

## ***SPECIFICATIONS***

### ***CONSTRUCTION/PROJECT MANAGER***

#### **1. GENERAL**

1.1 The Construction Manager/Project Manager, shall be a full time position, five days per week, and will confer with the Somers Point Board of Education at intervals and on occasions appropriate to the construction/renovations. The Construction Manager/Project Manager shall not communicate with Subcontractors unless authorized by the Somers Point Board of Education.

#### **2. DUTIES AND RESPONSIBILITIES**

2.1 Observe the progress and quality of the work as is reasonably necessary at that stage of construction to determine in general that it is proceeding in accordance with the contract documents. Notify the Board of Education and Architect immediately if, in the Construction Manager/Project Manager' opinion, work does not conform to the contract documents or requires special inspection or testing.

2.2 Monitoring the construction schedule and report to the Architect and Board of Education conditions which may cause delay in completion.

2.3 Review contract documents with Architect and Contractor's superintendent. Obtain necessary interpretations and transmit them to the Architect with prior authorization from the Board of Education.

2.4 Attend job meetings and/or emergency meetings as directed by the Board of Education on the proceedings. Attend school board meetings as needed and as requested.

2.5 Serve as the project's primary point of contact throughout the construction phases. Assist the Owner in hiring and coordination with the Owners required construction and inspection activities such as (but not limited to) commissioning; TAB (testing and balancing of HVAC system water and air); testing services to comply with DCA Bulletin 03-5 for "special inspections" and Hazardous Materials.

2.6 Maintain records at the construction site in an orderly manner. Include correspondence, contract documents, change orders, construction change authorizations, architect's supplemental instructions, reports of site conferences, shop drawings, product data, samples, supplementary drawings, color schedules, requests for payment, and names and addresses of contractors, sub-contractors and principal material suppliers.

2.7 Keep a diary or log book recording the Construction Manager/Project Manager time and activities related to the project, weather conditions, nature and location of work being performed, and specific observations. Record any occurrence on work that might result in a claim for a change in contract sum or contract time. Maintain a list of visitors, their titles, and time and purpose of their visit.

2.8 Assist the Architect in reviewing shop drawings, product data and samples. Notify the Board of Education 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. Receive and log samples which are required to be furnished at the site, notify the Architect when they are ready for examination, and record the approval or other action. Maintain custody of approved samples.

2.9 Monitor the contractor's record drawings at intervals appropriate to the state of construction and notify the Architect and Board of Education of any apparent failure by the contractor to maintain up-to-date records.

2.10 Review the list of items to be completed or corrected which is submitted by the Contractor. Inspect the work and if the list is accurate, forward it to the Architect for final disposition, if not, advise the Board of Education and the Architect with a list for correction.

2.11 Review and report to the Architect on conditions of the portions of the project being occupied or utilized by separate contractors, to minimize the possibility of claims for damages.

2.12 Assist the Architect in final inspection of the work. Review with Architect and Board of Education, the documentation the Contractor is required to furnish at the completion of the work.

2.13. Act as a liaison with the Owner and Sub-Code Officials, Owners testing agency, commissioning agent, etc. and their inspection staff to verify compliance of contractor work with all applicable building codes and standards.

2.14. Verify that the contractor is maintaining on-site a properly documented set of as-built drawings for incorporation into the final set of Record Drawings prepared by the Contractor.

2.15. Coordinate and review with Owner and Architect a punch list of items at Project substantial completion.

### **3. LIMITATIONS OF AUTHORITY**

The Construction Manager/Project Manager shall NOT:

3.1 Authorize deviations from the contract documents.

3.2 Approve substitute materials or equipment except as authorized in writing by the Architect.

3.3 Personally conduct or participate in tests or third party inspections except as authorized by the Architect.

3.4 Assume any of the responsibilities of the Architect, Contractor's superintendent or of Subcontractors.

3.5 Expedite the work for the Contractor.

3.6 Advise on, or issue directions concerning aspects of construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the work.

3.7 Authorize or suggest that the Board of Education occupy the project in whole or in part.

3.8 Issue a Certificate of Payment or Certificate of Substantial Completion.

3.9 Prepare or certify to the preparation of record drawings.

3.10 Reject work or require special inspection or testing exact as authorized in writing by the Architect.

3.11 Order the Contractor to stop the work or any portion thereof.

### **SCOPE OF WORK**

1. General Construction. Locations: Dawes Avenue, Jordan Road, and New York Avenue Schools. General construction work, including toilet partition replacement at Jordan Road School, in accordance with job specifications outlined by architect and engineer.

2. Plumbing, Drainage, and Gas Fittings Work. Locations: Dawes Avenue, Jordan Road, and New York Avenue Schools. Plumbing, drainage, and gas fittings work, in accordance with job specifications outlined by architect and engineer.

3. HVAC Work. Locations: Dawes Avenue, Jordan Road, and New York Avenue Schools. HVAC renovations/replacements and boiler replacement at NYA School, in accordance with job specifications outlined by architect and engineer.

4. Electrical Work. Locations: Dawes Avenue, Jordan Road, and New York Avenue Schools. Electrical work, in accordance with job specifications outlined by architect and engineer.

**Time Period:** On or about June 01, 2017 through close-out of projects on or about September 01, 2017.

Please provide at least three (3) references and prior experience for each type of project.

Fee for Services: \_\_\_\_\_

**“The Somers Point Board of Education reserves the right to reject all proposals and make no award”.**