



Pawling Library

11 Broad St, Pawling NY 12564

REQUEST FOR PROPOSALS CONSTRUCTION MANAGER SERVICES

The Pawling Library seeks proposals from individuals/firms to provide Construction Manager Services as indicated in this Request for Proposal (RFP). Proposals will be received until 12:00 P.M. on February 10, 2022. Proposals may be submitted by email, mail, overnight delivery or in person. Proposals must be delivered physically or electronically to:

Brian Avery, Library Director
Pawling Library
11 Broad St
Pawling NY 12564
director@pawlinglibrary.org

All proposals shall be irrevocable for a period of at least ninety days from the proposal deadline date. The Library reserves the right to reject any and all proposals not considered to be in the best interest of the Library, as well as the right to not award the services to any individual/firm, or at all. The Library reserves the right to select a firm without regard to the lowest cost proposal, and to negotiate any and all fees, based on the Library's needs, with the selected firm.

All proposals must include information:

- I. Contact information, including legal name of entity, contact person, mailing address, telephone number, and email address.
- II. Relevant experience with construction projects.
- III. At least two references for other projects: include names, addresses and phone numbers.

- IV. Demonstrated knowledge of local marketplace and experience in the immediate area.
- V. Experience in representing owners in the analysis and resolution of construction claims.
- VI. A brief explanation of your approach and procedures regarding change orders.
- VII. The fees you will charge for the Construction Manager Services. Firms may wish to provide any additional information that will assist the Library in the comparison of fees including weekly, daily, or hourly rate; fee schedule; costs and escalators for additional services.
- VIII. Other Information - Present in this portion of the submittal any data or information which you consider pertinent to the selection process. Information should be kept relevant to the project under consideration.

Terms and Conditions

The contract for services outlined in this proposal may be awarded by the Board of Trustees of the Pawling Free Library in its sole discretion, consistent with applicable law. The Library is not liable for costs incurred in the preparation of this proposal and any other subsequent proposals or presentations.

The Library reserves the right to accept or reject any proposal when it is considered to be in the best interest of the Library. The Library reserves the right to reject all proposals.

In the event of litigation that results from the projects to be assigned to this firm, it is agreed upon that the selected firm will support and/or provide whatever information may be needed by the Library or its legal counsel. The agreed upon rates will apply for preparation time by the firm.

Submission of Questions

Questions relating to this request for proposal must be submitted in writing to the following address:

Brian Avery, Library Director
Pawling Library
11 Broad St
Pawling NY 12564
director@pawlinglibrary.org

Appendix A

Anticipated Duties and Responsibilities

Construction Manager

The following items are listed to identify a significant portion of, but not all, the services expected of the Construction Manager to be selected by the Library to perform work in connection with this Project.

1. Serves as owner's representative at project site.
2. Serves as owner's representative to the Village of Pawling, including obtaining necessary permits.
3. Serves as liaison between Architect/Engineer and Contractors.
4. Insures compliance by Contractors with all safety and health regulations.
5. In coordination with Architect/Engineer, conducts bidding process for contracts.
6. Maintains and ensures compliance with Project schedule, immediately notifying the Owner if project falls behind schedule by more than 15 work days.
7. Reviews compliance by Contractors with project plans and specifications.
8. Assures only Architect/Engineer approved materials are used by Contractors.
9. Submits reports to the Board of Trustees and/or attends Board of Trustees meetings, as necessary, to provide updates to the Board on the status of the project and answer questions from the Board.
10. Verifies change orders as submitted to Owner from Contractors and Architect/Engineer.
11. Coordinates interior design and FFE (furniture, fixture and equipment) purchases, delivery, and installation with Architect and Owner.
12. Provides construction-phase site supervision and administration, including general coordination of construction activities and general conditions.

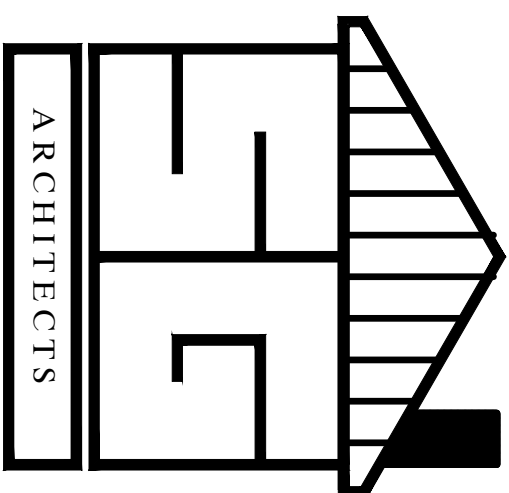
Appendix B

Project Information

The Pawling Library will build a 532 square foot addition to our existing building. The addition will become the new home of our children's book collection. The new construction will be on the west face of the building, in the fenced courtyard which exists between the main library building and the library annex.

The Pawling Library is a tax-exempt 501(c)3 charitable organization. This project will be funded principally through private donations, with additional funds coming from Dutchess County and possibly New York State. Because this is a privately funded project, the Library is **not** under legal obligation to comply with federal prevailing wage documentation nor to purchase from vendors who have purchasing contracts with New York State. Over \$185,000 has already been raised for this project. The Library's fundraising efforts remain ongoing, and further contributions are expected to be donated in association with the May 2022 Library Centennial Gala.

Per the terms of a Dutchess County grant, construction activities must commence no later than May 2022. The Board of Trustees of the Pawling Free Library will make specific decisions about the timing of the project under the advisement of the Construction Manager.



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STEVEN A. GIRGETIC
NYS LIC. NO. 085297

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ISSUE/REVISION	

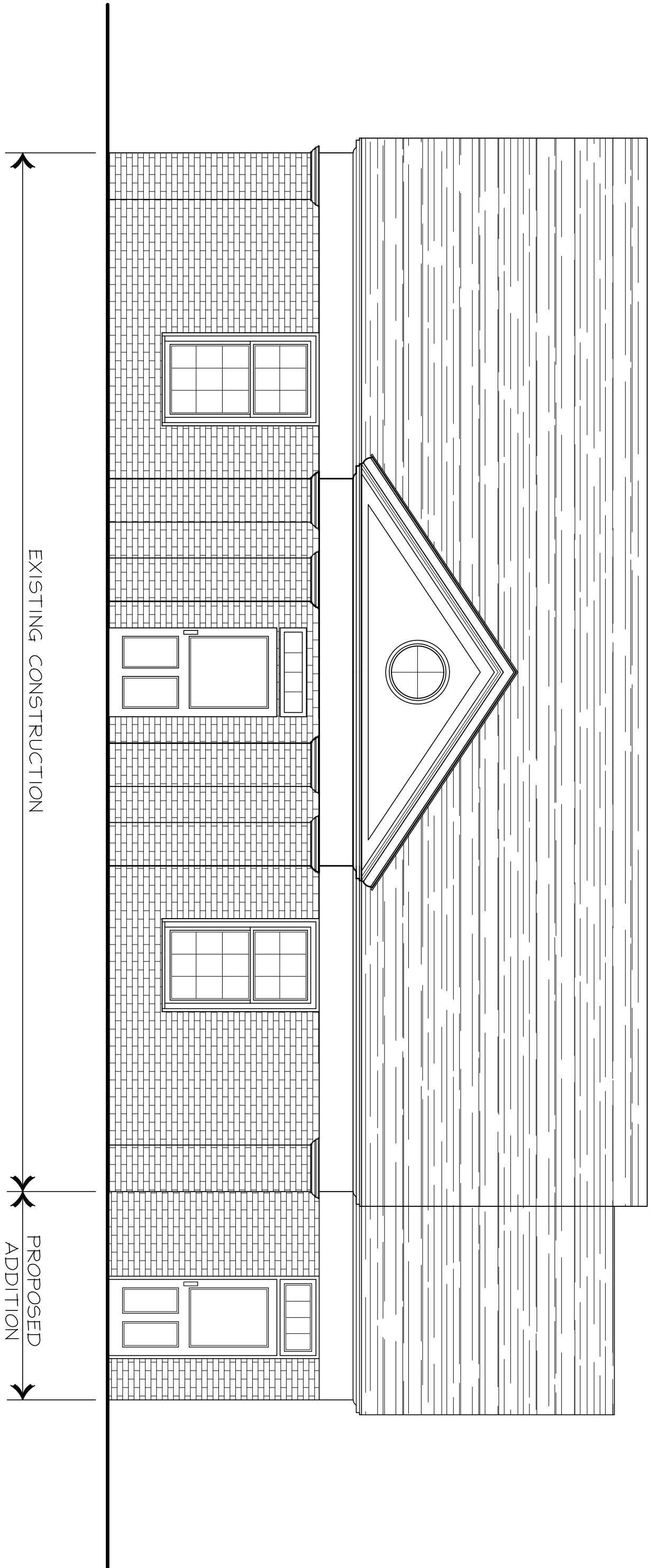
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PAWLING LIBRARY

NEW/
CHILDREN'S
WING

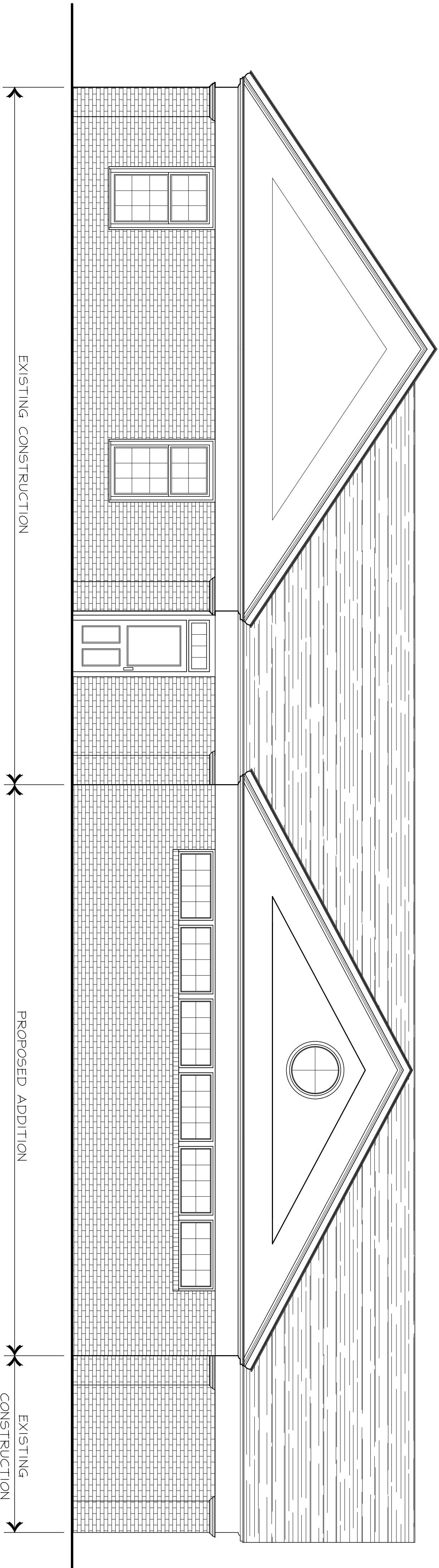
BUILDING ADDRESS
PAWLING, NY

PROJECT NUMBER

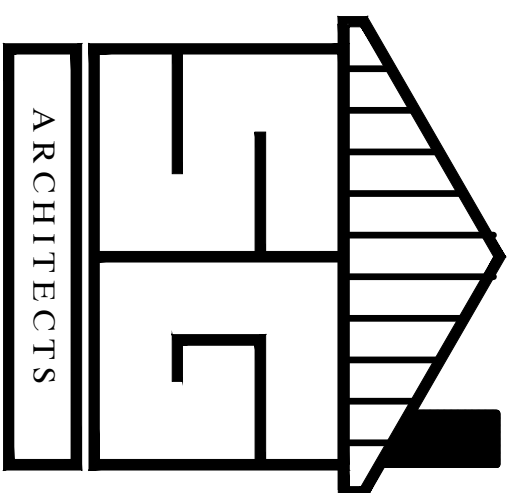
DRAWING TITLE	
PROPOSED EXTERIOR ELEVATIONS	
DRAWN BY SG	A-2
SCALE AS NOTED	
DATE 1/15/21	



1 PROPOSED FRONT ELEVATION BRICK FACADE
1/4" = 1'-0"



2 PROPOSED SIDE ELEVATION BRICK FACADE
1/4" = 1'-0"



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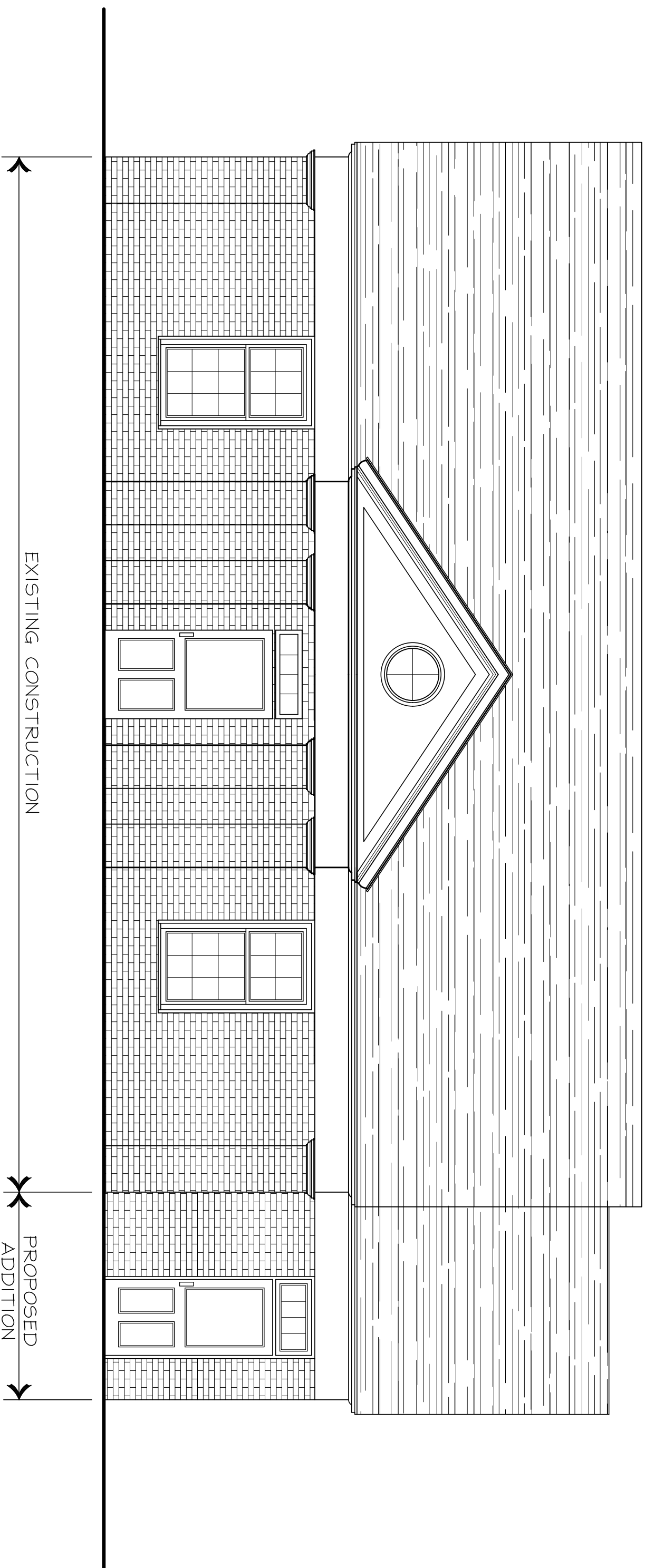
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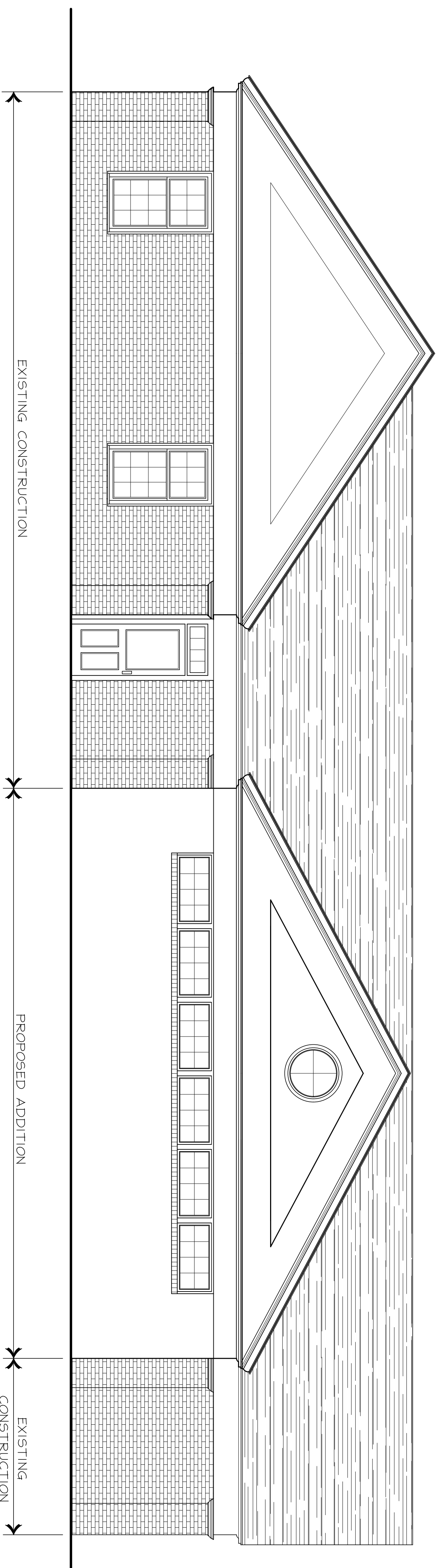
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NEW/ CHILDREN'S WING	
BUILDING ADDRESS PAWLING, NY	
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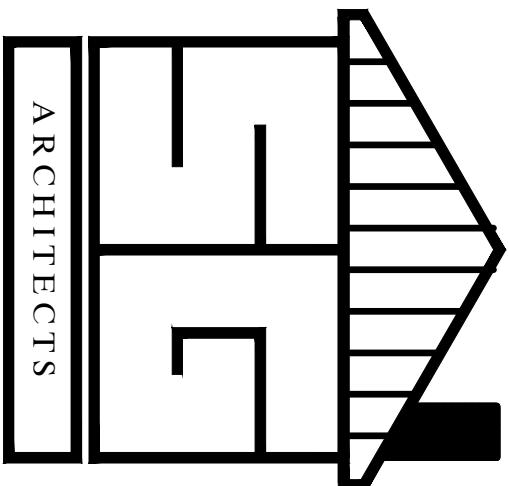
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DATE 1/15/21	



1 PROPOSED FRONT ELEVATION BRICK/STUCCO FACADE
1/4" = 1'-0"



2 PROPOSED SIDE ELEVATION BRICK/STUCCO FACADE
1/4" = 1'-0"



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NEW/
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BUILDING ADDRESS
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PROJECT NUMBER

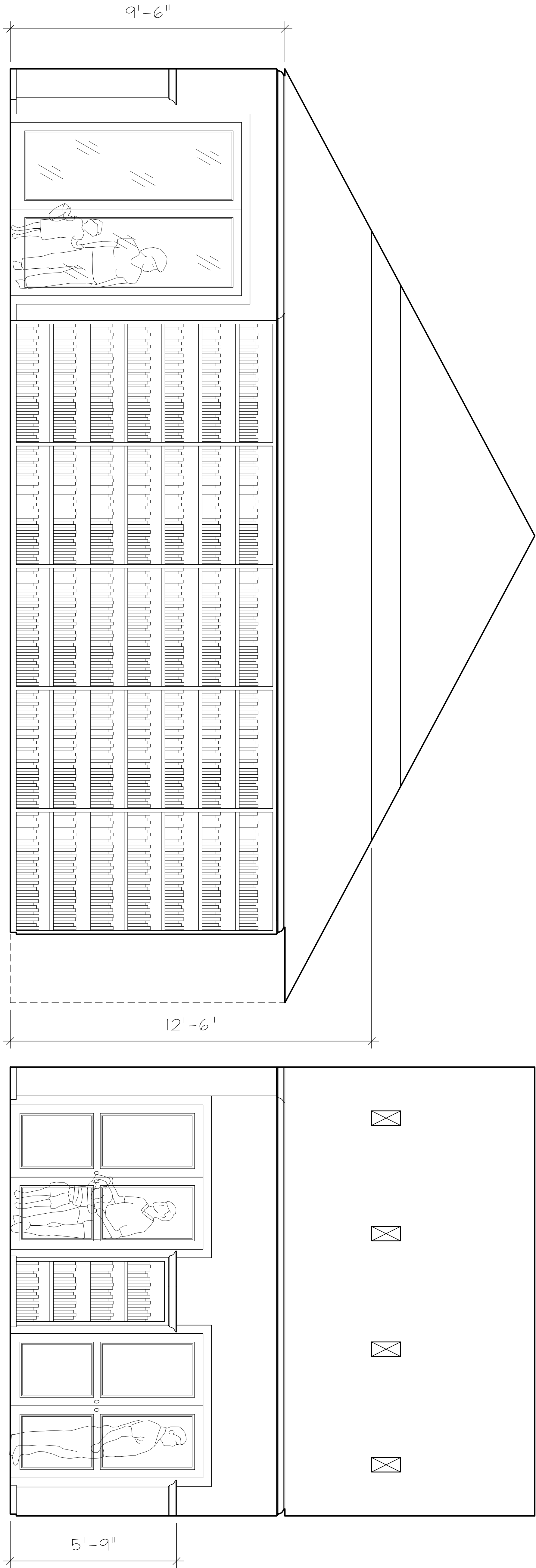
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SCALE
AS NOTED

DATE
1/15/21

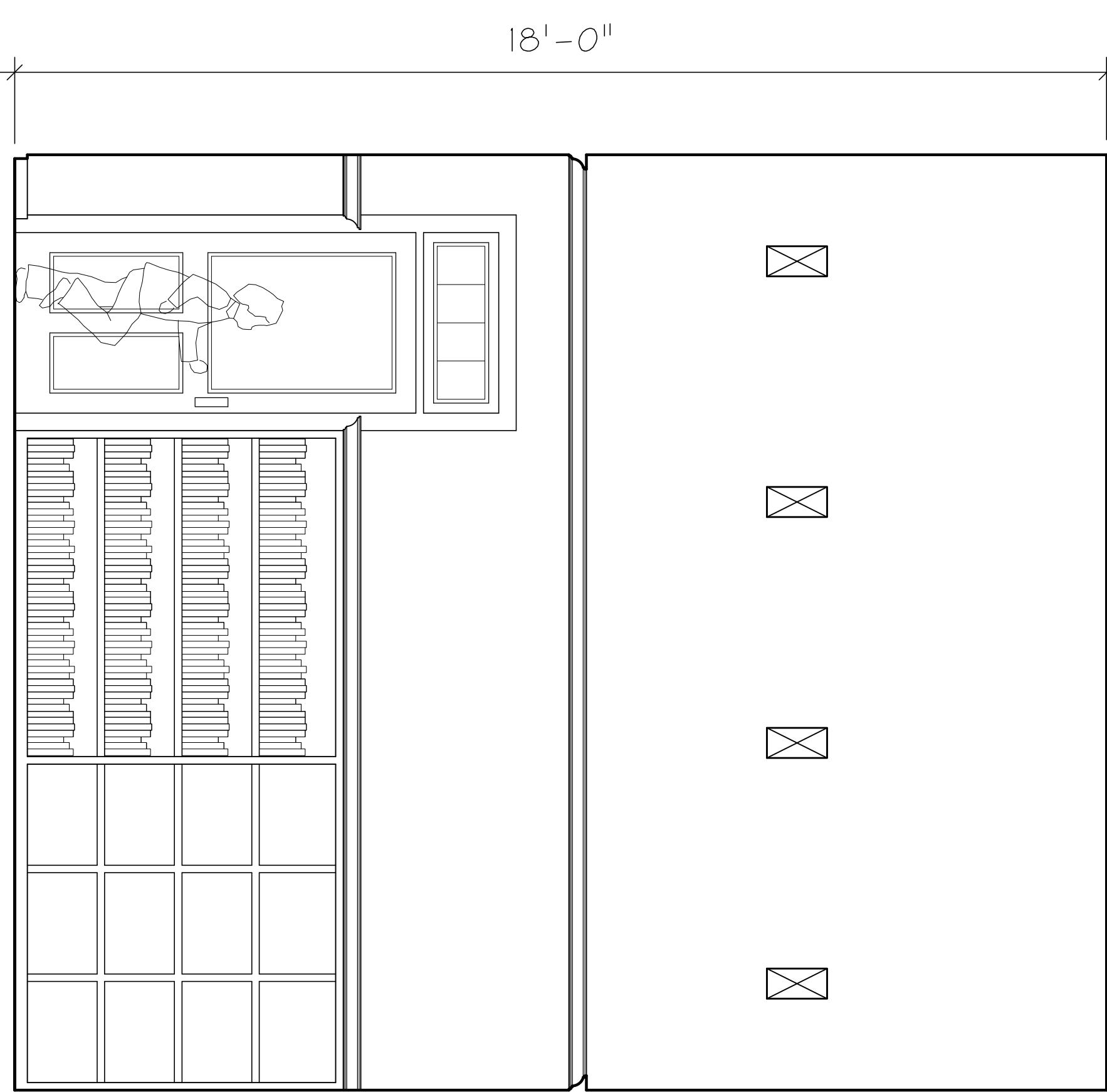
A-2b



147 L.F.

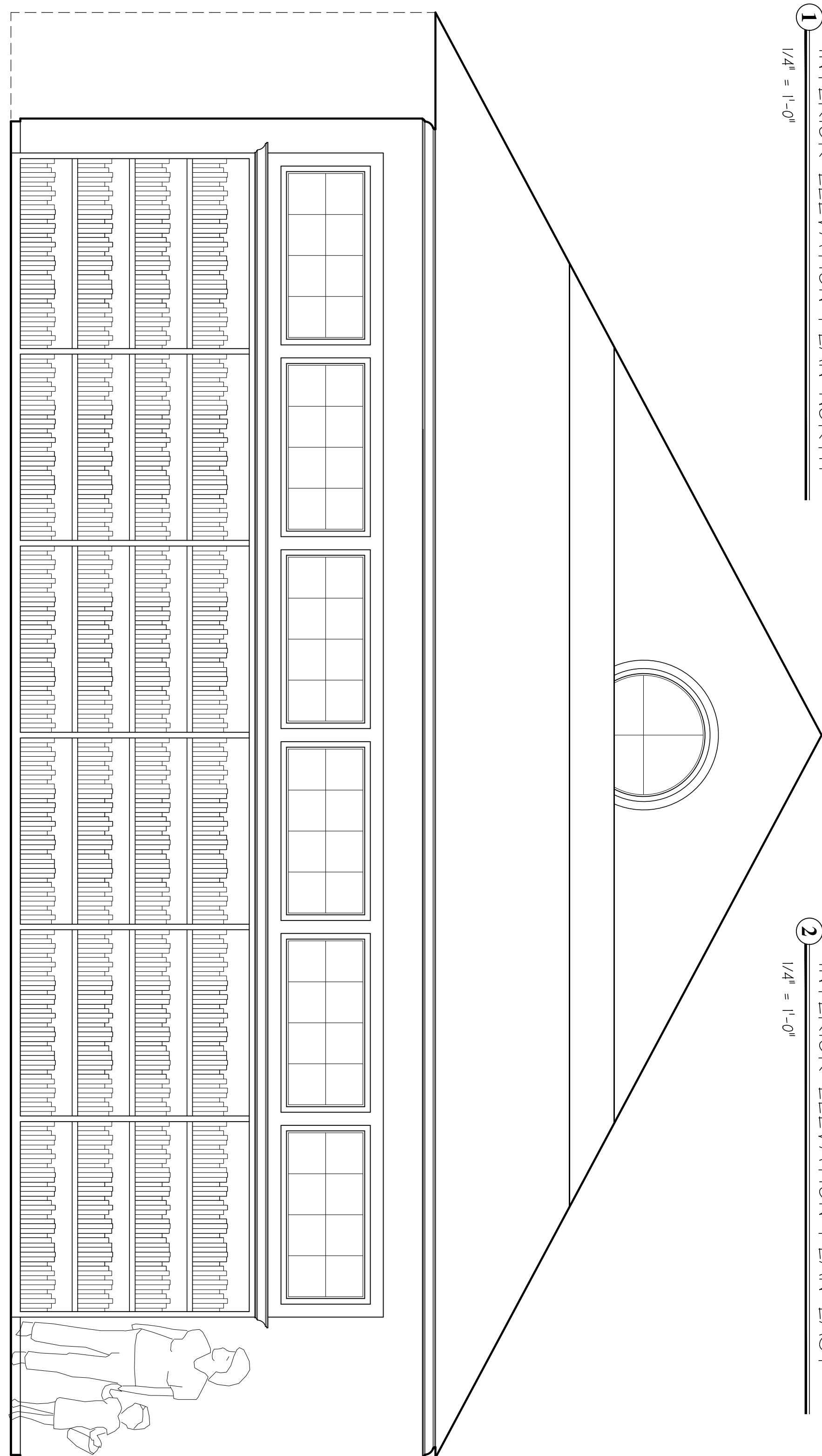
1 INTERIOR ELEVATION PLAN NORTH
1/4" = 1'-0"

2 INTERIOR ELEVATION PLAN EAST
1/4" = 1'-0"



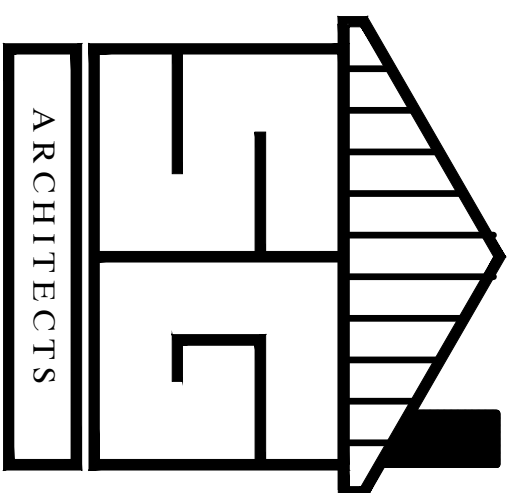
22 L.F. ST. CUBBIES

3 INTERIOR ELEVATION PLAN WEST
1/4" = 1'-0"



104 L.F.

4 INTERIOR ELEVATION PLAN SOUTH
1/4" = 1'-0"



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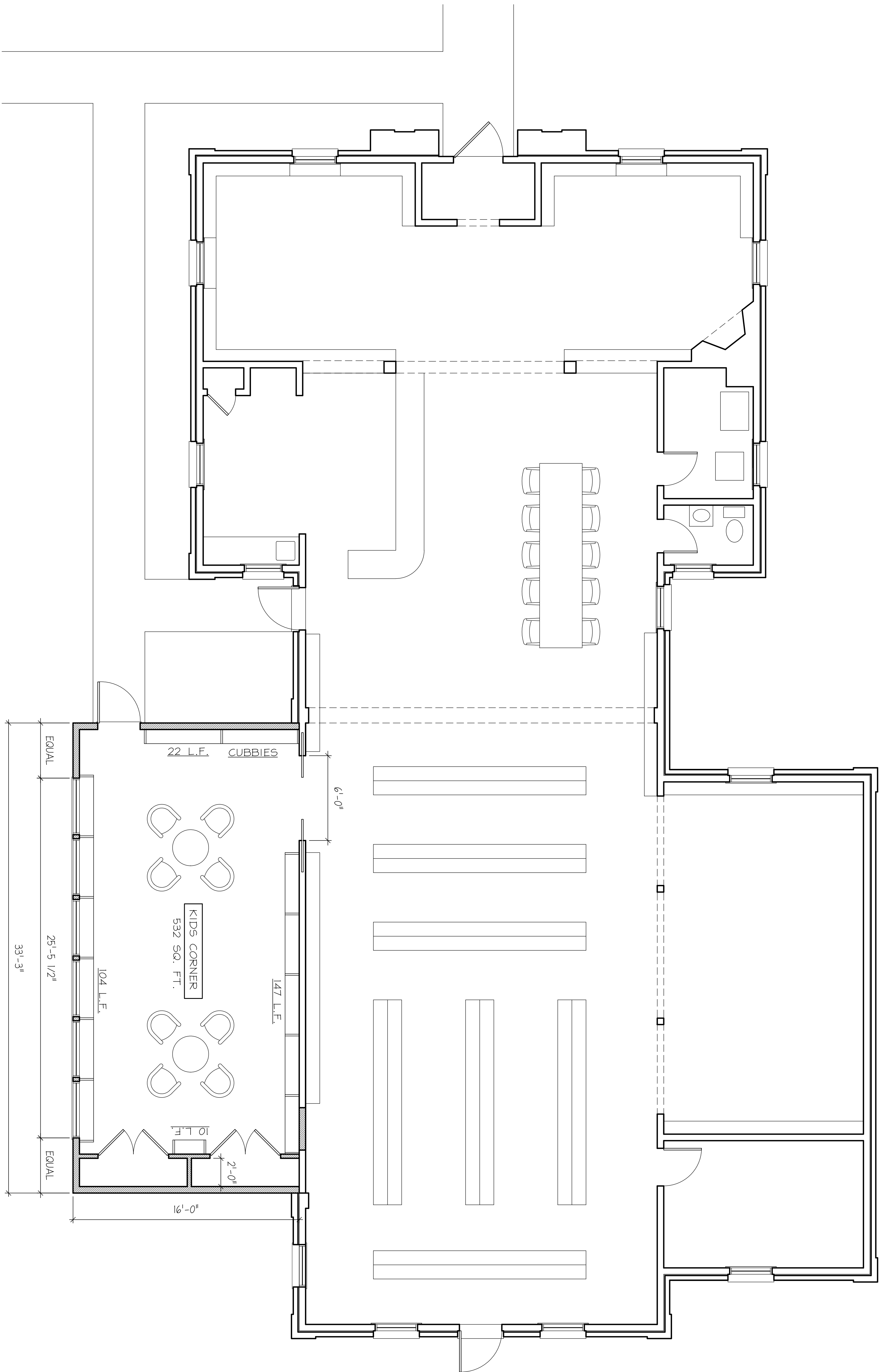
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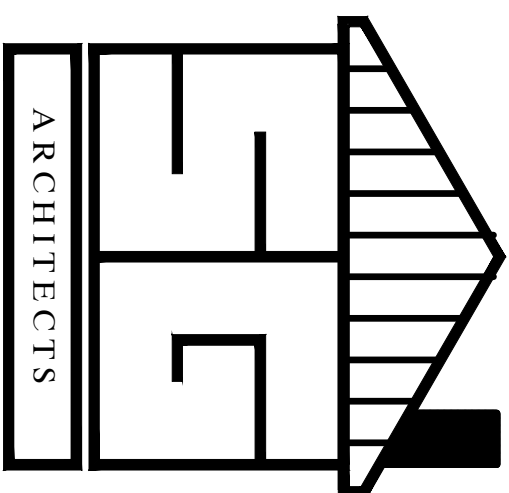
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BUILDING ADDRESS	PAWLING, NY
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1 PROPOSED FLOOR PLAN
1/4" = 1'-0"



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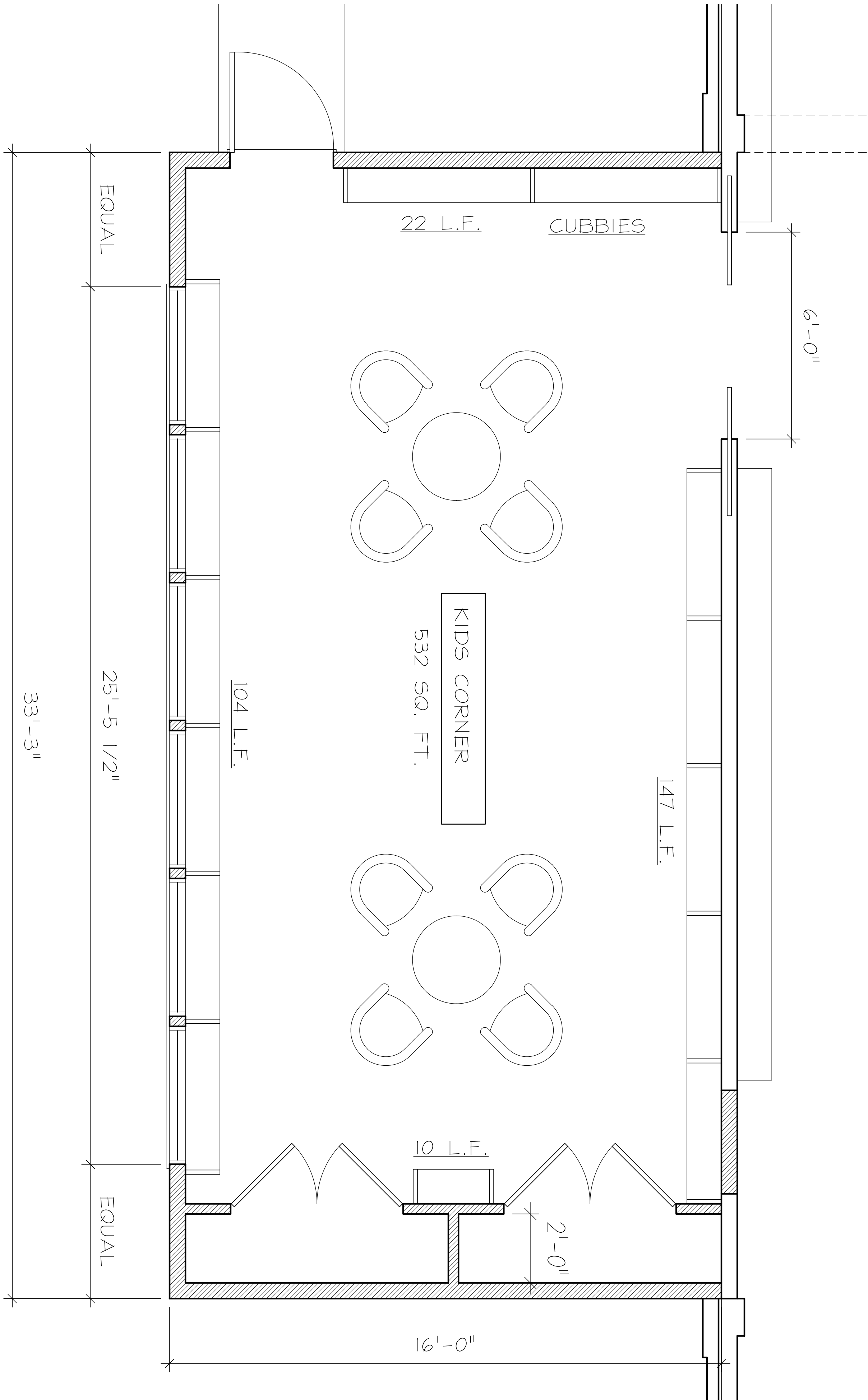
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DRAWN BY	
SG	
SCALE AS NOTED	
DATE	
1/15/21	



1 PROPOSED FLOOR PLAN
1/2" = 1'-0"

STACKABLE CHAIRS



LIGHT WEIGHT TABLES
AND STOOLS

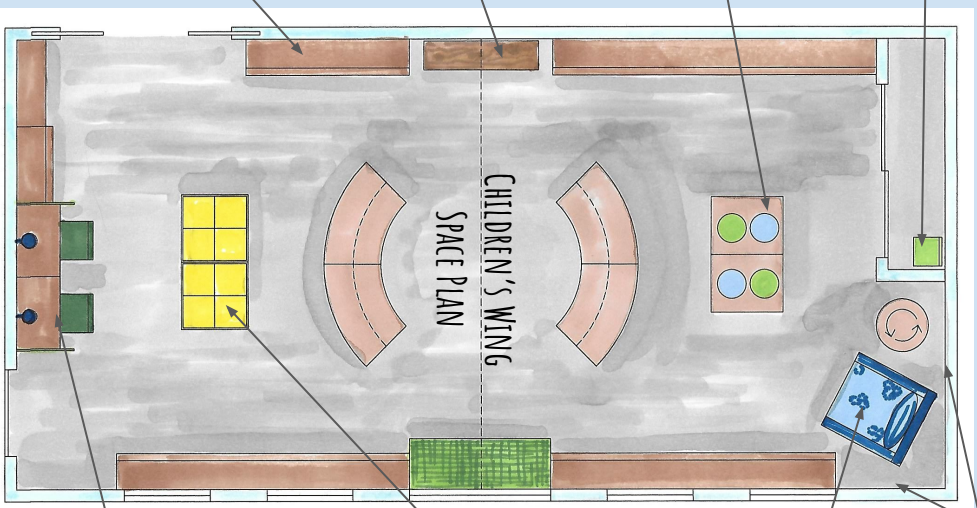


LOG BENCH

2 SHELVES FACING OUT
2 SHELVES BINDING OUT



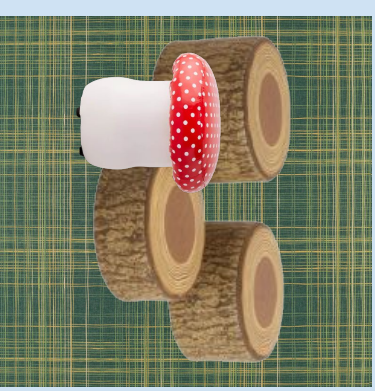
LOG CABIN WALL TEXTURE



BOOK BINS



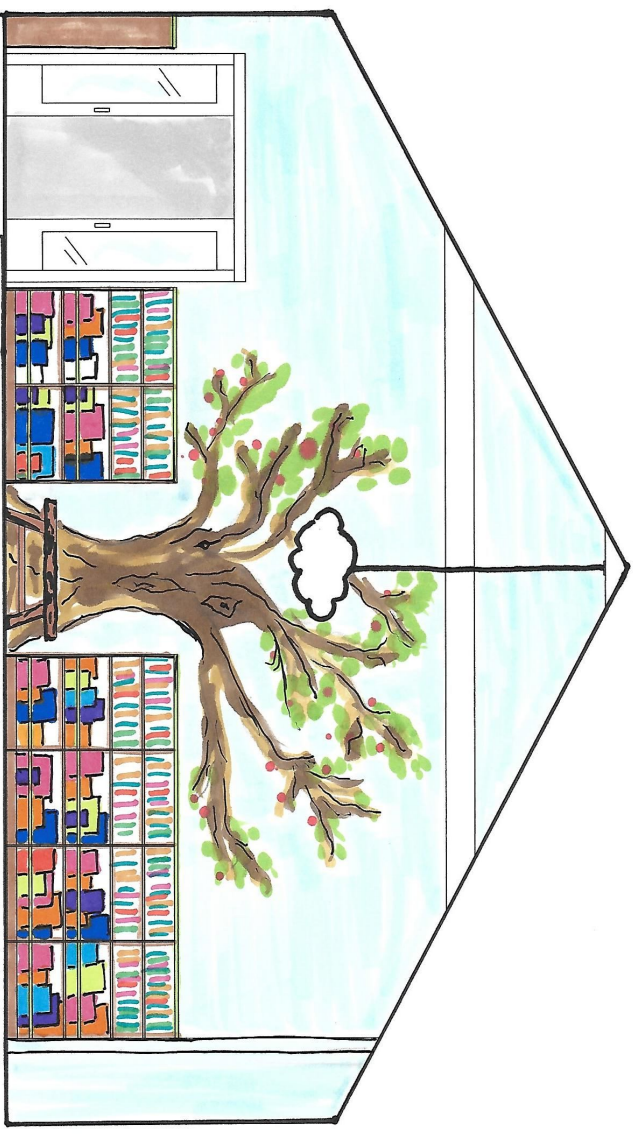
COMPUTER DESKS



ASSORTED STOOLS



ACCENT LIGHTING



COMBINATION FACE OUT BINDING OUT SHELVING

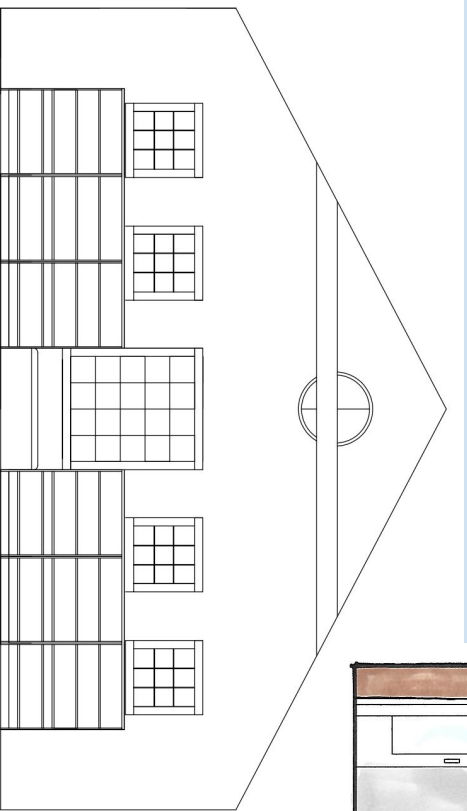
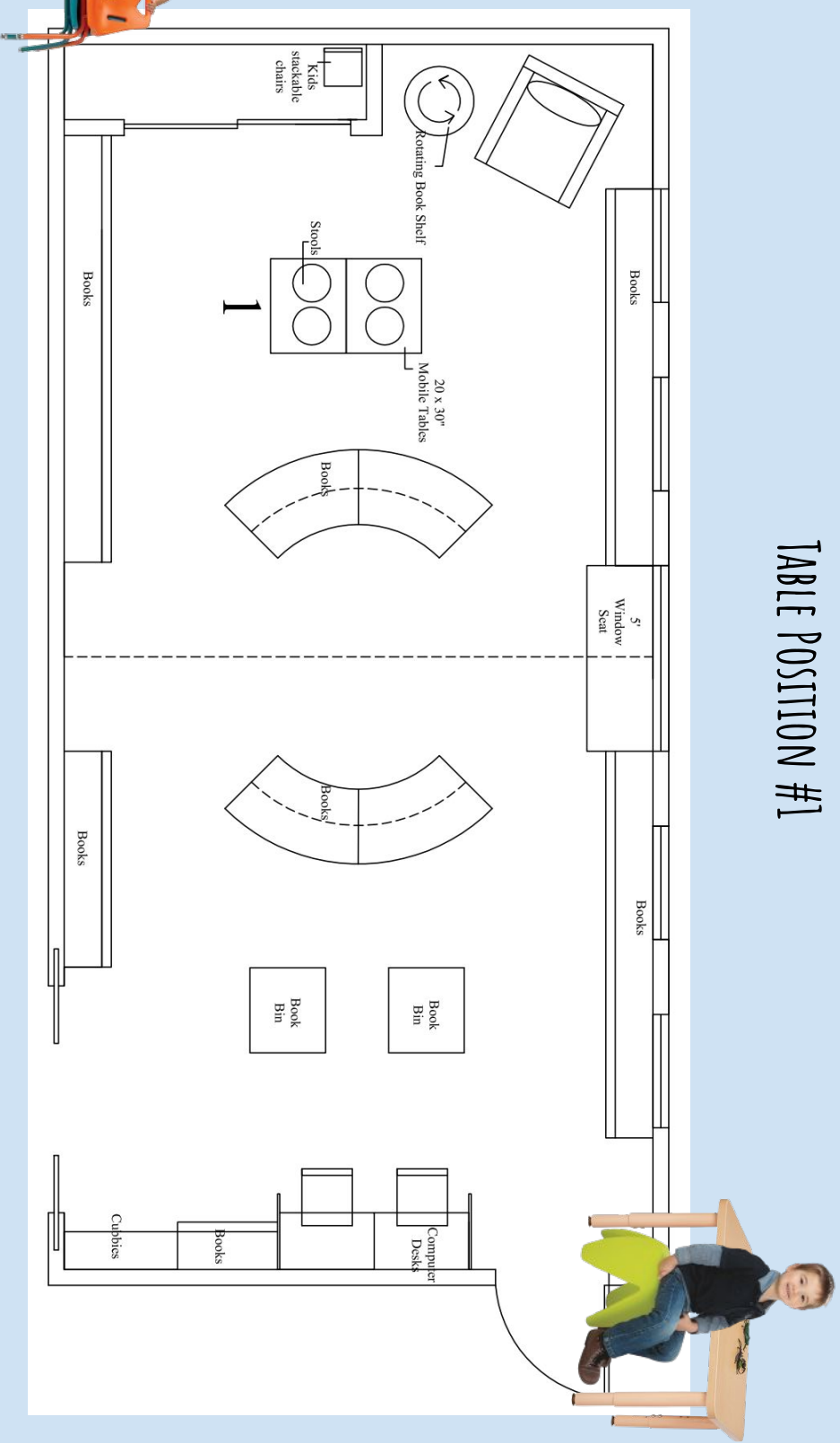
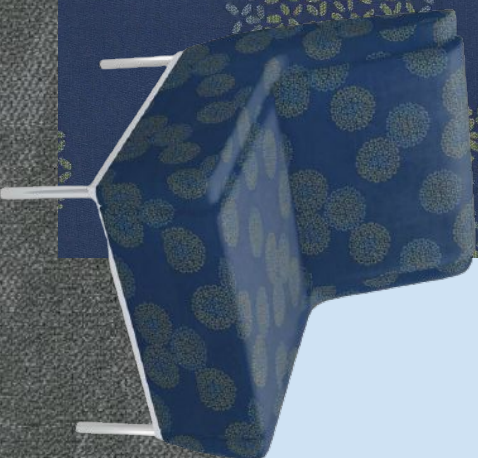


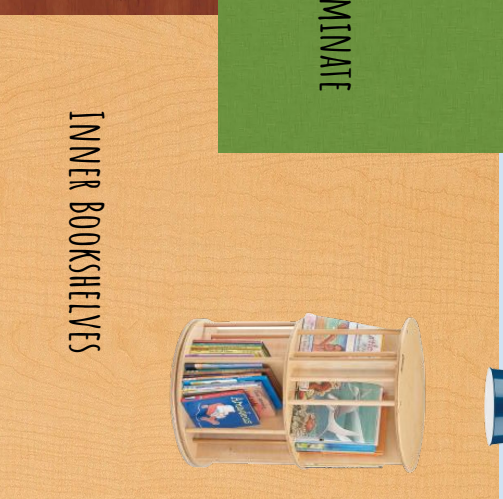
TABLE POSITION #1



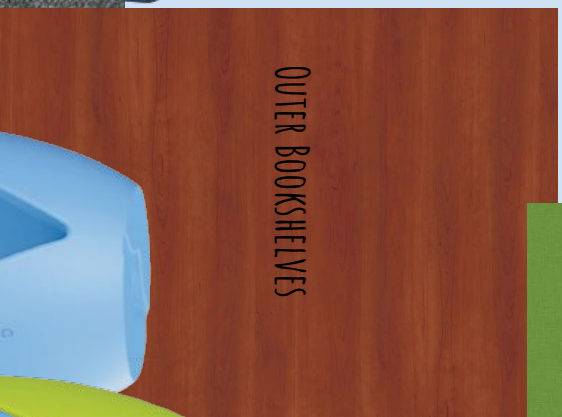
FABRIC & LAMINATE FINISHES



ACCENT LAMINATE



INNER BOOKSHELVES

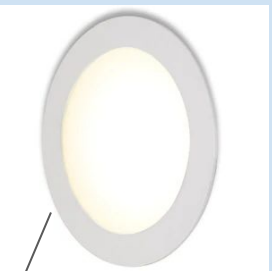


OUTER BOOKSHELVES



LIGHTING

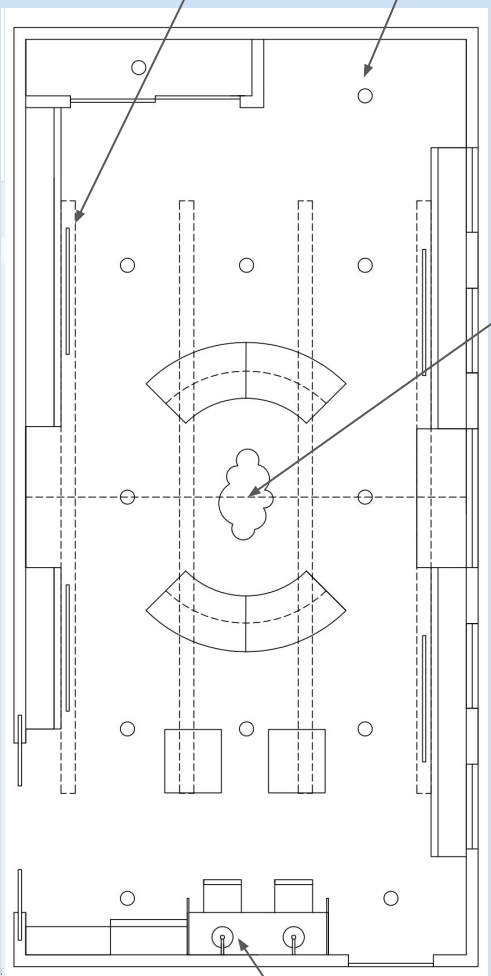
RECESSED LED ON CEILING



TRACK LIGHTING INTEGRATED INTO BEAMS



CLOUD CENTRAL PENDANT



ACCENT SCONCES

WALL FINISHES



TREE MURAL ON PALE BLUE WALLS



APPLIED WOOD OR LOG CABIN WALL TREATMENT BY CHAIR



FLOOR FINISH



GRAY CARPET TILES

SPACE PLAN WITH MEASUREMENTS

