

SCOPE OF SERVICES

City of Jackson's Representative for Construction Oversight of Madison Academic City of Jackson, Tennessee

Owner's Representative Job Description for Construction Oversight of Madison Academic

The City of Jackson is seeking requests for qualifications and letters of interest for a representative to oversee the construction of Madison Academic. Below is the job description.

- Change event management; review, comment and assist the City and the District in managing any change orders or potential change orders for the project.
- Ensure that the contractor and their subcontractors are properly insured and bonded.
- Review plans and specifications for suitability of school use; quality; student and staff safety; building code compliance; fire code compliance; size/s.f.; future operation costs; and budget.
- Submittal review; ensure that the contractor is submitting appropriate documentation and record-keeping. Review submittals for general conformance with construction documents on the Owner's behalf, and ensure that the Owner is kept apprised of items that they, or the District, need to make decisions on; ensure that appropriate parties are reviewing and stamping submittals and determine if additional consultants need to review them; provide comment to the Owner on adequacy of materials specified.
- RFI review; review RFI's to ensure contractor and design/engineer/consultants are providing thorough and efficient responses, and that RFI responses are being forwarded to/from the appropriate parties; advise Owner of RFI's that may incur additional cost and/or scope change prior to implementing work.
- Ensure all permits are procured and the applicant is in compliance with all local fire district requirements.
- Ensure all federal, state, and local requirements are satisfied.
 - E.g. bonding, advertising for final payment, OSHA, EPA, EEO, other agency requirements, etc.
- Make sure that the budget is maintained without compromising the quality or integrity of the project.
- 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 City and the owner's rep. During construction site visits of no less than once per week are recommended.
- Attend, or conduct, construction meetings with developer, 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.
 - Report monthly to the Jackson City Council on the progress and status of the project.
 - Provide weekly written updates to the City of Jackson and the Jackson Madison-County School District to include progress photos. Ensure that the City and District representatives are copied on project correspondence.
- Review all test reports and ensure they are in compliance with specifications.
 - E.g. soils, compaction, concrete, welds and other required tests.
- Help the City resolve disputes or claims that may occur.
- Review progress billings submitted by the contractor. This includes reviewing the back-up for each contractor draw request for Division 2-16 line items.
- Ensure all lien/claim releases are executed with all progress and final payments.
- One year of post occupancy assistance to include but not limited to:
 - Coordinate with contractor to resolve warranty issues;
 - One year warranty walk through;
 - Ensure that this takes place;
 - Ensure that the walk is thorough and that all necessary parties are in attendance;
 - Ensure any issues identified are resolved in a timely manner.
 - Ensure compliance with all closeout requirements with the architects, engineers, contractors and the state;
 - Assist with resolving payment or other contractual disputes;
 - Follow up commissioning and adjustment for maximum building performance;
 - Develop a preventative Operations & Maintenance plan for the School System.
- The firm selected must completely understand the project and must not be working on any part of the plans, design, etc.
- Other functions as identified by the owner's representative / construction manager or the City. This description is not meant to be complete, but is to identify major tasks. There may be obvious tasks not in this description or there may be tasks that are necessary due to the nature of the project or problems that occur.
- A committee will evaluate each firm's qualifications and rank them accordingly. The firms will be short listed, interviewed and asked for a price for this project. The recommended firm will be taken to City Council for their approval.
- Supply a list of three references with phone numbers, email addresses and contact.

- Explain why your firm would be an excellent fit for this position and list projects that you have managed that are similar to this one.
- Submit one original and five copies of your statement of qualifications to the City of Jackson Purchasing Department, 115 E. Main, Suite 202, Jackson, Tennessee 38301 no later than 10:30 a.m. on Wednesday, May 27, 2020.
- The factors that will be considered in evaluation of submittals will be:
 - Past experience in managing a project of this type
 - Qualifications and availability of staff
 - Demonstrated ability to meet schedules without compromising sound practices
 - Familiarity of the project and the area
 - References
- If you have any questions or comments, please email Susan White swhite@cityofjackson.net

ACKNOWLEDGE RECEIPT OF ALL ADDENDA INFORMATION

Addendum I _____

Addendum VI _____

Addendum II _____

Addendum VII _____

Addendum III _____

Addendum VIII _____

Addendum IV _____

Addendum IX _____

Addendum V _____

Addendum X _____

The attached specifications are written merely as a guideline with desired features and not to favor any specific brand or manufacturer.