

# Northwest Vermont Solid Waste Management District

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## Request for Proposal

Owners Representative for Construction

DATE: August 31, 2023

SUBJECT: Northwest Vermont Solid Waste Management District, Georgia, VT

The Northwest Vermont Solid Waste Management District (NVSWD) is planning an expansion project at their facility on Morse Drive, in the Town of Georgia, VT. This project involves the construction of a new 2-story 1200 sf office space and storage building, a warehouse addition, multiple locations for additional concrete infrastructure and significant site re-organization to meet improved material management. Site driveways and parking will be added to more efficiently organize the traffic flow into and out of the project. This facility serves the public and space is limited. Site work and construction must be managed within the facility operations.

The Solid Waste District is interested in soliciting construction management proposals for construction of the project. The estimated project value is \$1,000,000. The overall concept is shown on Cross Consulting Engineers' drawings which are attached to this request.

### BACKGROUND

The Solid Waste District has retained the services of Cross Consulting Engineers, PC to design and permit the project.

### PROJECT DESCRIPTION

A new Hazardous Material storage building with second story office space will be constructed at the rear of the property.

The project will include two new small parking areas in front of the building. Approximately 16 new parking spaces will be added. This work will include landscaping and lighting.

The project will also include a new public driveway entrance and pay booth to access the drop off area in back of and inside the building, using the rear overhead door. This new driveway will be on the south side of the property.

There will also be other site modifications to re-organize the dumpsters and roll-offs that are located on site to more efficiently organize the site layout of this facility. New concrete slabs and walls will be required to support these containers.

### MEMBER COMMUNITIES

ALBURGH • BAKERSFIELD • BERKSHIRE • ENOSBURG • FAIRFIELD • FLETCHER • FRANKLIN • GEORGIA • GRAND ISLE  
HIGHGATE • ISLE LA MOTTE • MONTGOMERY • NORTH HERO • RICHFORD • ST. ALBANS CITY • ST. ALBANS TOWN  
SHELDON • SOUTH HERO • SWANTON

**SERVICES REQUIRED – Owners Representative (in two parts)**

Project Management

- Assist in hiring a Construction Manager. This will include circulating an RFP and tabulating the results to be evaluated by the NWSWD.
- Examine CM contract to assure that NWSWD is represented in the correct manner.
- Review and delineate the proposed Schedule of Values.
- Review the Owner's Schedule as well as hold the contractor accountable for the Construction Schedule.
- Review the design for any Cost Saving opportunities.
- Attend pre-construction and post-construction meetings as required.
- Prepare punch lists for each definable feature of work prior to final acceptance of work.
- Coordinate Commissioning Services and Testing Services of a Third party as warranted.

On-site Representation/COTW

- Attend weekly project meetings.
- Ensure that the construction conforms to the plans and specifications.
- Obtain daily logs from the contractor detailing progress, workforce, subcontractors and vendors on-site.
- Provide the owner with weekly progress reports via email. Record interactions with the contractor, other members of the project team, State and local officials, and provide general observations.
- Maintain frequent communication with the owner, including immediate notification of potential or actual safety violations, inspection and testing results (including substandard materials), deviations from specifications, and any conditions that may cause delay in the project schedule or increases in cost.
- Observe the testing of materials and monitor any corrective actions taken as a result of materials testing.
- Review invoices, change orders, payroll, and field reports.
- Review and recommend all change orders from a technical and cost analysis perspective.
- Observe and report to the project team on contractor compliance with labor and safety laws.
- Observe the delivery of materials to the project site and ensure conformance with applicable documents and/or drawings.
- Notify the Project Team immediately if work does not conform to the Contract Documents or requires special inspection or testing.
- Monitor the Contractor's progress as it relates to the construction schedule and alert the Owner to conditions that may lead to delays in completion of the work.

- In cooperation with the Engineer, review the work and prepare interim and final punch lists for the Contractor.
- Collect, on the Owner's behalf project close-out documentation, O&M manuals, and as-built drawings.

## **PROPOSAL REQUIREMENTS**

Please provide the following information with your proposal. The proposals are to be submitted to NWSWD, care of John Leddy, Executive Director, at the address in our letterhead.

- 1) Brief description of your company including length of time your company has been in business, and the location of the office that will be responsible for this project if selected. Be sure to describe similar facilities that your firm has constructed, including total construction costs and contact information for use as references.
- 2) Fee for Owner's Representative Services as a lump sum.
- 3) Name and resume of the proposed staff that will be responsible for this project.
- 4) Estimated project schedule assuming a construction Spring 2024 start date.

Please submit one electronic pdf copy and four paper copies of the information required above to the NWSWD office no later than Tuesday, September 22, 2023, at 4:00 PM. Questions regarding this Request for Proposals should be sent to John Leddy, NWSWD Executive Director, at [jleddy@nswd.org](mailto:jleddy@nswd.org).

Thank you.



John Leddy