safety, logistics and general project information.

19. Close-Out Program

The Architect will develop a detailed program of close out activities in compliance with the contract documents. The Clerk of Work will assist with a close-out schedule, inspections, testing, start-up procedures, warranty processing, and occupancy.

20. Coordinate Systems and Equipment Testing and Commissioning

The Clerk of Work will schedule, monitor and document the testing, calibration and start-up of all equipment and building systems.

21. Coordinate Training

The Clerk of Work, in consultation with the School District, will coordinate and assist in the training of Owner's personnel on the operation and maintenance of equipment and building systems, including annual maintenance schedules and warranty dates to be aware of.

22. Substantial Completion and Final Inspections

The Clerk of Work, in consultation with the Architect, will schedule and coordinate substantial completion and final inspections. The Clerk of Work will assist the Architect in the preparation of the lists of deficiencies (punch lists) and will coordinate all corrective action by contractors.

23. Construction Close-Out

The Clerk of Work will coordinate close-out activities including the completion of all deficiencies, submittal of all close-out documents, resolution of change orders, and recommendations for payment of retainage.

24. Electronic Submission of Project Documentation

The Clerk of Work will submit all project documentation electronically including files, records, drawings, submittals, samples and other information to the Owner in an organized and usable form.

25. Certificate

The Clerk of Work, upon completion of the project, will be responsible for certifying that to the best of his professional knowledge, the building conforms to the approved plans, contract documents, specifications and shop drawings.

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Basis of Selection

Proposals must be submitted to the office of Brian J. Polito, CPA, Superintendent of Schools, The School District of the City of Erie, 148 West 21st Street, Erie, PA 16502 by 4:00 PM on June 6, 2019.

LATE PROPOSALS WILL NOT BE ACCEPTED

Selection will be based upon the proposals and the interview process. Submittals will be reviewed by the The School District of the City of Erie, with Respondents being selected for interviews. Selected Respondents will be notified as to interview date and time.

Respondents selected for interviews will be given thirty (30) minutes in which to present their qualifications and proposal with an additional fifteen (15) minutes for Q&A. This time shall be strictly enforced. Selection of interview times will rest solely with the School District.

Following the interviews, the District may ask Respondents for additional materials. The Respondent with the highest qualifications for the project in the opinion of the District will be asked to meet with the District to finalize the scope of services and a contract will be negotiated. If an agreement cannot be reached, the negotiations with that firm shall be terminated and another candidate will be contacted for the same process.

The School District will give consideration to the following aspects of the Proposal and Presentation:

- Qualifications of on-site individual
- Fee by Phase and Total
- Documented successful past performance of similar undertakings
- Philosophy and Approach to the project
- Quality Control procedures
- Cost control and project tracking
- Administrative procedures

The School District will require that no personnel changes shall occur during the project without advanced written consent of the School District. The School District shall also have the right to change personnel if dissatisfied with the performance of an individual.

The School District of the City of Erie reserves the right to accept any proposal or to reject any or all proposals and to waive informalities in proposals when such actions are deemed to be in the best interests of the District.