

**Town of North Stonington  
Request for Qualifications/Proposals  
Clerk of the Works Services  
Demolition of One Story Wing 298 Norwich Westerly Road**

**Introduction:**

The Town of North Stonington is seeking qualified candidates to provide Clerk of the Works services for the demolition of a portion of the one story wing, approximately 26,000 sq ft, of the old Wheeler Middle High School, located at 298 Norwich Westerly Road. The Town has already solicited bids for the demolition and is ready to award the project.

**Schedule & Budget:**

The Town is ready to proceed with demolition this summer. The project design and site plan approval have been completed. Construction Documents were created as part of the school modernization project that included renovation of the existing elementary school and expansion to the middle high school. The project schedule is as follows:

-Bidding:	05-13-2022 thru 06-03-2022
-Bid Award:	06-30-2022
-Demolition:	08-01-2022 thru 12-31-2022 or completion

The anticipated project cost is \$700,000.

**Scope of Services:**

1. The Clerk of the Works will handle the day-to-day oversight of the Contractor's work during the project.
2. The Clerk of the Works shall be contracted by and report directly to the First Selectman. All written correspondence shall be made through the First Selectman. The Clerk shall maintain liaison with the Contractor and all Subcontractors on the Project only through the Contractor's Superintendent.
3. The Clerk of the Works will be responsible for the following tasks:
  - A. Familiarize him/herself with the Contract Documents thoroughly prior to commencement of the work, along with the legal, safety and health requirements surrounding the project.
  - B. Review the Contractor's work in the field during demolition operations and assure that the work is carried out to the Owner's standards based upon the Contract Documents, including the drawings, specifications, materials, workmanship and schedule.
  - C. Make weekly visual inspections of the work and prepare weekly reports on the work performed.
  - D. Attend meetings on an as needed basis with the Selectman to keep them informed of the process of the project.
  - E. Coordinate third party special inspections and testing requirements with the Contractor's work.
  - F. Report immediately to the First Selectman regarding any deficiencies in the work.
  - G. Advise and coordinate with the Contractor with regard to the work in general and when deficiencies are observed or otherwise identified in the work.

H. Maintain project records of all correspondence, reports, shop drawings, test reports, schedules, Contract Documents, Change Orders and any other project records.

I. Maintain all records and reporting related to prevailing wage for the project.

J. Advise and assist the Owner with any and all project related decisions.

4. The Clerk of the Works shall be present on site as needed whenever the Contractor is present on site until project closeout.

**Qualifications:**

The candidate for the Clerk of the Works position shall possess the following qualifications:

- 10 years as a licensed Building Official or Assistant Building official in the State of Connecticut or the equivalent in another State or,
- 10 years as a Construction Superintendent or a Construction Project Manager for a reputable Commercial Building Contractor or similar experience.
- The candidate shall possess inspection and/or municipal/commercial construction experience on demolition related projects.

The candidate shall provide a qualifications statement outlining the above experience, computer literacy, education, Professional / Trade Group affiliations and three references.

**Selection Process:**

The candidate for the Clerk of the Works position shall be prepared to interview with the Board of Selectmen.

The selection of the Clerk of the Works will be based upon the candidate's qualifications, experience in providing services for similar projects and the Cost of Services as determined by the Board of Selectmen.

**Proposal:**

All questions regarding this solicitation package must be submitted to the Selectmen's Office via email at [cdias@northstoningtonct.gov](mailto:cdias@northstoningtonct.gov) by 3:00 PM on July 8, 2022.

Proposals must be submitted to Selectmen's Office, 40 Main Street, North Stonington, CT 06359, Attn: Christine Dias no later than 12 noon on July 18, 2022.

Include the following information:

- Qualifications Statement w/ Experience, Education, Affiliations & References.
- Total Contract Fee Proposal with Hourly Rates for Work Beyond Contract & Reimbursable Mark-up.
- Certificate of Insurance for \$1,000,000 liability.

**LATE PROPOSALS WILL NOT BE ACCEPTED**