

**Request for Proposal Clerk of the Works
For
Jefferson Community College**

Project: Building 3 Dulles Reconstruction Project

Location: Jefferson Community College- 1220 Coffeen Street, Watertown, NY 13601

Job Type/Duration: Contract/Temporary: Project Duration: June 2025 – September 2026

Reports To: Jefferson Community College and Bernier, Carr and Associates

Project Overview:

The project consists of the reconstruction of an existing building. The reconstruction will include the removal of walls, ceilings and floors, including asbestos abatement. Structural modifications, roof replacement, site reconstruction, replacement of mechanical, plumbing and electrical system. The 2025 Capital Improvement project will consist of corresponding demolition and construction needed to complete the project: Herein referred to as Building 3 Dulles Reconstruction Project.

The Clerk of the Works will act as the on-site representative for the College during the Building 3 Dulles Reconstruction Project. The primary responsibility is to oversee the construction activities of multiple contractors. The Clerk of the Works is to confirm that all work is performed according to contract specifications, industry standards, and regulatory requirements. The ideal candidate will have a strong working knowledge of general construction techniques, plumbing systems, sophisticated **mechanical and electrical systems, construction practices, and an understanding of the Construction Documents** and will be available for frequent on-site inspections. The Clerk of the Works is anticipated to be on site a minimum of 24 hours per week and shall coordinate with the College's Superintendent of Buildings & Grounds.

Project Timeline:

July 2025 – Advertisement for bidding

August 2025 – Commence Construction

July 3, 2026 - Substantial Completion of Phase 1 of Building 3 reconstruction

January 08, 2027 - Substantial Completion of Phase 2 of Building 3 reconstructions.

The Contract Drawings and Specifications for the project are available from BCA Architects & Engineers, 15 Public Square, Watertown, NY 13601. Contact: Mari L. Cecil, NCARB, AIA, CSI.

Responsibilities of the Clerk of the Works:

1. Project Oversight:

- Monitor daily work activities to ensure compliance with contract documents, approved plans and specifications.
- Verify that materials and equipment installed meet project requirements and are properly documented.
- Attend all project meetings as the Owner's Representative.

It is understood that the Clerk of the Works has no authority to modify Contract Documents

2. Quality Control & Inspections:

- Conduct frequent on-site inspections and report to the Owner and BCA Architects & Engineers in writing.
- Document any non-conforming work, ensure timely correction and report to the Owner and BCA Architects & Engineers in writing.
- Coordinate with Jefferson County Code Enforcement for periodic inspections of the project.
- Ensure all installations comply with safety codes and local, state and federal regulations.

3. Coordination & Communication:

- Serve as a liaison between contractors, the College officials, and architects/engineers.
- Attend construction meetings and provide updates on progress, issues and potential delays.
- Maintain thorough records of site activities, progress and contractor compliance.

4. Documentation & Reporting:

- Maintain a detailed log of construction activities, including workforce levels, equipment, materials used, and any issues encountered.
- Review submittals, change orders, and contractor requests for compliance with contract terms.
- Assist in resolving construction-related issues by coordinating with contractors and design professionals.
- Daily field reports are to be shared with Shawn Maloney, Superintendent of Buildings and Grounds; Sidney Pond, Vice President for Administration and Finance; and BCA Architects and Engineers.

5. Safety

- Ensure that worksite safety protocols are followed, reporting any safety violations.
- Monitor contractor adherence to environmental and workplace safety regulations.

Recommended Qualifications & Experience:

- Minimum 3 years' of documented experience in construction oversight for a complete reconstruction of existing buildings and related fields/similar projects.
- Strong knowledge of building reconstruction including hazardous material abatement, general construction, mechanical systems, plumbing systems, electrical systems, fire alarm systems, security systems and specialized equipment installations.
- Proficiency in interpreting construction documents including contract drawings and specifications.
- Experience with public work construction projects preferred.
- Familiarity with building codes, safety regulations, and compliance requirements.
- Ability to work independently and be available for frequent on-site inspections.
- Familiarity with Municipal Law.

Skills & Abilities:

- Strong attention to detail and ability to document work accurately.
- Excellent problem-solving skills and ability to address construction challenges.
- Effective communication skills for coordination with various stakeholders.
- Basic computer skills for reporting and documentation.

Work Environment:

- On-site presence required at the project throughout the duration of the project.
- Exposure to active construction environments, requiring adherence to safety protocols.
- Clerk of the Works will report on a regular basis to, Shawn Maloney, Superintendent of Buildings and Grounds and to Sidney Pond, Vice President for Administration and Finance.

Proposal Requirements:**Qualifications:**

- Cover Letter
- Bidder's Name(s)
- Bidder's Address
- Bidder's contact information and preferred method of communication
- Legal Form of Bidder (e.g. sole proprietor, partnership, corporation)
- Bidder's principal officers
- Proposed Clerk of the Works: List the individual who will be the project's on-site Clerk
- Describe relevant qualifications and experience
- Three Clerk of the Works references
- Proof of Insurance – submit proof of insurance

Cost Proposal Summary and Breakdown:

- Provide a breakdown of your scope of services, that you feel will be required to achieve the Clerk of the Works responsibilities. Assume 60-62 weeks of construction.
- Provide a lump sum cost to achieve the Clerk of the Works responsibilities.
- Provide a detailed list of all additional costs or expenses related to the proposed project.
- Brief summary of the total cost of the proposal.

Deadline to Submit Proposal:

All proposals must be received by Jefferson Community College no later than 12:00 PM on July 30, 2025 for consideration in the project proposal selection process.

All proposals shall become the property of Jefferson Community College. Jefferson Community College shall reserve the right to waive any informalities, cancel, suspend and/or discontinue any proposal at any time they deem necessary or fit without obligation or notice to the proposing bidder/contractor.

All proposals must be submitted in a sealed envelope clearly marked on the outside "Clerk of the Works". Any proposal received after the deadline will not be considered.

Submit to:

Jefferson Community College
Purchasing Department
1220 Coffeen Street
Watertown, NY 13601

Termination:

The College may terminate this contract only for cause upon thirty (30) days written notice.