

**Clerk of the Works/Owner's Representative**

**Town of Royalton, Vermont**

**Royalton Memorial Library Renovation  
Project**

**I. Request for Qualifications**

The Town of Royalton is seeking qualified firms or individuals to serve as the clerk of the works/owner's representative for its Royalton Memorial Library Renovation Project. The project consists of constructing a new wood framed and brick veneered two story addition to existing historic Royalton Memorial Library building located at 66 Safford Street South Royalton Vermont. All construction and renovations consisting of a first floor addition of 735 SF and second floor addition of including stairs and elevators of 735 SF. First floor minor renovations of 1125 SF with 1111 SF of minor renovations on the second floor of existing structure shall be in conformance with the plans and specifications prepared by Jay White Architect PLC and date February 11, 2019. There will be no basement in either addition or the existing space being renovated.

**II. Services**

The following is a list of, including but not necessarily limited to, the services the clerk of the works/owner's representative would be expected to perform for the Town of Royalton.

- Attend at least two pre-construction and one post-construction meeting.
- Attend weekly project meetings.
- Ensure that the project conforms to the plans and specifications.
- Prepare and submit daily logs detailing progress, workforce, subcontractors and vendors on-site, interactions with the contractor and other members of the project team and State and local officials, and general observations.
- Provide the owner with weekly progress reports via email.
- Maintain continuous 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.

- Observe the delivery of materials to the project site and ensure conformance with applicable documents and/or drawings.

### **III. Submission requirements and deadlines**

Responses to this request must include a statement of qualifications, outlining education, training, and experience; as well as current and projected workload and availability.

The base fee for services should include mileage and general reimbursable mark-up percentage.

Please submit responses electronically to Town Administrator Rose Hemond at [rselectman@bluemoo.net](mailto:rselectman@bluemoo.net) not later than 03/26/2019 in the subject line write, "Town of Royalton – clerk of works RFQ response."

Late responses will not be considered. The Town of Royalton reserves the right to accept, reject, or alter any response. The RFQ is not a contract.

### **IV. Project Schedule**

The project is expected to begin construction no later than May 2019 and conclude with the facility's opening in November 2019

### **V. Questions**

Contact Royalton Town Administrator at (802) 763-7967 or [rselectman@bluemoo.net](mailto:rselectman@bluemoo.net)