

SCHEDULE "A" -- SCOPE OF SERVICES

I. PART 1 - THE CONSULTANT'S RESPONSIBILITIES

PART 1 - THE CONSULTANT'S RESPONSIBILITIES

1.01 BASIC SERVICES

Barile Gallagher Associates Consulting Engineers, PC

Engineer

(printed name of proposer)

hereinafter referred to as the "Consultant", shall perform professional engineering services, providing administrative, managerial and related services to the Yonkers Public Schools (District) to get the District in compliance with the Laws of Westchester County and Chapter III, Part 201 of New York State Environmental Conservation Rules and Regulations Chapter 873, Article XIII, Section. 873.1306 Air quality; new and existing sources certificate to operate stationary combustion installations operating on a maximum rating 1 MMBTU/hr or greater that utilize #2 fuel oil and diesel.

The Consultant will follow and perform all aspects of the Westchester County Department of Health (WCDOH) Guidelines for filing applications for Air Contamination Sources for Stationary Combustion Installations, for 37 of the 40 Yonkers Public Schools, see attached Appendix A. **Updated in Addendum #3**

Stationary combustion equipment installations operating on a maximum rating 1 MMBTU/hr or greater that utilize #2 fuel oil and diesel may include boilers used for building heating, domestic hot water heaters (DHW), and generators for load shedding. Filing is not required for YPS DHW equipment as these are operated by independent natural gas hot water heaters and generators are used for emergency power only. For reference and information purposes this RFP includes the manufacturer and model for YPS boilers and burners; see Appendix B.

The WCDOH filing fee for each air contamination source shall be paid by the Consultant and reimbursed under Part 2.02 Reimbursables at direct cost with no mark-up.

The consultant shall provide all personnel, tools and resources necessary to complete all surveys and inspections, and coordination with the WCDOH which are required to complete the application forms and As-Built drawings. As-Built drawings may include but not be limited to site plans, floor plans and interior and exterior elevation plans.

The consultant shall identify and quantify all fees required for retaining special testing services from a Boiler/Burner/Generator testing services company for determining burner emissions and stack performance. Fees for special testing services shall be paid by the Consultant and reimbursed under Part 2.02 Reimbursables.

The consultant may also be required to assist the YPS in requesting variances from the WCDOH to continue operating school boilers and or negotiate penalties. These services are to be considered additional services and shall be compensated as per Part 2.03.

1.02 PROJECT SCHEDULE

It is intended that final deliverables be completed and filed with the WCDOH no later than September 30, 2020. The Consultant shall be responsible for meeting this date and therefore required to create and maintain a strict submission and review schedule for the District. The Consultant cannot use the lack of attention from the Department as an excuse to let the project slip. Added costs incurred by the District due to Consultant failing to maintain and keep this schedule may become responsibility of the Consultant. Updated in Addendum #2

1.03 BACKGROUND DATA

The following materials are available for viewing during the proposal phase and will be presented to the Consultant at the Kick-off meeting:

- a. 2015 Building Condition Survey.
- b. 2016 AHERA Asbestos Reports.
- c. Educational Facilities Plan
- d. Oil/gas and electric bills, usage.
- e. List of Oil/Gas Fired Equipment
- f. Boiler Efficiency Tests

1.04 REVIEW MEETINGS

Progress and/or review meetings will be arranged, chaired and recorded in minutes by the Consultant for the presentation and discussion of the following topics and deliverables:

- a. Kick-Off Meeting: Attendees shall include the Consultant, sub-consultants (if any), and SFMD.
- b. Pilot School Review Meeting: After completing the pilot School a meeting will be held and attendees shall include the Consultant, sub-consultants (if any), and SFMD. The Pilot School of choice shall be School 13.
- c. 25% Complete Review Meeting: Upon completing 50% percent of the Schools a meeting will be held and shall include the Consultant, sub-consultants (if any), and SFMD.
- d. 50% Complete Review Meeting: Upon completing 100% percent of the Schools a meeting will be held and shall include the Consultant, sub-consultants (if any), and SFMD.
- e. 75% Complete Review Meeting: Upon completing 100% percent of the Schools a meeting will be held and shall include the Consultant, sub-consultants (if any), and SFMD.
- f. 100% Complete Review Meeting: Upon completing 100% percent of the Schools a meeting will be held and shall include the Consultant, sub-consultants (if any), and SFMD.
- g. Additional Meetings: The Consultant shall attend additional meetings with local government officials, the public, Board of Trustees and their representatives as requested by YPS and billed in accordance with the "Additional Services and Reimbursables fee as mentioned in part 3.02.

1.05 DELIVERABLES

All deliverables are to be transmitted in hardcopy and **electronically, in the programs with which they were created.** The contract documents, plans, specifications and other data are to become the property of the YPS. Hold harmless documentation shall be furnished upon request.

Unless indicated otherwise, for each of the deliverables listed in part 1.04.a through g, the Consultant shall complete and furnish and deliver:

1. Minutes for each and every meeting held with the District.
2. One (1) half size and full size sets of drawing plans and may include but not be limited to: site, floor and elevation plans.
3. One copy of all WCDOH forms required to be completed under the application.
4. All of the above in Electronic files in ADOBE.pdf and AutoCAD.
5. Submission of all required documents signed & sealed to the WCDOH.

SCHEDULE B - COST PROPOSAL

PART 2– FEE PROPOSAL

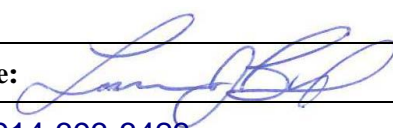
2.01 COMPENSATION FOR BASIC SERVICES

For Basic Services as described in Part 1 the proposed compensation shall be the Total Project, Lump Sum as tabulated below: (Reminder: All printing required at various Phases is to be included as part of the consultant’s overhead, built into the Lump Sum Fee for Basic Services; however, it is to be broken out separately on the form below).

Table 2.01		
RFP-430: Professional Engineering Services for Filing Yonkers Public Schools Air Contamination Sources with Westchester County Department of Health 420-20-01		
<p>Description of Service The undersigned, having carefully examined the scope of work for this RFP, does hereby agree to furnish and deliver to the City of Yonkers/Yonkers Public Schools, One Larkin Center, 3rd Floor, Yonkers, NY 10701, the following items at the prices indicated:</p> <p>For the work described in PART 1 THE CONSULTANT’S RESPONSIBILTIES the compensation shall be the Total Project, Lump Sum as tabulated below: (Reminder: All printing required at various Phases is to be included as part of the consultant’s overhead, built into the Lump Sum Fee for PART 1 services; however it is to be broken out separately on the form below).</p> <p>The YPS has the right to negotiate with one or more Proposers, or to reject any or all Proposers as it may determine in its sole and absolute discretion.</p> <p>The YPS reserves the right to request the submission of Best and Final Offers from those Proposers who, after the conclusion of such negotiations, are still under consideration for award. A Proposer shall not have any rights against the YPS arising from an invitation to enter negotiations or to submit a Best and Final Offer.</p>		
PROPOSED PROGRESS SCHEDULE AND LUMP SUM FEES FOR BASIC SERVICES		
PROJECT PHASE	DURATION (Weeks)	ALL CONTAMINATION SOURCES AT 35 per 37 SCHOOLS Addm #3 FEE PROPOSED
Kick-off	1	\$5,000
Pilot Study (School 13) Completion	3	\$10,000
25% Submission	6	\$116,250
50% Submission	6	\$116,250
75% Submission	6	\$116,250
100% Submission	6	\$116,250

Per Addendum #2, 15% of each submission to be withheld until final approval of WCDOH.

Proposer’s Legal Business Name: Barile Gallagher Associates Consulting Engineers, PC

Westchester County Department of Health Application Filing Fees for All Emission Points (\$ 420 /emission point) Increased to \$500 per WCDOH.			
Total Number of Emission Points <u>48</u>		NA	\$24,000
Additional Engineering Services		NA	20,000.00
Reimbursables (Reimbursable inc. Emissions & Stack Testing Services and addition printing & shipping). Proposed Mark-up on Reimbursables <u>0</u> %		NA	\$20,000
TOTALS Updated in Addendum #2		Completed September 30, 2020	\$544,000
Proposer's Legal Business Name:	Barile Gallagher Associates Consulting Engineers, PC		
Firm Representative: (Print Name)	Laurence Barile		
Title:	President	Signature:	
Phone:	914-328-6060	Cell:	914-393-3423
Email:	LBarile@BGA-Eng.com	Date:	July 17, 2020

2.02 COMPENSATION FOR ADDITIONAL SERVICES AND REIMBURSABLES

For additional services of the Consultant, beyond the scope of work described herein, the Consultant shall be compensated per a negotiated lump sum or by a time and material basis as per the discretion of the YPS.

Unless indicated otherwise, all extraneous expenses such as printing, shipping or increase in deliverables beyond that listed elsewhere, incurred by the Consultant that are directly and solely required to complete the work in this proposal will be reimbursed by the YPS in accordance with the Consultants proposed Markup listed in Table 2, Part 2.01. Copies of receipts are required to receive reimbursement. Travel, lodging and meals will not be compensated without prior written authorization to do so by the YPS.

Additional services and Reimbursable will be paid out of funds set aside solely for that purpose. These funds are to be used at the discretion of the YPS and are not to be considered part of the contract total.

TOTAL SUM OF THIS PROPOSAL \$544,000

Barile Gallagher Associates Consulting Engineers, PC Architect or Engineer

(printed name of proposer)

2.03 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.

2.04 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. This letter must indicate:
 - a) YPS Contract No.
 - b) The Project Numbers being billed
 - c) Original contract amount
 - d) Contract amendments (if any) and revised contract amount
 - e) Requisition No.
 - f) Lists of attachments.
 - g) Summary of amount due for this requisition and amount left in contract.
2. Back-up receipts for reimbursables.
3. Invoice(s) showing amount(s) due for each project.
4. For Additional Work only: Payroll reports showing employee(s) being charged to the project.

NEW Updated in Addendum #2 to 15%

The last 10% of the Consultant's Fee for each submission (25, 50, 75 & 100%) shall be withheld from Consultants payment until the Yonkers Public Schools receives a Permit to Operate from the Westchester County Department of health.

SCHEDULE B - COST PROPOSAL

HOURLY PAYMENT RATES FOR VARIOUS TITLES

RFP -430: Professional Engineering Services for Filing Yonkers Public Schools Air Contamination Sources with Westchester County Department of Health 420-20-01

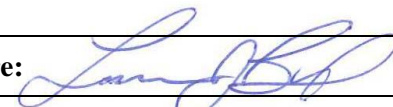
**Consultant Compensation: Schedule for Additional Services as Identified
(Please specify & attach additional pages, if needed)**

The “hourly rates” shall be fully inclusive of all deliverables, and all labor (professional and clerical), benefits, overhead, profit, and **ALL** other costs required to perform the work - including, but not limited to, per diem, sub consultants, reports, communications, travel, postage, etc.

2.03 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 proposed by the Consultant for each of the titles listed below:

All employees proposed for work under this contract must be labeled with one of the above titles in the proposal “Hourly Payment Rates for Various Titles”

<i>Description of Additional Services/Personnel/Tasks/Other:</i>	<i>Cost/ Fees/Hourly Rates/Wages/Other</i>		
	AVE. Direct Hourly Rate	Include Direct Personnel Multiplier	Average Hourly Rate Charged Inc (O&P)
Principal	\$ 200	\$ 1	\$ 200
Associate	\$	\$	\$
Project Manager	\$	\$	\$
Project Pro. A/E	\$	\$	\$
Architect (RA)	\$	\$	\$
Engineer (PE)	\$ 60	\$ 2.5	\$ 150
Architect	\$	\$	\$
A/E Technicians	\$ 42	\$ 2.5	\$ 105
CAD Operations	\$ 40	\$ 2.5	\$ 100
Clerical Support	\$ 30	\$ 2.5	\$ 75
Proposer’s Legal Business Name:	Barile Gallagher Associates Consulting Engineers, PC		
Firm Representative: (Print Name)	Laurence Barile		
Title:	President	Signature:	
Phone:	914-328-6060	Cell:	914-393-3423
Email:	LBarile@BGA-Eng.com	Date:	July 17, 2020

ADDENDUMS AS NECESSARY



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

CITY OF YONKERS
Purchasing

Mike Spano, Mayor
Tom Collich, Director

TO: PROSPECTIVE PROPOSERS

FROM: Debra Censi, Purchasing Department

ADDENDUM NO. 2: (2) Pages

DATE: 7/2/2020

RE: RFP-430: 420-20-01: Professional Engineering Services for Filing Yonkers Public Schools Air Contamination Sources

ADDENDUM No. 2: INFORMATIONAL- RFP Conference Meeting Addressing the following RFI

The contents of this addendum alter and amend the RFP requirements and take precedence over the related items therein. This addendum forms a part of the contract documents. Vendors must acknowledge receipt of all addenda when submitting their RFPs. Failure to acknowledge receipt may render your RFP non-responsive and ineligible for award. Vendors are responsible for ensuring that they receive all addenda. All addenda will be posted on the Empire State Purchasing Group System (<http://www.empirestatebidsystem.com/>).

PLEASE NOTE THE FOLLOWING:

1. Under Article 1.02 Project Schedule: Delete “It is intended that final deliverables be completed and filed with WCDOH no later than September 30, 2020 and replace with:
The Deliverables for filing with WCDOH as follow:
 1. 25% of Schools listed to be completed and filed with WCDOH no later than 4 months after Notice To Proceed
 2. 50% of Schools listed to be completed and filed with WCDOH no later than 8 months after Notice To Proceed
 3. 75% of Schools listed to be completed and filed with WCDOH no later than 12 months after Notice to Proceed
 4. 100% of Schools listed to be completed and filed with WCDOH no later than 16 months after Notice to Proceed

The YPS anticipates the balance of the 24 month contract duration will be time required for the Engineer to address WCDOH comments.
2. Under Part 1.01 – Consultant’s Responsibilities, Basic Services: Revise 2nd paragraph “37 of 40 Schools” to “36 of 40 Schools” and in Appendix A delete the Martin Luther King School as this is being filed under the District’s existing capital project.
3. Under Part 2.01 Proposed Progress Schedule and Lump Sum Fees for Basic Services: To clarify the Schedule, for example the consultant will paid for completing all required documents for submission to WCDOH for the first 25% of listed schools and in this case 9 of the 36 schools will require completion for 25%. Fifteen (15%) of the proposed fee will be withheld until YPS receives the Permit to Operate from WCDOH. See item 4 below.

4. Under Part 2.04 Payments: Change 10% of the Consultant's Fee for each submission to be withheld from Consultants payment to 15%.
5. The Engineer shall include in their basic fees all time and materials needed to address all WCDOH comments.

RFP-430: 420-20-01: ADDENDUM No. 2- ACKNOWLEDGEMENT – Return this document with your sealed RFP.

Proposing Firm: Barile Gallagher Associates Consulting Engineers, PC

Address: 39 Marble Avenue, Pleasantville, NY 10570

Proposer's Representative: Laurence Barile **Title:** President

E-mail: LBarile@BGA-Eng.com **Signature:**  **Date:** July 17, 2020



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

CITY OF YONKERS
Purchasing

Mike Spano, Mayor
Tom Collich, Director

TO: PROSPECTIVE PROPOSERS

FROM: Debra Censi, Purchasing Department

ADDENDUM NO. 3: (2) Pages

DATE: 7/13/2020

RE: RFP-430: 420-20-01: Professional Engineering Services for Filing Yonkers Public Schools Air Contamination Sources

ADDENDUM No. 3: INFORMATIONAL - Clarification

The contents of this addendum alter and amend the RFP requirements and take precedence over the related items therein. This addendum forms a part of the contract documents. Vendors must acknowledge receipt of all addenda when submitting their RFPs. Failure to acknowledge receipt may render your RFP non-responsive and ineligible for award. Vendors are responsible for ensuring that they receive all addenda. All addenda will be posted on the Empire State Purchasing Group System (<http://www.empirestatebidsystem.com/>).

PLEASE NOTE THE FOLLOWING:

Addendum 3 revising the following:

1. Under Addendum 2, Part 1.01 – Consultant’s Responsibilities, Basic Services: Revise 2nd paragraph “36 of 40 Schools” to “35 of 40 Schools”
2. Under Appendix A delete the Martin Luther King School and DeHostos School as the MLK is being filed under the District’s existing capital project and DeHostos School has been converted to 100% natural gas.
3. Under Appendix A revise of Permitted Stacks for Roosevelt to 1, Yonkers Montessori Academy to 4, School 13 to 1, School 29 to 1 (Oil Boilers serving original building are being converted to gas summer 2021), Montessori School 31 to 1, and Family School 32 to 2.
4. Replace Page 14 of Schedule B, see attached pdf document.

RFP-430: 420-20-01: ADDENDUM No. 3– ACKNOWLEDGEMENT – Return this document with your sealed RFP.

Proposing Firm: Barile Gallagher Associates Consulting Engineers, PC

Address: 39 Marble Avenue, Pleasantville, NY 10570

Proposer’s Representative: Laurence Barile **Title:** President

E-mail: LBarile@BGA-Eng.com

Signature: 

Date: July 17, 2020

SCHEDULE B - COST PROPOSAL

PART 2- FEE PROPOSAL

2.01 COMPENSATION FOR BASIC SERVICES

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25% of Schools		\$116,250
50% of Schools		\$116,250
75% of Schools		\$116,250
100% of Schools		\$116,250

Proposer's Legal Business Name: Barile Gallagher Associates Consulting Engineers, PC