

Edward P. Hauser, LLC
118 Hurds Corner Road
Pawling, New York 12564

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February 1, 2022

Brian Avery, Director
Pawling Free Library
11 Broad Street
Pawling, New York 12564

Dear Director Avery:

I am pleased to submit this Proposal for services to manage the Pawling Free Library(Owner) project to build the New Children's Wing .

PROPOSAL to serve as Construction Manager for construction of a 532 square foot addition to the west side of the existing building as designed by SG Architects (Architect/Engineer).

1.0 SCOPE OF SERVICES

It is proposed that services as Construction Manager will include the following:

- 1.1 Represent the interests of the Owner regarding schematic design, design development, bidding and contractor selection, construction, and final close-out.
- 1.2 Assist in procuring permits and governmental approvals if required.
- 1.3 Serve as liaison between Architect/Engineer and contractors.
- 1.4 Monitor compliance with health and safety regulations, building codes and local regulations.
- 1.5 In coordination with Architect/Engineer, conduct bidding process for contracts.
- 1.6 Maintain and ensure compliance with project schedule, immediately notifying the Owner if the project falls behind schedule by more than 15 workdays.
- 1.7 Review compliance of contractors with project plans and specifications.
- 1.8 Assure only Architect/Engineer approved materials are used by contractors.
- 1.9 Provide the Owner with progress reports on a regular basis. Attend Trustee meetings as requested.
- 1.10 Review proposed change orders from contractors and Architect/Engineer and make recommendations to the Owner.
- 1.11 Coordinate interior design and FFE (furniture, fixtures, and equipment) purchases, delivery and installation with Architect/Engineer and Owner.
- 1.12 Represent the interests of the Owner regarding quality of materials and workmanship in accordance with accepted standards and specifications.
- 1.13 Coordinate with contractors and the Pawling Free Library staff to minimize disruption of programs, normal operations, and special events.

- 1.14 Attend regular job meetings with contractors to review progress and resolve issues that may arise.
- 1.15 Be on site on a regular basis during construction.
- 1.16 Advise contractors and Owner on changes that will improve the project.
- 1.17 Work with the contractor(s) to mediate disputes, should they arise, between contractors or between contractors and the Owner.
- 1.18 Review monthly payment applications from contractors and make recommendations for disbursement.
- 1.19 Review and make recommendations on final payment applications.

Additional services can be provided as mutually agreed upon by both parties.

2.0 BASIS OF SERVICES

- 2.1 Services will be provided from the date of acceptance of this Proposal by both parties until the project is closed out. All services will be performed at a rate of \$100.00 per hour in 15-minute increments. Reimbursable expenses, such as printing, will be billed at cost plus 10%.
- 2.2 The Owner shall fully defend, indemnify and hold harmless Edward P. Hauser, from any and all claims, lawsuits, demands, causes of action, liability, loss, damage and or injury, of any kind whatsoever including without limitation all claims for monetary loss, property damage, equitable relief, personal injury and/or wrongful death whether brought by an individual or other entity, or imposed by a court of law or by administrative action of any federal, state, or local governmental body or agency, arising out of, in any way, whatsoever, any acts, omissions, negligence, or willful misconduct on the part of the Owner, their personnel, employees, agents, contractors or invitees. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to Edward P. Hauser for all legal fees, expenses, and costs incurred.
- 2.3 Edward P. Hauser, LLC will provide proof of General Liability Insurance.
- 2.4 Either party may terminate this Agreement without cause at any time by giving written notice, including e-mail. If the Agreement is terminated, the Owner's Representative will be paid for work completed up to the date of termination.

3.0 BILLING AND PAYMENT

Bills will be rendered at the end of each month and are due by the 15th day following the date of the bill. Bills will be itemized with a description of the work performed.

4.0 ACCEPTANCE

If you find the above acceptable, kindly sign and date below and return one fully executed copy, which shall be the AGREEMENT.

Yours very truly,

A handwritten signature in black ink, appearing to read "E. Hauser", written over a faint circular stamp.

Edward P. Hauser

Agreement Accepted By

the Pawling Free Library: _____

Name and Title

Signature: _____

Date: _____

APPENDIX

A1 PROJECTS COMPLETED AT TRINITY-PAWLING SCHOOL AS PHYSICAL PLANT DIRECTOR 1983 TO 2013

• Starr Dormitory	New Construction	31,903 sq. ft.
• Cluett Building	Reconstruction and Renovation	71,635 sq. ft.
• McGraw Pavilion	New Construction	10,944 sq. ft.
• Rock Squash Courts	New Construction	6,791 sq. ft.
• Dann Classroom Bldg.	Renovation plus New Construction	36,805 sq. ft.
• Reiter House	Renovation	2,604 sq. ft.
• Arts Center*	Renovation plus New Construction	25,910 sq. ft.
• Birkhead Houses	New Construction	4,040 sq. ft.
• Shaw House	Reconstruction and Renovation	3,678 sq. ft.
• Tirrell Rink	Reconstruction and Renovation	26,640 sq. ft.
• Maintenance Garage	New Construction	5,376 sq. ft.
• Scully Dining Hall**	Demolition and New Construction	12,373 sq. ft.
• Faculty Housing	Demolition and New Construction	18,077 sq. ft.
• Pedestrian Bridge	Connects East and West Campus over Route 22	
• Upper Pond Dam	Removal and Reconstruction	
• Landscaping	Planted trees and created gardens Campus-Wide	
• Dormitory Rooms	Renovate and Refurnish 150 Dormitory Rooms	
• Asbestos Remediation	Campus-Wide	
• Fuel Tank Remediation	Campus-Wide	
• Roads and Sidewalks	Rebuild and Expand Campus-Wide	
• Fiber Optic network	Installed Campus-Wide	
• Electric Distribution Upgrade	Campus-Wide	
• Nine New Tennis Courts	Plus Tennis Building with Lavatories	768 sq. ft.
• Athletic Fields	Reconstruct Baseball Field, Football Field and Track	
• As-Built Drawings	Produced drawings of all Buildings, Utilities, Trees, and Landscaping	
* AIA Design Award of Merit		
** Built to LEEDS standards		

A2 PROJECTS COMPLETED SINCE RETIREMENT IN 2013

• Pawling Fire Department	Evaluated roof for replacement & grant proposal
• Quaker Hill Cemeteries	Surveyed and mapped all existing graves and available plots
• Christ Church on Quaker Hill	Developed a facilities assessment of four buildings
• 154 Route 22, Pawling	Supervised demolition of old bank building
• 3 Strawberry Hill Road	Supervised construction of multi-car garage & apartment
• 703 North Quaker Hill Rd.	Supervised construction of four-bedroom house
• 3184 Rt. 22, Dover Plains, NY	Designed four-apartment reconstruction of existing building
• South Kent School	Supervised installation of 1000 foot sewer line

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| • Pawling Free Library | Designed and supervised construction of ADA lavatories |
| • 24 West St., Village of Pawling | Assisted owner with code compliance and permits |
| • Nuclear Lake Entrance | Supervised Construction for Appalachian Trail Conservancy |
| • Depot Hill Gate Relocation | Supervised Construction for Appalachian Trail Conservancy |

A3 COMMUNITY INVOLVEMENT

- Dutchess County Legislator representing Pawling and parts of Beekman and East Fishkill
- Legislative liaison to the Dutchess County Planning Board
- Vice-Chairman of the Dutchess County Legislature Environment Committee
- Project advisor to the Pawling Community Foundation
- Board member of the Quaker Hill Burial Ground Association
- Board member and past Chairman of the Pawling Nature Reserve of the Nature Conservancy.
- Former Supervisor of the Town of Pawling - Acquired Lakeside Park for the Town
- Former Chairman of the Pawling Joint Sewer Commission
- Life member, past Deputy Chief and Treasurer of the Pawling Fire Department

A4 REFERENCES

Glenn Carey, CFO
 Trinity-Pawling School
 845-855-4813

Jeffrey Shelters, Owner
 3184 Route 22, Dover Plains, NY
 845-877-3733

Rev. Mark Allan
 Christ Church on Quaker Hill
 845-855-1188