MIDDLE LINE ROAD COMMUNITY HOUSING PROGRAM
RENTAL DUPLEX CONSTRUCTION

DRAFT December 8th 2009 (this will be updated shortly)

TITLE: Owner's Project Manager

PROJECT DESCRIPTION:

- Clear the building envelopes and build three rental duplexes on the Town-owned property on Middle Line Road. Each duplex will be between 2,100 and 2,300 sq. ft.; have a dedicated well and 4-bedroom Title V septic system. The access roadway into the development, driveways, parking areas and site landscaping are included in the project.

OVERALL PURPOSE:

- Help ensure the successful construction of the three rental duplexes by keeping the project on time and on budget. Create and maintain the project's overall financial management and logistics tracking system.

GENERAL DESCRIPTION OF DUTIES:

- Report to the Middle Line Road Construction Advisory Committee through the Chairman or Administrator.
- Conform to the requirements of the role as set forth in MGL c149 Section 44A1/2.
- Provide advice and consultation to the Committee with respect to general contractor and subcontractor prequalification.
- Help develop overall project scheduling timelines for construction, which shall serve as control standards for monitoring performance of the building project.
- Assist in the selection, negotiation with and oversight of a general contractor or contractors for the project.

QUALIFICATIONS:

- Registered architect or professional engineer and have at least five (5) years of relevant experience in the construction and supervision of construction of buildings.
- If not a registered architect or professional engineer, have at least seven (7) years of relevant experience in the construction and supervision of construction of buildings**.** A licensed construction supervisor is preferred.
- Provide clear, concise direction or advice and have the ability to solve problems.
- Strong fiscal management and project organizational skills a must.
- Strong communication skills.

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JOB RESPONSIBILITIES

OVERALL PROJECT:

- Overall project construction oversight.
- Work with the Committee and Town Procurement Officer to ensure proper municipal and state mandated procurement procedures are followed.
- Assist the Committee in reviewing bids and selecting a contractor(s).
- Meet all deadlines and keep the Committee informed of any anticipated delays with recommended solutions for discussion.
- Help manage the total project budget by keeping an accurate log of all project tasks, estimated costs and areas of possible cost overruns. Inform the Committee of any potential cost overrun risks before they take place.
- Prepare an overall master project schedule and advise on schedule issues.
- Attend Committee meetings and public forums as requested.

BIDDING PHASE:

- Assist in the solicitation and procurement of contractor bids.
- Help evaluate contractor qualifications, conduct pre-bid meetings.
- Evaluate contractor bids and identify the strengths and weaknesses of each.
- Help obtain all of the required project permits.

CONSTRUCTION PHASE:

- Establish, monitor and report on quality control standards, activities and progress.
- Insure all contractors, subcontractors and hired services stay on schedule and budget. Keep Committee apprised of all activity.
- Coordinate and schedule status meetings on a regular basis.
- Attend all project meetings as the Owner's Representative.
- Maintain and track employment documents including but not limited to certificates of insurance, bonds from designer, contractors, subcontractors and others.
- Keep a daily log of all activity during the execution and construction phase of the project.
- Assist in the development of punch lists and monitor the completion of punch lists through all phases of the project.
- Work with the Town Accountant and Committee to organize a budget tracking procedure, report and invoice review, approval and audit process.
- Establish specific cost control mechanisms for each phase of the project. Monitor all time and material activities. Establish procedures for review, approval and changes to the plan or schedule of activities.

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CONSTRUCTION PHASE (Continued):

- Assist in the selection of furniture, fixtures and equipment (FF&E); utilities, services and other supporting needs as deemed necessary.
- Supervise the daily activities of the Clerk of the Works – as necessary.

JOB CLASSIFICATION & COMPENSATION:

- Part-time, hourly, contracted employee.
- Average estimated hours:
    - Pre-bid, Pre-Construction Phase up to construction documents: Estimate 5 hours/week.
    - Bidding Phase: Estimate 5 hours/week.
    - Construction Phase: Estimate 20 hours+/week.
    - Post Construction & Project Acceptance Phase: Estimate 10 hours/week.
- Compensation subject to negotiation.

ESTIMATED TIMING:

- Interview & Hire: January 2010.
- Bidding: January-March 2010.
- Contract: April 2010.
- Construction: April 2010 – April 2011.
- Post Construction: April 2011 – June 2011.

SUBMISSION REQUIREMENTS:

- Submit resume and relevant experience including projects within the last five years.
- Provide at least three references.
- Provide documentation of professional credentials.
- Provide certificate of general liability insurance.
- Provide certificate of tax compliance (form attached).
- Provide certificate of non-collusion (form attached).
- Provide a list of any law suits, arbitration demands and complaints filed against you or your firm within the past five years.
- Deadline for all submissions: Deadline to submit Application with Resume and Cover letter December 30th 2009 to Selectmen's Office