

## **Scope of Work for Sewer Site Engineer**

New England Hindu Temple, Inc. (NEHTI), a non-profit organization, is seeking a Sewer Site Engineer (SSE) to manage and assist with its sewer project on a contract basis.

Below is the scope of work for which we are looking for a proposal from suitable SSE candidates. Please submit your proposal in a sealed envelope to NEHTI, P.O. Box 1716, Framingham, MA 01701-0201, with the words "Site Engineer" marked on the envelope. Please do not email the proposal. For further information, please contact the Temple manager at 508-395-5773. Dead line for submission is 21 April 2014.

In general terms, the SSE's role is Construction Supervision and Post-Construction Services for the Temple's sewer connection project. Candidates applying for this contract SSE position should:

1. Be licensed in MA for the Engineering work and be familiar with sanitary and sewer pipe laying;
2. Be able to work with the existing approved design and plan for proposed sewer system;
3. Supervise the construction of the new sewer system and validate/certify the construction as per the approved design;
4. Be qualified and willing to modify the sewer design if such modification(s) is warranted based on site condition or other circumstances. Be able to review Change Orders and modify suitably and submit to the Town to reflect changes and obtain new approvals, if needed. Keep NEHTI informed about change orders;
5. Be able to provide NEHTI eight sets of Stamped as Built diagrams for the sewer system once the construction is completed and after final approval by the towns of Ashland and Framingham. Update and return the AutoCAD drawings provided by NEHTI;
6. Carry insurance for \$ 500,000.00 at the time of entering into a contract; this is to cover professional Liability, Workers compensation (Statutory limits) and Massachusetts Business Automobile Liability Insurance.
7. Conduct pre-construction and other meetings with the contractor and town officials of Ashland and Framingham as needed;
8. Prepare the essential check-list. Get reports from the contractor detailing work and billing schedule, submission of shop drawings and project coordination details;

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9. Review shop drawings and other submittals promptly and notify of acceptance or rejection for further action;

11. Conduct Field Inspections regularly, and as required, to monitor how the sewer work is proceeding relative to the contract document. Keep NEHTI informed weekly of project progress, field inspection reports and any problems or deficiencies;

12. Ensure that contractors are using proper testing methods, approved materials, proper equipment, and qualified people;

13. Periodically accompany designated NEHTI representatives on a tour of the project site and record the notes of these inspections;

14. Submit payment requests from the contractor by verifying work completed against the project milestones and controls, and based on-site verification;

15. Prepare a punch list for the contractor to finish the work in accordance with contract specifications.

16. Help to update the sewer project RFP and to evaluate bidders for the work contract.

Also please provide the following information:

1. Number of years in this type of business, and a brief description of your business;
2. Three references for similar projects that you have worked on;
3. Summary of your current/latest similar project.

Attachments:

1. Sewer Design and Plan
2. Draft Cover Letter to sewer construction bidders
3. Draft Instructions to Bidders