

Request for Qualifications for Project Manager for Newcastle Fire Protection District Station 41 Draft April 4, 2017

The position is estimated to work 10-15 hours per week during the construction process. Estimated hourly rate \$70.00-80.00 per hour based on qualifications (estimated 9-month project - \$45,000-\$50,00)

The project provides for construction of an 8,000-square foot pre-fab metal building. The project will require the clearing of trees and shrubs, residual debris, filling and compacting approximately 16,000 cubic yards on the building site. It is located near Interstate 80 and the Newcastle exit – 9350 Old State Highway, Newcastle, Ca.95658

Construction Service Responsibilities

Provide coordination and management of the construction site with Placer County building and public works, the contractor, Lichau & Associates, PCWA, PG&E, SPMUD, Cal Trans, and other consultants. (for example, soils compaction testing)

Develop monthly progress reports for the fire district building committee to present at Fire District Board meetings. Attend evening board meetings when requested.

Assist with development of the initial contingency fund for project and provide monthly updates of soft costs and hard costs for the project

Provide change order and contingency fund control

Approve payments to the contractor and other consultants or utilities as needed

Maintain and update project schedule monthly for Fire Board meetings

Organize on-site meetings with the contractor, architect and Fire District personnel at least monthly or more often when needed

Complete final walk through and approve all punch list items

Application Process

Submit statement of qualifications, including past experience with public projects and fire stations. Include two recent references with contact information.

Liability Insurance – Check with legal counsel?

All proposals must be received at _____ by _____