

Owner Representative
Construction Oversight Services
for
Brentwood Borough School District
Elementary School Project
June 12, 2024

INTRODUCTION

The Brentwood Borough School District (“Owner”) is seeking a Owner’s Representative (“Owner Rep”) to provide construction oversight services for a new elementary school located in Brentwood Borough, Pennsylvania.

PROJECT OVERVIEW

1. Project Description

The proposed new Brentwood Borough Elementary School will contain a four (4) story academic wing facing Willock Road with Classrooms, Media Center, STEAM Room, special education classrooms, ESL classrooms, art and music. The support and activity wing will be one (1) story and will include administrative offices, nurse’s suite, a gymnasium, kitchen, and cafeteria. The cafeteria will be designed to be a tornado storm shelter for the Building Occupants. A courtyard will provide for outdoor play. Additional play areas will be located on the site along Olancho Avenue and on the roof, due to the lack of other available space.

The new school design incorporates green principles including sustainable site design, water and energy efficiency, and indoor environmental quality. Natural lighting in all educational spaces will enhance the learning environment. The building will be well insulated, and the energy management system will minimize energy use.

The construction process will reduce waste and promote recycling of construction materials. Building materials are specified to minimize VOC levels and other like chemicals. Indoor air quality will be optimized with ventilation and the inclusion of CO2 monitors, UV Lights, and bipolar ionization in the air handling units. This will regulate ventilation and eradicate airborne pathogens from the air. Occupancy sensors for lighting will be provided to manage electricity consumption when rooms are unoccupied. Hands free flush valves and faucets will be provided to reduce water consumption and promote hygiene. Sound amplification for the teacher will be provided along with control of light levels.

The building will be a structural steel frame on concrete foundations structure. Exterior walls will be a brick and metal panel system. Interior finishes will consist of durable materials such as impact resistant gypsum board, ceramic and vinyl floor tile for the floors, acoustical ceilings, and wall mounted acoustical baffles. The walls will be flexible and user-friendly for the kids. Metal peg boards and writing surfaces will be included to promote student creativity. The building will be accessible for the disabled with an elevator, visual annunciators (strobes), braille signage, and

adequate clearances. The building technology will include data cabling, video surveillance, interactive visual displays, access control hardware, and a visitor security entrance. Laminated glass on all ground floor windows and entrances will provide added security. A sprinkler system throughout the facility will provide fire safety.

2. Project Timeline

July 4, July 11, July 18, 2024 – Advertise
July 1, 2024 - Act 34 Pupil Cost Limits Increase
August 7, 2024 - Receive Bids
August 19, 2024 - Award Contracts
September 12, 2024 - Initial Job Conference
September 16, 2024 - Start On-Site Construction
August 14, 2026 - Complete Building Construction
August 2026 - School Move In
January 2027 - Alternate School Move In Date

3. Project Team

Owner Admin Reps:	Jeff George, Amy Burch, Jennifer Pesanka
Lead Architect:	HHS DR Architect & Engineers
Landscape Architect:	Pashek + MTR
Stormwater Management:	Crystalair Consulting, LLC
Site Retaining Walls:	Keystone Structural Solutions
Tornado Shelter:	Atlantic Engineering Services
HVAC, Plumbing, Electric:	CJL Engineering
Kitchen:	Food Facility Concepts, Inc
Acoustics:	vizzAcoustics
Geotechnical Engineering:	Hillis-Carnes
Site survey:	KAG Engineering
Innovation and Interior Consulting:	Children’s Museum

REQUIRED SERVICES

The Owner Rep duties and responsibilities during shall include:

1. Preconstruction Phase Services

- a. Familiarize itself with project expectations by thoroughly reviewing the design development drawing set and outline specifications, project cost estimates, project schedule, and early bid packages.
- b. Assist the Owner in the development of a request for proposals for consultants for the Project, the solicitation and substantive review of proposals, and engagement of the consultants.
- c. Attend weekly design team meetings with the Owner and the Architect.

d. Review and assist the Owner and Architect in the development of the front-end documents for bidding, including Instructions to Bidders, Bid Forms, General and Supplementary Conditions and Agreement Between Owner and Contractor to provide that: (1) the work of the multiple Contractors is coordinated, (2) all requirements for the Project are assigned to the appropriate Contract in accordance with applicable law, regulations and codes, (3) the likelihood of jurisdictional disputes is minimized, (4) design details do not adversely affect constructability, and (5) the Construction Documents are accurate, clear and complete so as to optimize the responsiveness and competitiveness of bids and to minimize the likelihood of delays and claims. Assist the Owner and the Architect in the identification and specification of potential alternates for inclusion in the bid documents.

2. Bidding Phase Services

a. Assist the Owner and the Architect in coordination of the advertisement for bids, the issuance of bidding documents to bidders and the receipt of bids.

b. Participate in the pre-bid conference.

c. Assist the Owner and the Architect in responding to questions or requests for information from bidders and with the issuance of addenda.

d. Assist in the evaluation of the bids to verify that they are complete and responsive and provide recommendations as to any bids considered to be deficient. Prepare bid analyses, assist in the investigation of bidder responsibility, and make recommendations to the Architect and Owner for the Owner's award of contracts to the lowest responsive, responsible bidders or for the rejection of bids, including the selection or rejection of any alternate bids.

e. Following an award of contracts by the Owner, review the Agreement Between Owner and Contractor as prepared by the Architect for conformity to each Contractor's bid and the bidding documents and the Owner's selection of any alternate bids.

f. Assist the Owner in obtaining building permits, except for permits required to be obtained directly by the Contractors. Verify that the Owner has paid applicable fees and assessments. Assist the Owner and Architect with the filing of documents required for the approvals of governmental authorities having jurisdiction over the Project.

Construction Phase Services

a. Participate in the initial job conference with the contractors, the Architect, the Owner, and other consultants.

b. Attend pre-installation meetings with the Owner, Architect and Contractors to ensure proper installation practices.

c. Attend and participate in weekly project meetings/job conferences at the project site to discuss progress, resolve problems, review and coordinate project schedules, and assist in necessary decision-making.

d. Attend and participate in the weekly meetings at the project site with the construction superintendents from each contractor regarding coordination of construction activities, to discuss project progress, and to assist in resolution of any issues among the Contractors.

- e. The Owner's Rep shall be stationed on site during the active construction phase at least five (5) days per week and at least eight (8) hours per day, or as determined necessary to perform the required duties listed herein.
- f. Perform on-site observations during the active construction phase as may be reasonably necessary to determine in general if progress and quality of the work being performed will be in conformance with the Contract Documents when completed.
- g. Monitor the Construction Manager's and subcontractor's progress as it relates to the construction schedule and alert the Owner and Architect to conditions that may lead to delays in completion of the work.
- h. Maintain records at the construction site in an orderly manner, including correspondence, Contract Documents, change orders, construction change directives, reports of the site meetings, shop drawings, product data and similar submittals.
- i. Maintain a daily logbook recording the construction activities observed, including weather conditions and weather-related site conditions; nature and location of work being performed; meetings attended, and matters discussed; communications between Owner, Construction Manager and Architect, including instructions, interpretations, and clarifications provided to the Construction Manager; any occurrence of work that might result in a claim for change of contract compensation or time; record all oral agreements, instructions, disputes and questions pertinent to the work.
- j. Assist in coordinating inspections and testing of independent inspection and testing agencies, observe inspection and testing, review inspection and testing reports, and make recommendations regarding the results of the inspections and testing activities.
- k. Maintain photographic and digital video records of construction activities and project progress on a regular basis.
- l. Review for its own knowledge shop drawings, product data and samples, and comment to the Architect on variances or deficiencies observed. Notify the Owner and Architect if any portion of the work requiring shop drawings, product data or samples is commenced before such submittals have been approved by the Architect.
- m. Review Contractors' record copy of the drawings, specifications, and other Contract documents to ensure that the Contractors are preparing as built record documents for submission at the end of the project. Notify the Architect and Owner of any apparent failure of the Contractor to maintain up-to-date records.
- n. Assist in the review of contractor payment applications, including evaluation of the Contractor's schedule of values to ensure accurate and appropriate payments to Contractors.
- o. In cooperation with the Architect, review and determine the validity of all requests for change orders, estimate the cost of the change orders and assist in the negotiation of the cost for change orders with the Contractors. Maintain a change order log and accounting records for authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, and other Work requiring accounting records.
- p. Assist the Owner and Architect in the review, evaluation and documentation of contractor claims.

q. Maintain current, accurate, and orderly records of all construction documents including, but not limited to contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, daily logs, catalog data, directives, change orders, transmittal forms and certificates of insurance. All such records shall be maintained at the project site to be readily available for inspection by the Architect, the Owner, the contractors and inspectors. Upon completion of the Project, electronic and bound copy or copies of the daily log shall be furnished to the Owner. Upon final completion of the Project, the Owner's Representative will submit all project documentation electronically including files, records, drawings, submittals, samples, RFI's, shop drawings, change orders, change order directives, meeting minutes, project correspondence and other information to the Owner in an organized and usable form.

r. Assist the Architect in determining when the Work or designated portion thereof is substantially complete and in identifying non-conforming and incomplete work to be corrected or completed. Following the issuance of a Certificate of Substantial Completion and accompanying punch list, assist in the evaluation of the completion of the Work and make recommendations to the Architect when Work is ready for final inspection. Assist the Architect in conducting final inspections.

Close-Out Phase Services

a. Participate and assist in scheduling, monitoring and documenting the commissioning of all building systems and equipment.

b. Participate and assist in coordinating, scheduling, and assist in the training of Owner's personnel on the operation and maintenance of all building systems and equipment. The Owner's Representative shall arrange to have such demonstration and training sessions recorded in digital format.

c. Collect and catalog all warranties, certificates and operating and maintenance manuals, certificates and submit these materials to the Owner.

d. Coordinate the turnover from the contractors of an attic stock.

e. Assist in coordinating the final close-out activities including, but not limited to the correction of all deficiencies (punch list items), submittal of all close-out documents, resolution of any change orders, and recommendation to the Architect and Owner for the payment of retainage.

Limitations of Authority

The Owner's Rep shall NOT:

a. Authorize deviations from the Contract Documents or approve change orders

b. Approve substitute materials or equipment.

c. Personally conduct or participate in tests or third-party inspections.

d. Assume any of the responsibilities of the Architect, Contractors or subcontractors.

e. Direct the acceleration of the work of the Contractors.

f. Have control over or change of or be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work.

g. Issue a Certificate for Payment or Certificate of Substantial Completion.

- h. Prepare or certify to the preparation of a record copy of the drawings, specifications, addenda, change orders and other modifications.
- i. Reject work or require special inspection or testing except as authorized in writing by the Owner or Architect.
- j. Order or authorize Contractors to stop or suspend the work or any portion thereof, except as necessary to abate immediate threats to health and safety.
- k. Make agreements with the Contractors or subcontractors on the Owner's behalf.

REQUIREMENTS

A. Approach - Describe in a brief narrative, your proposed approach to managing the project expertly and efficiently, including your team's participation (such as distribution of tasks, travel, etc.). Describe what approach you will take for integrating the Owner's Rep activities into the construction, including what you will do to foster teamwork and cooperation among contractors, designers and Owner.

B. References - Provide project references for three (3) Owner's Rep of the Works projects for which the proposer was the principal Owner's Rep firm in the last three years. Include a brief description of the project, along with the following bullet points for each project:

- Owner contact name, address, phone number, and email address
- Owner's Rep services provided by your firm, including the phase during which your firm began providing services
- Project team members from your firm associated with the project and the role of each team member and/or the tasks they performed.

C. Proof of Insurance – Submit proof of insurance meeting the following minimum requirements:

- (i) Commercial General Liability - \$1,000,000 General Occurrence, \$2,000,000 Aggregate
- (ii) Automobile Liability - \$1,000,000 Each Accident
- (iii) Workman's Compensation and Employers' Liability - \$1,000,000