

NORTHERN MAINE COMMUNITY COLLEGE
REQUEST FOR PROPOSALS
Childcare Center Construction Project Owner's Representative

Northern Maine Community College is seeking proposals for an Owner's Representative for the Early Childhood Education Childcare Facility project. This project is the conversion of a residence hall into a childcare facility.

The contract position generally consists of acting as an advisor to the Owner (Northern Maine Community College's President, Dean of Facilities, and Manager of Facilities), will facilitate open communications among all parties, help avoid adversarial interactions and promote a sense of trust and teamwork, ensure that the project is completed at the lowest possible cost and highest degree of quality and workmanship that are consistent with the plans and specifications for the project. The Owner's Representative will monitor the implementation of the construction documents, attend all site meetings, maintain daily written and photo logs of all construction related operations, submit weekly reports, monitor contractor workmanship, oversee all contractor testing requirements, document and track field modifications, maintain a current field set of drawings and specifications, maintain construction logs, monitor construction progress against schedule, assist with monthly applications for payment and conduct preliminary and final inspections.

The owner's representative will at a minimum:

- Perform on-site inspections for quality of workmanship, quality of materials, conformity with plans & specifications, code compliance, on-site safety, project schedule vs progress, and general progress of the construction project.
 - Maintain observation reports/logs including work description, work methods, contractors on site, weather conditions, observations, photos, etc.
 - The frequency of on-site inspections should be determined by the Manager of Facilities and the owner's rep. During construction site visits of no less than once per day are recommended.
- Attend, or conduct, construction meetings with contractor, architect, and major subcontractors that are on site.
 - These meetings should include discussions of potential or pending change orders, problems, schedule, budget, requests for information and any other areas of interest.
- Review all test reports and ensure they follow all specifications.
 - E.g. soils, compaction, concrete, welds and other required tests.
- Review progress billings and when necessary negotiate revisions.
- Report daily to the Manager of Facilities, Dean of IT and Facilities, and college President.
- Provide weekly written updates to the Manager of Facilities, Dean of IT and Facilities, and college President.
- Other functions as identified by the owner's representative or the owner. This description is not meant to be complete.

This contract is limited to the duration of the perspective project anticipated to be completed April 2025. This position requires experience of 5 to 10 years in construction management and site inspecting.

Submission Requirements

Interested firms or individuals should submit a Statement of Qualifications including:

- A. qualifications to undertake this project.
- B. list of recently completed work of similar type and size projects;
- C. statement of current workload and ability to absorb the project;
- D. list of business references other than those listed above, including contact information;
- E. estimated hours per week to successfully serve in the position described; and
- F. rate/hour

Owner's Representative Selection Criteria

Factor	Weight
Hourly rate/estimated hours	30%
Experience with projects similar in nature	20%
Pertinence and quality of references	20%
Compatibility with College standards and practices	20%
Proposal quality and clarity	10%

All questions and bids related to this request for proposals should be directed by email to njedgco@nmcc.edu and nlgriffi@nmcc.edu. The subject of the email should clearly state "Childcare Center Owner's Representative". The deadline for proposals submissions is December 29, 2023.

The start date will be upon full execution of the contract with the selected contractor.

The college reserves the right to reject any or all bids.

See Notice to Bidders.

NMCC is an equal opportunity/affirmative action institution and employer.