

# **LEGAL NOTICE**

## **REQUEST FOR QUALIFICATIONS FOR PROCUREMENT OF CONSTRUCTION MANAGEMENT/OWNER REPRESENTATIVE-DESIGN AND CONSTRUCTION OF NEW BOROUGH HALL COMPLEX IN THE BOROUGH OF DUMONT**

NOTICE IS HEREBY GIVEN, that pursuant to N.J.S.A. 19:44A-20.4, et. seq. the Borough of Dumont shall pursue a "Fair and Open Process" in awarding a contract for a position set forth more fully below, and hereby solicit qualifications in the form of resumes and letter applications for said position of the Borough of Dumont, which shall be submitted to the Municipal Clerk, 80 W. Madison Avenue, Dumont, New Jersey 07628, with documentation showing qualifications and compliance with criteria set forth by the Borough and by State Statute. All qualifications shall be submitted in a sealed envelope to the Municipal Clerk to be received no later than 11:00 a.m. on Wednesday, August 30, 2017. Interested parties may receive criteria for the position from the office of the Borough Clerk prior to submission of qualifications at [dumontnj.gov](http://dumontnj.gov) or by calling 201-387-5023.

### **BOROUGH OF DUMONT**

**By: Susan Connelly, RMC  
Municipal Clerk**

**BOROUGH OF DUMONT**  
**CRITERIA FOR SUBMISSION OF QUALIFICATIONS**  
**FOR A PROFESSIONAL CONTRACT**  
**UNDER THE FAIR AND OPEN PROCESS**

NOTICE IS HEREBY GIVEN, for all applicants in positions set forth more fully in a notice of publication for submission of qualifications that shall take into consideration the following factors, which will be weighed by the Mayor and Council of the Borough of Dumont as the basis of an award for professional services most advantageous to the Borough:

Resume and letter application for the Construction Management/Owner Representative-Design and Construction of New Borough Hall and Municipal Complex position including all documentation that provides the following for evaluation by the Borough Council:

- I. Criteria for Contract Award
  - a. Experience and reputation in the field for the position sought.
  - b. Knowledge of the area of expertise as set forth in the legal notice for the Construction Management/Owner Representative-Design and Construction of New Borough Hall and Municipal Complex position.
  - c. Experience and knowledge of the Borough of Dumont
  - d. Availability to accommodate any required meeting of the Borough
  - e. Designated professional and support staff and location of firm's offices.
  - f. References in general and in particular from public entities where the professional has provided similar services as sought by the Borough of Dumont.
  - g. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey
- II. Selection of professionals shall be solely on the Borough Council's evaluation of the submitted material in the criteria set forth in this document.
- III. Submit all materials in a sealed envelope bearing the name and address of the bidder and the name of the position for which the qualifications are submitted, addressed to Susan Connelly, RMC, Municipal Clerk, Borough of Dumont, 80 W. Madison Avenue, Dumont New Jersey, 07628 to be received on or before 11:00 a.m. on Wednesday, August 30, 2017.

**CONTRACT:**

1. Construction Management/Owner Representative-Design and Construction of New Borough Hall and Municipal Complex.

**GENERAL DESCRIPTION OF SERVICES REQUIRED:**

The Construction Manager/Project Manager ("CM / PM") will participate in the review of construction documents, provide input relative to the staging of the project and organize and conduct the necessary pre-construction meeting(s).

The CM / PM will provide a review of architectural, engineering, inspection, estimates and project management services for the duration of the project. The CM / PM will oversee and coordinate all contractors/subcontractors during all phases of the project(s) that are awarded, throughout the duration of the project(s). The CM / PM will provide its services on capital improvement projects and will encompass all components of facilities and infrastructure improvements. The CM / PM will also perform the following tasks:

1. Provide qualified personnel that have experience in construction management and consulting services and possess the communication and coordination skills required to carry out these responsibilities, including appropriate licensed professionals in the State of New Jersey.
2. Review and provide comments to Municipality Staff on the bid specifications, drawings, and documents to identify issues prior to their release for competitive bidding.
3. In conjunction with Municipality Staff, review bids submitted by the contractor(s) and make a recommendation of award.
4. In conjunction with Municipality Staff, review the Contractor's proposed schedule for all project tasks and activities prior to the issuance of a Notice to Proceed.
5. In conjunction with Municipality Staff, coordinate all shop drawing reviews.
6. Review and approve all requests for payments submitted by the contractor(s) to the Municipality in accordance with the contract document.
7. Review, and assist the Architect in the RFP and bid processes.
8. Review all change orders either resulting from unforeseen circumstances or owner initiated prior to submission for approval by the Municipality.
9. Consult with Municipality Staff if any contractor requests interpretations of the meaning and intent of the drawings and specifications and assist in the resolution of questions which may arise.
10. Endeavor to achieve satisfactory performance from the contractor. Recommend courses of action to the Municipality when requirements of the contract are not being fulfilled and the non-performing party will not take satisfactory corrective action.
11. Coordinate and lead in regularly scheduled construction meetings along with the taking of meeting minutes.
12. Record the progress of the project. Provide monthly written progress reports to the Municipality including information showing percentages of completion, project

budget, and the number and amount of approved change orders, and maintain a project log.

13. Assist the Municipality in preparing a punch list of incomplete or unsatisfactory items and a schedule for their completion and assist in determining when the project is substantially complete.
14. Finalize all inspections, estimates, and as-built quantities needed to close out the project.
15. Perform all work in general adherence with the standards of practice as developed by the Construction Management Association of America (CMAA).
16. Additional Services as may be required by the Municipality.

**BOROUGH OF DUMONT**

**By: Susan Connelly, RMC**

**Municipal Clerk**