

April 13, 2015

Mr. Richard C. Bates, Town Manager  
Town of Rockport  
101 Main Street  
P.O. Box 10  
Rockport, Maine 04856

**Re: Library Evaluation**

Dear Richard:

As a follow up to our telephone conversation early last week, CES, Inc. (CES) would like to thank the Town of Rockport for selecting us to complete the evaluation of the Town's Library. As discussed, the evaluation consists of two elements; the building and its components, and the site. Specifically, what are the constraints to both the building and the site that the Town will have to address as part of any planned expansion and/or improvements to enhance the overall facility? It is our understanding the information CES will provide, coupled with a Library consultant will help the Town make informed decisions regarding the continued use of the building and site. Based on our understanding of the project, we present the follow Scope of Services and Lump Sum budget.

**SCOPE OF SERVICES**

1. **Kick-Off Meeting:** Under this task, key members of the Project Team would meet with Town officials to discuss the project goals and objectives. This would also be the time to establish lines of communication, distribute any plan and ordinance information, and set the times our Team personnel can visit the site. At the completion of this task, both parties will have a clear understanding of project direction and final deliverables.
2. **Building Evaluation:** Using the information from the above task, our Project Team will visit the facility to complete the field investigation and overall building evaluation. Depending on the plan information available from the Town, part of our field work will be verifying existing building dimensions and/or obtaining additional ones. In addition, we will be noting current conditions with regard to current building systems, (mechanical, electrical, framing, etc.) accessibility, and life safety issues. At this point, we have excluded any review of the site as that information has been compiled under earlier evaluations. Rather our focus will be on the building and any review of the site information as it relates to expanding the building footprint. Finally, our evaluations will be based on those components/systems accessible at the time and will not include any destructive testing.
3. **Plan Development:** Upon completion of the above tasks, we will compile the information gathered in sufficient detail to allow us to assess the structural components and access/Life Safety code issues. This information will be summarized on a set of assessment plans and will be included as part of the Final Report.



4. **Limited Environmental Assessment:** Concurrent with our Building and Site Evaluation task, CES will complete a limited visual Environmental Assessment of the building to identify potential environmental issues with respect to building materials and Indoor Air Quality. Typical materials we will be looking to identify are Asbestos-Containing Materials (ACM), Lead-Based Paint (LBP), PCB-Containing caulking/glazing, potential Universal Waste materials, and other potential hazardous materials/wastes that could impact the continued use of the building and any upgrades/repairs as well as demolition of the structure. In addition, we will do a visual evaluation of the interior areas to identify potential for mold growth. At this point we are not proposing any sampling or testing. A summary of this assessment will be included as part of the Final Report. Although not asked for specifically in the original RFQ, Indoor Air Quality and other environmental issues are of concern to the Town and their effects on the building need to be determined.
5. **Final Report:** At the completion of tasks 1 through 4, CES will compile a report of our findings. The report will describe the current conditions of both the building and site, followed by an overall assessment regarding the feasibility and/or constraints of expanding on the current site. We anticipate discussing our findings with Town Officials as part of a final conference call.

Based on our understanding of the project, we present a lump sum budget of **\$9,800.00**. CES will bill monthly based on a percent complete for the tasks undertaken during that invoice period. For any services outside the above Scope, CES will present a budget to the Town for review and authorization for that particular service.

The above Scope of Services represents what we feel will provide the Town a detailed evaluation of the building and site, as requested. If, however, we have included more detail, or not enough detail that is needed at this time, please let us know. We can discuss the services outlined and tailor the investigation that meets the objective of the Town.

If the above Scope and budget satisfactorily puts forth the services to be completed by CES, we would appreciate you signing in the space provided and returning it to this office. Once received, it will serve as our notice to proceed. If the Town requires it, a more formal contract can be presented and signed by both parties.

We look forward to working with you on this project. If there are any questions, or should you require further information, please do not hesitate to contact us.

Sincerely,  
CES, Inc.



Peter J. Tuell, P.E.  
Senior Project Manager/Vice President

PJT/gdr



Acceptance & Authorization to Proceed  
On Behalf of the Town of Rockport.

Signature:  Printed Name: Richard C. Bates

Billing Address: 101 Main St, Rockport, ME City/State/ZIP: 04856

Date: 4/13/15 Email (Optional): rbates@town.rockport.me.us

Phone: 236-0806 Fax:

