

RSU #13 is seeking applications for an Owner Representative to oversee the pre-construction, construction, and post-construction activities pertaining to multiple School District Construction and Renovation Projects beginning this month and lasting through 2018.

The CONSULTANT'S responsibilities are as follows:

- To spend sufficient time on this project on a weekly basis to ensure the project moves according to schedule and budget. This includes time on the site, time in meetings, etc.
- To represent RSU #13 at requisition meetings and other meetings relating to the construction project as directed by RSU #13.
- To communicate freely and thoroughly on a regular basis with the architect, the Clerk of the Works, the Commissioning Agent, and the General Contractor's Construction Superintendent.
- To receive and review copies of Requests for Information, Information Bulletins, Change Proposals and Change Orders.
- To prepare a monthly report to RSU #13 regarding the project. Additional reports shall be submitted as appropriate and as requested.
- To assist RSU #13 in meeting its monthly responsibility to record and report the financial status of the project. Day to day accounting shall be done by RSU #13.
- To assist RSU #13 in working with affected neighborhoods to maintain good public relations.
- To assist RSU #13 to ensure that all work done by the General Contractor and the other professionals associated with the project is coordinated with all other work, is done safely, and meets the design intent.
- In conjunction with the Clerk of the Works, Commissioning Agent, and other professionals associated with the project, to monitor the quality of the work of the General Contractor and all Subcontractors and to report to RSU #13 in a timely manner.
- To assist in the close-out of the project including the punch list, final payment, final documentations, and to assist in the transition from a construction project to an occupied building.
- To perform such other duties agreed upon between the CONSULTANT and RSU #13.

The CONSULTANT'S Scope of Services is listed below.

A. GENERAL

1. Facilitate communications, teamwork and trust among RSU #13, Contractor, Architect, Clerk of the Works, and Commissioning Agent in conformance with RSU#13/Architect, RSU #13/Commissioning Agent, RSU #13/Clerk of the Works, and RSU #13/Contractor agreements.
2. Prepare for and if requested attend meetings of RSU #13'S Building Committees.
3. Assist and give guidance in establishment and approval of project budgets and schedules.
4. Maintain project files as required by RSU #13, including a non- commercial photographic history of the project.
5. Review and discuss with RSU #13 submittals from the Architect and General Contractor.
6. Perform such other associated duties as are assigned by RSU #13.

B. CONSTRUCTION DOCUMENT PHASE

1. Review and comment on construction documents prior to their bid release.
2. If possible, assist RSU #13 and the Building Committee in the General Contractor pre-qualification selection.
3. Assist RSU #13 and the Building Committee regarding contract negotiation with the winning General Contractor.

C. CONSTRUCTION PHASE

1. Review the building specifications and construction schedule with RSU #13 and Architect and be intimately familiar with all project requirements.
2. Be on-site as required to monitor properly the progress of the work, to facilitate properly timely answers among the project team members and RSU #13, and to assist as necessary in the smooth progression of the work.
3. Attend construction and payment requisition meetings at the direction of RSU #13.
4. Progress
 - a. Issue a monthly progress report to RSU #13 and Architect that includes a schedule analysis, as well as a discussion of current critical issues, general progress and quality of the work, potential problems, overall status of the project, and suggested solutions as appropriate.
 - b. Meet with RSU #13 and the Architect (when necessary) regularly to review and discuss construction progress and quality as well as general conformance with the contract documents.

c. Work with RSU #13 and Architect (when necessary) to update the project budget on a monthly basis, identify variances between actual and budgeted costs, and suggest corrective action.

5. Review Contractor's Requests for Information (RFI), Architect's Information Bulletins (IB), Change Proposals (CP) and Change Orders (CO) and advise RSU #13. Review responses to RFIs and their impact on CPs, as well as the reasons for Change Orders.

6. Invoices and Payments

a. Review all invoices for services provided by the Architect, Clerk of the Works, Commissioning Agent, and other parties and make suggestions prior to approval and payment by RSU #13.

b. Review monthly requisition for payment presented by the General Contractor and evaluate that amounts being invoiced are compatible with the progress of the Work and approved Change Orders. If the CONSULTANT believes that the invoice is inconsistent with the progress of the work, he or she will meet with the Architect to discuss the basis for the billing and propose adjustments if needed prior to making a recommendation to RSU #13 for approval of payment.

7. Record Drawings and As-Built Drawings

a. Help ensure that Contractor's As-Built Drawings are maintained throughout the construction.

b. Work with the Architect to ensure that Record drawings are maintained.

8. Review with the Architect proposed substitutions of significant material or equipment and make recommendations to RSU #13 relative to quality, durability, cost, and schedule impact.

9. Field Work

a. Report jobsite problems and job coordination issues to RSU #13 and the Architect.

b. Report to RSU #13 any differences that may occur between the Architect and the Contractor (and other parties) regarding execution of the work.

c. Inspect the work. Report any deficiencies to RSU #13 immediately.

10. Commissioning

a. Coordinate any testing and evaluation of building systems involved in the commissioning process.

b. Review commissioning activities and results to ensure the commissioning is being done as specified by contract.

c. As necessary, coordinate the LEED certification process.

D. POST-CONSTRUCTION PHASE

1. Assist RSU #13 in scheduling training for maintenance personnel on mechanical and electrical systems with the General Contractor, Commissioning Agent, and/or other Professionals.
2. Review project close-out package, including but not limited to warranties, keys, record documents, as-built drawings, operating manuals, with the Architect and/or Commissioning Agent to verify that all requirements are satisfied.
3. Verify receipt of Certificates of Occupancy, completion of punch list items, and review of As-Built and Record drawings.
4. Review final requisition for payment and recommend release of retainage based upon completion of the contract requirements.
5. Coordinate requests for warranty work from RSU #13 with Architect and/or other parties to aid timely completion of the required work.