

**REQUEST FOR**  
**QUALIFICATIONS**  
**TOWN OF LEBANON**  
**Owner's Project**  
**Representative Services**  
**Jonathan Trumbull**  
**Public Library**  
**Additions and Renovation**

**General**

The **Owner's Project Representative (AKA OPM)** shall be responsible for assisting the Town of Lebanon Public Library Building Committee (hereinafter "Owner") and its agents in the review and administration of the Additions and Renovations of the Lebanon Public Library. Below is the location of the project, the approximate size of the project, the general scope of the project.

**Jonathan Trumbull Library**  
**580 Exeter Road**  
**Lebanon, Ct 06240**

The project includes the complete renovations of the existing 7,000 SF Facility and the addition of 7,000 SF. Scope of Work includes Major Demolition, HAZMAT Abatement, Concrete Structure, Masonry Partitions, Steel Structure, Wood/Cold Form Framing Partitions, Gypsum Board Finishes, Flooring, Millwork, Plumbing Systems, HVAC Systems and Electrical Systems in Bid Package #I. Bid Package #1 has been awarded to J a Rosa, LLC in the amount of \$3,215,281. Bid Package #II will incorporate Site Development, Exterior Walkways, Septic Systems & Landscaping and Budgeted at \$700,000.

The individual or firm responding the Request for Qualifications shall possess considerable experience in:

- a) Scheduling and Computer Literate (Microsoft Word, Microsoft Excel, Micro Soft Project, Procure)
- b) Assuring compliance with contract requirements;
- c) Schedule reviews, interpretation and tracking;
- d) Preparing and presenting reports to Owner regarding progress of work and areas of concern (daily logs, job meetings & monthly reports);
- e) Ability to communicate effectively among Owner, Architect, and Contractor

**Duties and Responsibilities**

## **I. Construction Phase**

Review and comment on the Schedule of Values submitted by the Contractor.

Perform on-site observations of the progress and quality of the Work as may be reasonably necessary to determine in general if the Work is being performed in a manner indicating and that the Work when completed will be in conformance with the Contract Documents. Notify the Architect and Owner immediately if, in the Owner's Project Representative's opinion, Work does not conform to the Contract Documents or requires additional special inspection or testing.

Monitor the Contractor's construction schedules on an ongoing basis and alert the Owner to conditions that may lead to delays in completion of the Work.

Prepare monthly progress reports and update of project schedule to the Lebanon Library Building Committee.

Attend all regularly scheduled job meetings and report to the Owner on the proceedings with attention given to progress of work, problems, and scheduling. Attend bi-monthly Lebanon Library Building Committee Evening Meetings.

Coordinate Material Testing as required by the Contract Documents.

Maintain records at the construction site in an orderly manner, include correspondence, Contract Documents, Change Orders, Construction Change Directives, reports of site meetings, Shop Drawings, Product Data, and similar submittals; supplementary drawings, color schedules, requests for payment; and names, addresses, and telephone numbers of the contractors, Subcontractors, and principal material suppliers.

Maintain a log book of activities at the site, including weather conditions, nature and location of Work being performed, verbal instructions and interpretations given to the Contractor, and specific observations. Record any occurrence or Work that might result in a claim for a change in Contract Sum or Contract Time.

Observe the Contractor's record copy of the drawings, specifications, addenda, change orders and other modifications at intervals appropriate to the stage of construction and notify the Owner of any apparent failure by the Contractor to maintain up-to-date records.

Assist the Architect in conducting inspections to determine the date or dates of Substantial Completion and the date of Final Completion.

## **II. Closeout Phase**

Coordinate as necessary with Building Official, Fire Marshal Town and Simsbury Public Building Committee

## **III. Submittal Requirements**

**Proposals, endorsed "Owner's Project Representative Services, Jonathan Trumbull Library, 580 Exeter Road, Lebanon, CT" will be received at the office of the Town Clerk, Lebanon Town Hall, 579 Exeter Road, Lebanon, Ct no later than 3 PM. June, 8 2021. Submission shall include 2 bound copies and one flash drive of Proposal. Bid Opening shall be private.**

**Bids must be firm for a period of 90 (ninety) days following the date of bid submission.**

The individual or firm seeking to serve as the Owner's Representative shall submit a proposal addressing, a minimum, the items described in this Scope of Services.

Submittals shall be organized as follows:

1. A resume of education and construction experience for personnel identified for the Project  
Including Qualifications, State of Connecticut Licenses and other pertinent construction related Certifications.
2. An overview of your abilities to act as an Owner's Project Representative for this Project.  
References; Organized by the most recent, including project size, type, location dates of service, Contractor.
3. Highlight those with construction activities associated with Library Projects. Provide with the references from the architectural design firm name or construction monitoring firm if different, with a contact name and phone number.
4. Experience related to Commissioning of Project by Third Party.
5. Training, Punch List Review and Project Close Out.
6. The submittal shall clearly indicate who will be performing the work and shall specifically include that individual's resume. If more than one person is to be assigned, a resume of each shall be submitted, alongwith a clear description of their responsibility.
7. Completion and Submission of the Fee Proposal Matrix Template.

## **IV. Fee Schedule**

This Consulting Contract will be performed on part time attendance (20 Hours Per Week). Therefore, an hourly rate shall be identified on the Fee Proposal Matrix as attached with 1,000 Hours of Project Attendance.

## **V. Payment**

This hourly rate and related payment, along with any authorized reimbursable payments, shall be the only payments made to the Individual or firm, which is serving as the Owner's Representative. All travel insurance, telephone, fax, e-mails, computer, copies and any other costs shall be included in its hourly compensation. Invoice's shall be submitted monthly. Retainage will not be held.

Payment shall be funded within 25 Days after receipt of Monthly Invoice.

## **VI. Selection Process**

The Lebanon Library Building Committee shall develop a short list group of firms/individuals to be considered for this assignment. The Lebanon Library Building Committee will schedule interviews of those applicants on the short list, select a firm/individual, and negotiate final fees.

1. Final selection will be held by the Lebanon Library Building Committee, which shall consider the following criteria:
  - a) Due consideration of the proposer's Pricing for the Project
  - b) Experience with work of similar size and scope.
  - c) Organizational and/or Team Structure for the order.
  - d) Documented contract oversight capabilities
2. Not more than three (3) firms will be invited to finalist interviews with the Lebanon Library Building Committee as part of the selection process. Fees from the selected firm can be mutually negotiated by the Committee as required.
3. A Professional Services Agreement will be prepared by the selected firm for review and approval by the Committee and Town Counsel.
4. Appropriate evidence of necessary insurance will be required after selection and prior to Contract Award.

## **VII. Questions**

All questions shall be addressed to Building Chairman, James R. Russo, electronically ([rjames298@aol.com](mailto:rjames298@aol.com)). All responses shall be posted as Addendums on the State of CT DAS Procurement Website. Last date for questions is Wednesday May 28, 2021 @ 4 PM.

## **VIII. Term of Contract**

It is estimated that the contract term will run from July 1, 2021 through May 31, 2022.

## **IX. Other Requirements**

1. The Owner's Representative shall comply with all requirements of the Equal Employment Opportunity Act.

2. The Owner's Representative shall be responsible for any Connecticut and Federal Taxes as may apply to the Scope of Services. The Owners Representative will not be an Employee of the Town of Lebanon.
3. The awarded Owners Representative shall carry minimum insurance minimum in as specified.as follows:
  - a. **General Liability Insurance; Bodily Injury; and Property Damage**

The contractor shall provide General Liability Insurance with a combined single limit of liability of \$1,000,000 per occurrence, \$1,000,000 aggregate for bodily injury and property damage.

The General Liability Insurance shall be written with a Comprehensive Form and include without limitation the following: (I) premises - operations; (ii)explosion and collapse; (iii) underground hazard; (iv) contractual insurance; (v) broad form property damage; (vi) independentcontractors; and (vii) personal injury for the appropriate exposure.

**b. Automobile Liability Insurance; Bodily Injury; and Property Damage**

The Auto Liability Insurance shall be written with a Comprehensive Formfor a combined single limit of liability of at least \$1,000,000 and include coverage for all owned, hired, and non-owned vehicles.

**c. Workers Compensation Insurance**

The contractor shall be required to provide Workers Compensation Insurance in the required amount as applies to the State of Connecticutand Employers Liability Insurance as follows:

Bodily Injury by Accident	-	\$500,000 each accident
Bodily Injury by Disease		\$500,000 policy limit
Bodily Injury by Disease	-	\$500,000 each employee

**d. Professional Liability Insurance** \$1,000,000 per occurrence.

Each policy will include the "Broad Form - All States" endorsement and Voluntary Compensationendorsement. Insurance Policies shall name the "Town of Lebanon CT" as insured.

**TOWN OF LEBANON**

**OWNERS REPRESENTATIVE SERVICES**

**JONATHAN TRUMBULL LIBRARY**

Staff Member Name/Position	Hourly Rate	Construction		Total Cost
		Hours	Cost	
<b>CONSTRUCTION PHASE - 50 WEEKS @ 20 HOURS PER WEEK</b>		1,000		
(NAMES OF PROPOSED TEAM)				
<b>REIMBURSABLE COST</b>		Lump Sum		
(LISTING OF MONTHLY REIMBURSABLE ITEMS)				
<b>TOTAL FEE PROPOSAL</b>				\$-