



REQUEST FOR PROPOSALS
Clerk of the Works
Construction Oversight Services
for
Burlington School District
Burlington High School / Technical Center Construction Project
January 4, 2023

INTRODUCTION

The Burlington School District (“Owner”) hereby requests proposals for a Clerk of the Works (“Clerk”) to provide construction oversight services for a new high school and technical center to be constructed on the site of the former high school/tech center campus at 52 Institute Road, Burlington, Vermont.

PROJECT OVERVIEW

1. Project Description

The BHS/BTC project will consist of two (2) primary overlapping phases. Phase 1 will involve remediation and demolition of buildings A through G of the existing campus. The northerly most building, the former wood chip plant, will remain and be repurposed. Phase 2 will involve construction of a new high school/technical center building, a green house and related site improvements.

Construction oversight services to be provided by the Clerk will be for Phase 2 only.

The proposed BHS/BTC will total approximately 260,465 square feet which includes a new 256,600 square foot high school/tech center building, a 600 square foot greenhouse and the existing 3,265 square foot former wood chip plant. Approximately 218 new surface parking spaces will be constructed. The building’s heating, cooling, and domestic hot water will be provided by electric heat pumps connected via heat exchanger to an open-loop ground source (i.e., geothermal) heat pump loop. A new stormwater management system will be constructed on the south side of Institute Road and will use a Regenerative Conveyance System (RCS) to provide centralized stormwater treatment and detention for the new school facilities. The Owner will be seeking LEED certification for the project. Program highlights include:

- **Two-level Student Commons** for dining, gathering, collaboration.
- **Three Small Learning Communities for BHS** each with a variety of classroom sizes, science labs, extended learning areas, teacher planning, and student support spaces.
- **Significant Student Support resources** including Counseling & Special Needs.
- **Five Tech Center Program spaces** with dedicated BTC entrance.

- **Large Group Multi-Purpose Presentation space.**
- **750 seat Auditorium** with robust lighting, rigging, & sound systems.
- **12,000 sf Gym plus 5,500 sf Community Gym** with dedicated after-hours entrance.
- **Strong connection to the outdoors** including two (2) outdoor learning areas, a secure courtyard, and enhanced connections to the Arms Forest.

2. Project Timeline

January 2023 – August 2023:	Hazardous waste abatement/building demolition
March 2023:	Award early bid package (site/core-shell/long lead pkg)
May 2023:	Begin site and foundation construction
August 2023:	Award remaining project construction bid package
October 2025:	Substantial project completion and building occupancy
October 2025 – December 2025:	Complete A/E punchlist items

3. Project Team

BHS/BTC project team:

Owner’s Project Manager/Development Advisor: White + Burke Real Estate Advisors
 Owner’s Rep During Construction/Construction Advisor: PCI, Inc.
 Lead Architect: Freeman French Freeman Architects
 Civil Engineer: Civil Engineering Associates
 Structural Engineer: Hardy Structural Engineering
 MEP Engineer: LN Consulting
 Construction Manager: Whiting Turner
 Abatement/Demolition Contractor: EnviroVantage

4. Attachments

Design development drawing and specifications set are available at:
<https://ffinc.sharefile.com/d-s2f300b76690c49ba89fdeaba1219e9f4>

5. Key RFP/Proposal Dates

January 4, 2023	Release of Proposal Request Packet
January 16, 2023	Deadline for Clerk questions (4:00 pm)**
January 20, 2023	Answers released
January 30, 2023	Proposals due / bid opening (3:00 pm)

February 7, 2023

Bid awarded by BSD Board (tentative)

**** Questions regarding this RFP shall be emailed, no later than 4:00 pm January 16th, to Joe Weith, White + Burke Real Estate Advisors at jweith@whiteandburke.com.**

REQUIRED SERVICES

The Clerk duties and responsibilities during shall include:

1. Prior to the start of active construction, the Clerk shall perform the following duties:
 - a. Familiarize itself with project expectations by thoroughly reviewing the design development drawing set and outline specifications, project cost estimates, project schedule, and early bid packages.
 - b. Assist in the review of subconsultant bids.
 - c. Attend weekly project meetings with the Owner, Owner's Representative, Architect and Construction Manager.
2. The Clerk shall be stationed on site during the active construction phase at least five (5) days per week and at least eight (8) hours per day, or as determined necessary to perform the required duties listed herein.
3. Familiarize itself with the drawings, specifications and addenda (Contract Documents). If the Clerk recognizes that portions of the Contract Documents are mutually inconsistent, or are at variance with applicable laws, statutes, ordinances, building code, rules and regulations, the Clerk shall promptly notify the Owner, Owner's Representative and Architect in writing.
4. Perform on-site observations during the active construction phase as may be reasonably necessary to determine in general if progress and quality of the work being performed will be in conformance with the Contract Documents when completed.
5. Familiarize itself with the project schedule and budget.
6. Notify the Owner, Owner's Representative and Architect immediately if work does not conform to the Contract Documents or requires special inspection or testing.
7. Monitor the Construction Manager's and subcontractor's progress as it relates to the construction schedule and alert the Owner, Owner's Representative and Architect to conditions that may lead to delays in completion of the work.
8. Attend weekly project meetings with the Owner, Owner's Representative, Architect and Construction Manager. Attend occasional School Board meetings as directed by the Owner.
9. Maintain records at the construction site in an orderly manner, including correspondence, Contract Documents, change orders, construction change directives, reports of the site meetings, shop drawings, product data and similar submittals.
10. Maintain a daily log book recording the construction activities observed, including weather conditions and weather related site conditions; nature and location of work being

performed; meetings attended and matters discussed; communications between Owner, Owner's Representative, Construction Manager and Architect, including instructions, interpretations, and clarifications provided to the Construction Manager; any occurrence of work that might result in a claim for change of contract compensation or time; record all oral agreements, instructions, disputes and questions pertinent to the work.

11. In cooperation with the Owner's Representative and Architect, review the work and Construction Manager's interim and final punch lists for the project.
12. Perform daily checks of the field dimensions of the work under way, including all layouts prior to the Construction Manager's/subcontractor's installation of systems; however, nothing contained herein shall operate as a warranty or binder by the Clerk for the accuracy of the Construction Manager's/subcontractor's work.
13. Take a proactive role to facilitate communications between Construction Manager and architect on interpretation of the Contract Documents.
14. Monitor the Construction Manager's construction schedules on an ongoing basis and alert the Owner, Owner's Representative and Architect to conditions that may lead to delays in completion of the work.
15. Receive and, when authorized by the Architect, respond to requests from the Construction Manager for information.
16. When authorized by the Architect, provide interpretations of the Contract Documents.
17. Review Applications for Payment submitted by the Construction Manager and forward them to Owner, the Owner's Representative and the Architect with recommendations for disposition.
18. Receive and review requests for changes by the Construction Manager, and submit them, together with recommendations, to the Architect.
19. Review for its own knowledge shop drawings, product data and samples, and comment to the Architect on variances or deficiencies observed. Notify the Architect if any portion of the work requiring shop drawings, product data or samples is commenced before such submittals have been approved by the Architect.
20. Review the Construction Manager's record copy of the drawings, specifications, and other Contract documents in order to ensure that the Construction Manager is keeping up the as-built record documents for submission at the end of the project.

Limitations of Authority

The Clerk shall NOT:

- a. Authorize deviations from the Contract Documents.
- b. Approve substitute materials or equipment.
- c. Personally conduct or participate in tests or third-party inspections.

- d. Assume any of the responsibilities of the Construction Manager's Superintendent, Project Manager, or subcontractors.
- e. Expedite the work of the Construction Manager/subcontractors.
- f. Have control over or change of or be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work.
- g. Issue a Certificate for Payment or Certificate of Substantial Completion.
- h. Prepare or certify to the preparation of a record copy of the drawings, specifications, addenda, change orders and other modifications.
- i. Reject work or require special inspection or testing except as authorized in writing by the Owner or Architect.
- j. Order or authorize the Construction Manager to stop or suspend the work or any portion thereof.
- k. Make agreements with the Construction Manager or subcontractors on the Owner's behalf.

PROPOSAL REQUIREMENTS

All proposals shall be submitted in electronic PDF format and shall be organized in two (2) parts. Part 1 shall be titled "Qualifications" and Part 2 shall be titled "Fee Proposal". Proposals shall include the following:

1. Part 1 - Qualifications

The Qualifications section shall contain the following (in this order):

- a. Cover Letter including a brief description of the firm.
- b. Project Team for Clerk services:
 - (i) Proposed Clerk of the Works: List the individual(s) who will be the project's on-site Clerk. Describe each individual's relevant qualifications and experience. The contract will require that the personnel proposed for the project is retained throughout the duration of the work unless extenuating circumstances exist. In the event that a change in personnel cannot be avoided, the Clerk shall assume the cost of overlapping the existing on-site person and their replacement for a period of 60 days. Owner reserves the right to approve in advance the assignment of new management personnel to the project.
 - (ii) Project Team: Provide an organizational chart of your proposed team. Provide a resume for each member of your listed staff, including education, project commissioning experience, and any special expertise or unique qualifications.

- c. Approach - Describe in a brief narrative, your proposed approach to managing the project expertly and efficiently, including your team's participation (such as distribution of tasks, travel, etc.). Describe what approach you will take for integrating the Clerk activities into the construction, including what you will do to foster teamwork and cooperation among contractors, designers and Owner.
- d. References - Provide project references for three (3) Clerk of the Works projects for which the proposer was the principal clerk firm in the last three years. Include a brief description of the project, along with the following bullet points for each project:
 - Owner contact name, address, phone number, and email address
 - Clerk services provided by your firm, including the phase during which your firm began providing services
 - Project team members from your firm associated with the project and the role of each team member and/or the tasks they performed.
- e. Proof of Insurance – Submit proof of insurance meeting the following minimum requirements:
 - (i) Commercial General Liability - \$1,000,000 General Occurrence, \$2,000,000 Aggregate
 - (ii) Automobile Liability - \$1,000,000 Each Accident
 - (iii) Workman's Compensation and Employers' Liability - \$1,000,000

2. Part 2 - Fee Proposal

The fee proposal shall contain the following:

- a. Provide fixed fee to perform the duties and responsibilities described above. Assume 127 weeks of construction.
- b. Provide hourly rates of all individuals to be assigned to this project, including the individual(s) who will be the project's on-site Clerk.
- c. Provide estimate of reimbursable expenses.
- d. Provide fixed fee daily cost for services during construction. This fee will be applied as an add-on for additional days of services beyond 127 weeks of construction or as a deduct if the active construction phase is less than 127 weeks.

SUBMISSION OF PROPOSALS

1. Proposals will be received by Burlington School District until 3:00 PM on January 30, 2023, via electronic transmittal to jweith@whiteandburke.com. Large attachments (over 10 MB total) should be hosted on a file sharing service and link transmitted as part of the e-mail.

2. The deadline will be strictly observed. Proposals delivered after 3 PM on January 30, 2023, or to any other email address will be rejected as non-responsive.

SELECTION PROCESS

Owner will evaluate each proposal submitted based on responsiveness to the project's needs. Owner will consider the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. Owner will recommend the award of contract to the bidder who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall also include:

1. Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
2. Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
3. Past performance as reflected by the evaluation of others who have retained the services of the bidder with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
4. Experience, qualifications, and ability related to clerk of the works services.
5. Ability to interpret and propose deliverables from this RFP.
6. Level and length of experience.
7. Partnership approach with effective facilitation.
8. Completeness of proposal and responsiveness to the requirements contained in this RFP.
9. Fee Proposal

Owner reserves the right to select a Clerk at any time after the RFP response date, without requesting further concessions from, or giving notice to, other proposers/bidders. Therefore, it is important that all proposers/bidders keep their current best proposal, in terms of price and terms, presented to Owner at all times during this process.