

October 1, 2021

Yonkers Public Schools  
Facilities Department  
One Larkin Center, 3<sup>rd</sup> Floor  
Yonkers, NY 10701



Attn: John P. Carr, Executive Director, School Facilities Management  
Re: **RFP: No 420-21-26 Window Replacements**  
**Robert C. Dodson School and Saunders Trades and Technical High School**

Greetings:

We are writing to provide our proposal for professional services to complete window replacements at the Robert C. Dodson School and Saunders Trades and Technical High School. We understand that the project scope of work includes the evaluation of each school's exterior windows and the design for the replacement with new energy efficient windows. The estimated project budgets for each school are \$9.75M and \$1.1M respectively.

Professional services for these window replacement projects as proposed to be provided by KG+D has many advantages to Yonkers Public Schools:

- A commitment to work together to deliver these projects as outlined in the YPS RFP.
- A depth of knowledge and familiarity with Yonkers Public School buildings which includes initial concepts for ergonomic considerations for the window designs.
- Experience completing these types of capital improvement projects for Yonkers Public Schools which has afforded us the opportunity to learn both what you expect—and what not to do—to provide an overall successfully executed project.
- A carefully developed schedule that allows ample time to deliver the level of service that Yonkers Public Schools expects and deserves.
- A professional and highly qualified team with full back-office support will provide all services including:
  - KG+D Principal in Charge – Russ Davidson will manage the project team and be available to YPS to communicate progress and resolve any issues.
  - Project Architect – Richard Markgraf who is very familiar with the Yonkers Public Schools facilities as he worked extensively on the 2020 Building Conditions Survey.
  - Administrative Support – Teresa Jarrard will also support the team with all required SED paperwork.



Robert C. Dodson School



Saunders Trade and Technical High School

We look forward to recommitting to our relationship with Yonkers Public Schools to execute these important capital improvement projects.

**Kaeyer, Garment + Davidson Architects, PC**

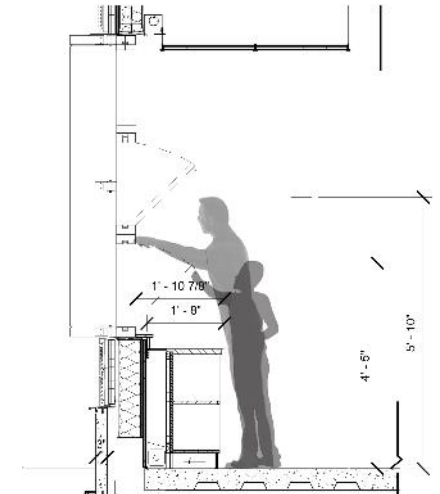
285 Main Street, Mount Kisco, New York 10549

914.666.5900 kgdarchitects.com

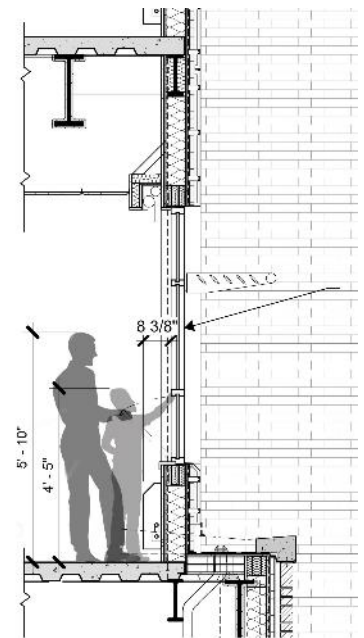
## SCOPE OF WORK

We understand that the project scope of work includes but is not limited to:

- Evaluate the exterior windows at the school and provide the design for replacement with new energy efficient windows.
- Windows will be designed per current Yonkers Public Schools standards.
- Windows shall be sized to optimize appearance and minimize vandalized replacement costs.
- Replacement design shall include but not be limited to frames, hardware, glazing, weather stripping, insulation, and restoration of adjacent wall, floor and ceiling surfaces in addition to HVAC equipment louvers and casework replacement if necessary.
- Evaluate the need and provide the design for emergency egress windows and where required by code provide the design for ship ladders for access to the emergency windows.
- Include design for shades and mounting requirement to window or building structure (walls and ceilings).
- Provide window designs showing they are ergonomic and operable by the school occupants.
- Design shall include evaluation and restoration of exterior window lintels, sills, and masonry joints.
- Survey all existing window air-conditioning units and design for replacement.
- Provide electrical designs to address demolition of existing AC power circuits and provide new AC power from existing power panels. Window AC designs only apply to rooms which already have window AC units.
- Provide heating and cooling load analysis to provide Yonkers Public School a schedule for installation of new and future AC units and estimated energy savings in dollars of oil and gas of CO saved per year.
- Design shall include providing construction phasing and staging plans.
- Include provisions for the window installer to provide dust protection through use and installation of negative air machines and dust barriers.
- Provide all labor and materials required to conduct pre-design environmental surveys of the appurtenant building features. This will include but is not limited to the cutting, sampling, testing, and patching of roofing, flooring, masonry walls, caulking, insulation, and other suspect materials.
- The design for the abatement of all hazardous materials affected by the scope of work outlined in this RFP.
- We understand that design should not proceed beyond schematic design without having completed all hazardous material survey, designs and received the project estimates for YPS to review.



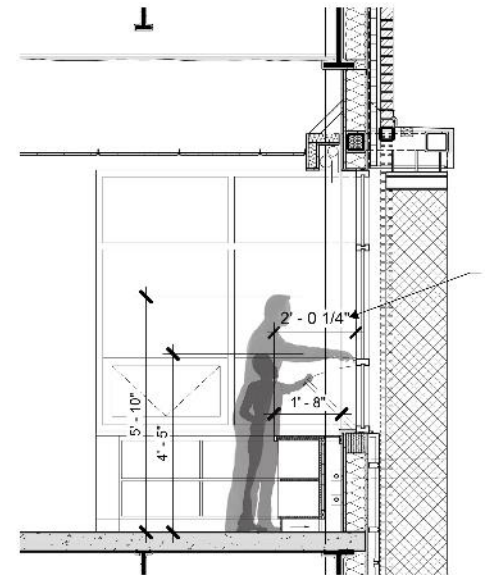
TYPICAL CLASSROOM - WITH CASEWORK  
9'-10" HALLWAY  
1'-10 7/8" CASEWORK  
4'-5" WINDOW  
9'-10" ROOM HEIGHT



TYPICAL CLASSROOM - WITH RADIATOR  
9'-10" HALLWAY  
8 3/8" RADIATOR  
4'-5" WINDOW  
9'-10" ROOM HEIGHT

## DELIVERABLES

- Minutes for meetings held with the District.
- Two (2) half size and full-size sets of drawings and plans.
- Two (2) specification books.
- Cost Estimates in Microsoft EXCEL in Phase appropriate detail.
- Construction Document Phase and after: Electronic Bar Graph type Project Schedule including all major milestones and construction
- Construction Document Phase and after electronic draft specification will include General Conditions, Installation and Material Specs for all trades, bid item sheets with proposed add alternates.
- All of the above in electronic files in Adobe .pdf format.



TYPICAL CLASSROOM - WITH CORNER WINDOW  
09L-000-0-001-FRAME-1-2-18  
09L-000-0-001-FRAME-1-2-18

## APPROACH

A summary of the services our team will provide, by phase for the Robert C. Dodson School and Saunders Trade Technical High School window replacement projects are outlined as follows:

### Kick Off + Schematic Design

- Kick off meeting with the Yonkers Public Schools to confirm the project scope and establish a firm project schedule. The District will provide all drawings, files, condition surveys, maintenance histories, design reports or other pertinent information as available.
- Prepare the Schematic Design Documents consisting of drawings, reports and other documents illustrating the scale and relationship of the various project components, taking into consideration existing conditions and utilities, the Yonkers Public Schools budget, design standards, and coordination with adjoining projects.
- If directed, undertake such exploratory work and survey as it deems necessary to ensure complete design.
- Coordinate and provide structural, mechanical, electrical, chemical testing and other laboratory tests, special inspections and reports as required to complete the design.
- Provide cut sheets for all major materials and equipment.

### Design Development

- Prepare Design Development Documents consisting of 95% complete plans, specifications, and estimate. These shall establish the scope and the size and character of the project.
- The plans will have a standard Yonkers Public Schools cover sheet. The specifications will consist of general conditions and boiler plate bid sheets supplied to the KG+D by the Yonkers Public School.
- Address Alternate Designs and Cost Estimates where the anticipated or required design project costs exceed the Yonkers Public Schools project budgets or where a more efficient design can be utilized.
- Submit manufacturer's submittal sheets for all revised proposed materials and equipment.

## Construction Documents + SED Permitting

- Creation of comprehensive, detailed drawings and specifications suitable for permitting, bidding and construction.
- Preparation of required NY State of Educational Facilities Planning permit application forms.
- Submission of Construction Documents to NYSED for permitting.
- Respond to NYSED comments as necessary to obtain permitting.

## TEAM

A brief outline of the key personnel and sub-consultants that will be assigned to the projects is listed below:

### **Russell A. Davidson, FAIA, President + Managing Principal – Project Executive**

Russ will be the project executive and manager of the overall projects for the Robert C. Dodson and Saunders Trades and Technical High School window replacement project. Russ will be the overall project executive and the key contact. Having been a longtime partner of Yonkers Public Schools and involved with the YPS BCS and Educational Facilities Plan, Russ is ideally suited to lead the process of providing design services for these window replacement School projects.

### **Brian O. Mangan, AIA, Principal – Project Manager**

Brian will assist with the direction of the projects overall and provide project management and coordination.

### **Richard Markgraf, Assoc. AIA – Project Architect**

Richard will work collaborative with Brian and Russ due to both his familiarity with the buildings and knowledge of the Architectural work that comprises the scope of this project.

### **Teresa Jarrard – Project Administrator**

Teresa is a Project Administrator and will facilitate and manage all administrative aspects of the project, including all NYSED Facilities Planning correspondence, applications, and certifications.

### **OLA Consulting Engineers (Saunders Trades and Technical High School)**

Pat F. Lynch, PE President of OLA will lead the mechanical, electrical, plumbing, HVAC and fire safety-engineering services for the Saunders Trades and Technical High School window replacement project as required.

### **Barile Gallagher Associates (Robert C. Dodson School)**

Lawrence Barile, PE President of BGA will lead the mechanical, electrical, plumbing, HVAC and fire safety-engineering services for the Robert C. Dodson School projects as required.

### **Insite Engineering, Survey & Landscape Architecture PC**

John Watson, PE – Vice President and Principal Engineer will lead survey and landscape architecture services as required.

## FEE

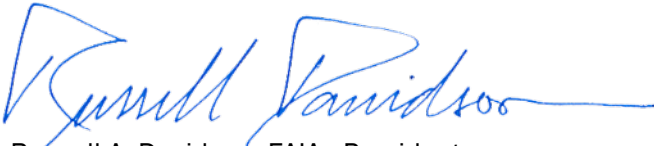
KG+D have always been able to work out fair and reasonable fees for the projects assigned to our firm. We propose to complete the Robert C. Dodson School and Saunders Trades and Technical High School window replacement project for a lump sum fee of **\$441,000** as outlined in the attached fee table.

Our proposal is for all of the basic services described in this proposal. Printing expenses for the specified deliverables are included in the fee for each project phase as instructed in the RFP. Additional reimbursable expenses will be limited to the cost of printing for additional sets requested by Yonkers Public Schools over and above what is stated in the RFP, and the cost of express mail services if needed. There will be no reimbursable charges for telephones, use of computer use, or travel to and from the project sites or meetings.

KG+D and our consulting teams appreciate your continued trust in our firms, and we look forward to seeing this project successfully completed. As always, please feel free to call if you have any questions regarding this proposal.

Sincerely:

KG+D ARCHITECTS, PC

A handwritten signature in blue ink that reads "Russell Davidson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Russell A. Davidson, FAIA - President

Table 3.01			
WINDOW REPLACEMENT AT ROBERT C. DODSON AND SAUNDERS TRADES AND TECHNICAL HIGH SCHOOL			
RFP 420-21-26	PROPOSED PROGRESS SCHEDULE AND LUMP SUM FEES FOR BASIC SERVICES		
PROJECT PHASE	DURATION (Weeks)	FEE	
		Dodson	Saunders H.S.
Kick-off	1 Week	\$4,000	\$1,000
Schematic Design	4 Weeks	\$58,000	\$10,000
Design Development	6 Weeks	\$103,000	\$19,000
SED Submission & Construction Documents	9 Weeks	\$124,000	\$22,000
Bidding and Negotiation	NA	NA	NA
Construction Administration	NA	NA	NA
Additional Services Reimbursables Consultants Proposed Markup _____%	NA	\$75,000.00	\$25,000.00
<b>TOTAL</b>	<b>20 Weeks</b>	<b>\$364,000</b>	<b>\$77,000</b>

TOTAL SUM OF THIS PROPOSAL \$441,000

KG+D Architects, PC - Russell A. Davidson, FAIA - President/Principal Architect or Engineer  
(printed name of proposer)

**3.03 HOURLY PAYMENT RATES FOR VARIOUS TITLES**

The Consultant will be compensated for time and material work beyond the original scope of work at the rates submitted previously.

**3.04 PAYMENTS**

Unless indicated otherwise, payments for services shall be billed and payable on a monthly basis. All requests for payment (requisitions) **must include the following:**

1. Cover letter on the Consultant’s letterhead with original signature requesting payment (separate for each school). All billing must be kept separate for each school. This letter must indicate:



City of Yonkers/Yonkers Public Schools  
 One Larkin Center – 3<sup>rd</sup> Floor  
 Yonkers, New York 10701  
 (914) 377-6930  
 Fax: (914) 377-6032  
 Email: [debra.censi@yonkersny.gov](mailto:debra.censi@yonkersny.gov)

**CITY OF YONKERS**  
***Purchasing***

*Mike Spano, Mayor*  
*Tom Collich, Director*

**TO: PROSPECTIVE PROPOSERS**

**(1) - PAGES TOTAL**

**DATE: 9/14/2021**

**FROM: Lee Pavone, P.E., Senior Mechanical Engineer, School Facilities Management**

**RE: Request for Proposal RFP No. 420-21-26, Architectural/Engineering Design Services for the Window Replacement at Robert C. Dodson School and Saunders Trades and Technical High School**

The contents of this addendum alter and amend the original RFP requirements and take precedence over the related items therein. This addendum forms a part of the RFP documents. Proposer's must acknowledge receipt of all addenda when submitting their proposals. Failure to acknowledge receipt may render your proposal non-responsive and ineligible for assignment. Proposers are responsible for ensuring that they receive all addenda.

Response Due Date is changed from September 17, 2021 at 3:00 pm to September 24, 2021 at 3:00 pm.

**\*\*END OF ADDENDUM 1\*\***

**RFP 420-21-26: ADDENDUM No. 1 – ACKNOWLEDGEMENT**

Return this document with your proposal to: Mr. John P. Carr, Executive Director, School Facilities Management  
[jcarr@yonkerspublicschools.org](mailto:jcarr@yonkerspublicschools.org)

Proposer's Firm: KG+D Architects, PC

Address: 285 Main Street, Mount Kisco NY 10549

Proposer's Representative: Ashley Higgins Title: Marketing Coordinator

E-mail: ahiggins@kgdarchitects.com Signature: Ashley Higgins Date: 9.30.21



City of Yonkers/Yonkers Public Schools  
One Larkin Center – 3<sup>rd</sup> Floor  
Yonkers, New York 10701  
(914) 377-6930  
Fax: (914) 377-6032  
Email: [debra.censi@yonkersny.gov](mailto:debra.censi@yonkersny.gov)

**CITY OF YONKERS**

***Purchasing***

***Mike Spano, Mayor***

***Tom Collich, Director***

**TO: PROSPECTIVE PROPOSERS**

**(3) - PAGES TOTAL**

**DATE: 9/20/2021**

**FROM: Lee Pavone, P.E., Senior Mechanical Engineer, School Facilities Management**

**RE: Request for Proposal RFP No. 420-21-26, Architectural/Engineering Design Services for the Window Replacement at Robert C. Dodson School and Saunders Trades and Technical High School**

**ADDENDUM No. 2: INFORMATIONAL – Response to RFI's**

The contents of this addendum alter and amend the original RFP requirements and take precedence over the related items therein. This addendum forms a part of the RFP documents. Proposer's must acknowledge receipt of all addenda when submitting their proposals. Failure to acknowledge receipt may render your proposal non-responsive and ineligible for assignment. Proposers are responsible for ensuring that they receive all addenda.

**PLEASE NOTE THE FOLLOWING RESPONSE TO PROPOSER RFIs TO RFP 420-21-26:**

**QUESTION 1:** 1.01 Basic Services: Denotes civil engineering services as a requirement but the scope description requires window replacement. Please clarify if this is required or an oversight?

**YPS RESPONSE:** The consultant shall provide the required civil and or structural engineering designs required for the replacement of windows and may include but not be limited to replacement of lintels and structurally fastening of windows system or curtain walls within existing openings of the building structure.

**QUESTION 2:** 1.02 Project Budget: How were the project costs estimates derived? What is the estimated CCE?

**YPS RESPONSE:** Costs were derived from window square footages obtained from 2015 BCS and recent CIP square foot construction costs (\$200/s.f.).

**QUESTION 3:** 1.02 Project Budget: What is the estimated CCE?

**YPS RESPONSE:** Define CCE?

**QUESTION 4:** 1.02 Project Budget: How were the soft costs derived?

**YPS RESPONSE:** Soft costs were derived from historic CIP costs to retain the AE, Construction Manager, Environmental Project Monitor and other costs for a project of this type.

**QUESTION 5:** 1.03 Project Scope: Are window AC units being designed and installed as part of this project scope?

**YPS RESPONSE:** Replace 2<sup>nd</sup> paragraph of Exterior Window Scope of Work with:



**Consultant must conduct a survey of all existing window air-conditioning units and design for replacement. Replacement AC units will be wall-type units utilizing “thru-wall” sleeves installed through insulated metal panels braced within the manufactured window assembly. The consultant will be required provide electrical designs to address alteration or demolition of existing AC power circuits and if required provide new AC power from existing power panels. The AC unit’s power receptacle shall be powered through a toggle switch accessible by the teacher. Window AC designs only apply to rooms which already have window AC units. The consultant is not providing design for rooms that do not have window AC units. Rooms that do not have window AC Units will be designed for future wall-type AC Units by providing insulated metal panels.**

**The Consultant shall provide a heating and cooling load analysis to provide YPS a schedule for installation of future AC units.**

**Using the thermal performance of the existing windows and new windows the consultant shall perform estimated heating and cooling energy savings in dollars of oil & gas and pounds of CO saved per year.**

**QUESTION 6:** 1.03 Project Scope: Does YPS have a preferred HVAC type / standard to utilize for the design of the window unit?

**YPS RESPONSE:** Through wall sleeved AC Unit?

**QUESTION 7:** 1.03 Project Scope: Does YPS have a preferred HVAC type / standard to utilize for the design of the window unit?

**YPS RESPONSE:** Through wall sleeved AC Unit?

**QUESTION 8:** 1.04 Asbestos & Hazardous Materials Abatement: Does this base scope include identification and testing of lead paint?

**YPS RESPONSE:** The consultant is responsible for the abatement of “all hazardous materials”.

**QUESTION 9:** 1.04 Asbestos & Hazardous Materials Abatement: Pre-Design testing is understood for the project scope area and the work impacted by the work as part of basic services. However, 1.04 states the work for Design, bidding and CA will be compensated as Additional Services & Reimbursable fee schedule as noted in Table 3.01 and Part 3.02. Please confirm we are to add a markup % in Table 3.01 on the hazardous material services that are expected to be performed out of the reimbursable allowance?

**YPS RESPONSE:** Bidding & CA services are not included at this time. For reimbursable expenses the consultant will be compensated for direct costs against proposed markup.

**QUESTION 10:** 1.05 Background Data: Are as-built documents available in Cadd or PDF for each school? Are they available for review?

**YPS RESPONSE:** As-built drawings may or may not be available. The consultant shall schedule with YPS to download available Tiff files of scanned historic drawings. Please contact Carol Bizzaro at 914-376-8008 for meeting with a YPS representative for downloading the files.

**QUESTION 11:** 1.05 Background Data: Can a site visit be arranged to obtain a basic understanding of the scope of work in a sampling of rooms by school?

**YPS RESPONSE:** Site visits can be arranged after school hours, 3:30 pm. Please contact Carol Bizzaro at 914-376-8008 for meeting with a YPS representative or school custodian.

**QUESTION 12:** 1.06 Design Review Meetings: Bidding, Award, Pre-Construction, Construction Meetings have been deleted, what is the intent to execute these services in the future? And who will be responsible for them?

**YPS RESPONSE:** The YPS intends to negotiate and award the AE of record the Bidding and Construction Administration phases when funding for construction becomes available.

**QUESTION 13:** 1.07 Deliverables: How will the front end be specification be completed if Bidding and CA services are not part of the scope of work?

**YPS RESPONSE:** The AE will be issued a generic “Front End” Contract Manual for inclusion of their Technical Specifications for submission to SED for permit.

**QUESTION 14:** 1.08.05 / .06 Bidding & Negotiations and Construction Administration: Bidding & Construction Administration have been deleted, what is the intent to execute these services in the future? And who will be responsible for them?

**YPS RESPONSE:** See response to Question 10 above.

**QUESTION 15:** 1.08.05 / .06 Bidding & Negotiations and Construction Administration: Is a CM expected to be hired for this work? If so by when?

**YPS RESPONSE:** The District may retain a CM during the Bidding & Negotiations and or Construction Phase.

**QUESTION 16:** 1.08.05 / .06 Bidding & Negotiations and Construction Administration: Will a CM perform QAQC review of the design documents and specifications?

**YPS RESPONSE:** If the District retains a CM during the Bidding Phase, the CM may be asked to perform QAQC.

Response Due Date is changed from September 24, 2021 at 3:00 pm to October 1, 2021 at 3:00 pm.

**\*\*END OF ADDENDUM 1\*\***

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**RFP 420-21-26: ADDENDUM No. 2 – ACKNOWLEDGEMENT**

Return this document with your proposal to: Mr. John P. Carr, Executive Director, School Facilities Management  
jcarr@yonkerspublicschools.org

Proposer’s Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Proposer’s Representative: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_