



**YONKERS  
PUBLIC SCHOOLS**



**CITY OF YONKERS / YONKERS PUBLIC SCHOOLS  
SCHOOL FACILITIES MANAGEMENT**

One Larkin Center – 3<sup>rd</sup> floor  
Yonkers, NY 10701  
Phone: 914.376.8008

**Request for Proposal RFP No. 420-22-13  
Environmental Project Monitoring Services  
for  
School Facilities Management Department**

**Yonkers Public School 2022/2023 Capital Projects  
YPS CIP # 10878 & 10909**

For Issue on May 2, 2022  
Response Due Date: May 11, 2022

This is a request for proposals (RFP) to perform Environmental Project Monitoring Services for the School Facilities Management Dept. Capital Improvement Project (SFMD) of the Yonkers Public Schools (YPS). This RFP will be the basis, in part or in whole, of an Agreement between the successful proposer and the YPS for the work described at the rates and schedule proposed herein and/or as amended by negotiation.

Submit proposals electronically via email to:

Lee Pavone, Senior Mechanical Engineer, School Facilities Management  
[lpavone@yonkerspublicschools.org](mailto:lpavone@yonkerspublicschools.org)

PLEASE NOTE: This is a request for prices and schedules only. We know your qualifications. Please do not spend any time to send any extraneous stuff.

## **PART 1 - THE CONSULTANT'S RESPONSIBILITIES**

The selected Environmental Consulting Firm hereinafter referred to as the "Consultant", shall perform the scope of services as outlined in RFQ-460, Articles 4.2 & 4.5.

The successful candidate will be required to provide Environmental Project Monitoring Services for the capital project(s) listed below. The Consultant will provide necessary staff required to successfully manage the Project in accordance Environmental Protection Agency AHERA, New York State Code Rule 56, and NY State Education Department Regulations and with contract documents and Project Schedule.

### **CIP #10878 Scope of Work and Schedule**

CIP 10878 is for the "Phase I – Door Replacement, Boiler Systems Replacement and Site Upgrades" at School 29 and has total project cost (including soft costs) of \$5.5 million

YPS has a building permit with the NY State Education Department titled "Replacement of Boilers Doors, Windows, Site, and Security Upgrades". The project has been broken into two phases. Phase I for replacement of doors, toilet room upgrades, site upgrade, new hi-tech security, select classroom VAT asbestos abatement and PA upgrades. Phase II work will be bid at a later date and include window replacement, boiler replacement, HVAC upgrades & controls and classroom VAT asbestos abatement.

Construction is scheduled to commence summer recess 2022 and be completed before the new year, pending delivery of materials.

Project has been designed by Fuller & D'Angelo Architects, has been bid let bid and has General Construction, Plumbing and Electrical contracts.

### **CIP #10909 Scope of Work and Schedule**

CIP 10909 is for the "Capital Renovations – Part 3" at the Gorton High School. The project scope of work includes new ADA elevator addition, select roofing replacement, replacement of ceilings, lights and floor and painting in the cafeteria, restoration of ceiling finishes in the boy's gym and requisite interior and exterior asbestos abatement and has total project cost (including soft costs) of \$2.9 million.

Construction is scheduled to commence summer recess 2022 and be completed before the August of 2023, pending delivery of materials.

Project has been designed by Fuller & D'Angelo Architects, has been bid let bid and has General Construction Building, General Construction Roof, HVAC, Plumbing and Electrical contracts.

For the above CIP work, work performed during the school year will be performed during 2nd shift from 3:00 pm to 11:00 pm.

For more information on abatement of hazardous materials the Consultant shall review each CIP’s contract drawings, specifications and environmental survey reports.

The Consultant maybe asked to review, recommend for approval to the owner and CM all asbestos related change orders which may be encountered during the project and answer asbestos abatement project RFI’s.

**PART 2 – GENERAL SUBMISSION REQUIREMENTS AND FORMAT**

**2.03 RFP/CONTRACT AWARD TIMETABLE (ANTICIPATED)\***

Issuance Date: May 2, 2022  
 Pre-Response Conference Call: Not Applicable  
 Questions cut-off date: Not Applicable.  
 Response Due Date: May 11, 2022, at 3:00 pm  
 BOE Assignment Approval: June 2022

**PART 3 – FEE SCHEDULE:**

**3.01 COMPENSATION FOR BASIC SERVICES**

The fee will be based on Services rendered and billed in accordance with the Consultant’s “On-Call” Contract hourly rates, sample & testing rates and against the set allocated budget for the Capital Project set by the YPS, as listed in the Fee Schedule for Environmental/Engineering Services for Hazardous Materials Project Monitoring.

FEE SCHEDULE					
SCHOOL	PROJECT	CIP	PROJECT STATUS	AMOUNT (Includes Soft Costs)	SCHOOL FACILITIES MANAGEMENT ESTIMATED ALLOCATED ENVIRONMENTAL CONSULTANT FEE TO BE ASSIGNED
School 29	Restoration of Doors, Interiors, Site & Security	10878	Award	\$5,500,000	\$50,000.00
Gorton HS	Capital Improvements – Phase 3	10909	Award	\$2,900,000	\$50,000.00
<b>TOTAL ENVIRONMENTAL CONSULTANT ASSIGNMENT</b>					<b>\$100,000.00</b>

- A. Courier travel time will only be allowed from the project site to the lab and from the lab back to the project site.
- B. 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.

- C. 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.**

### 3.02 CONTRACT TERM

The term of the agreement is 730 calendar days. This is not reflective of the milestone dates listed elsewhere.

### 3.03 COMPENSATION FOR ADDITIONAL SERVICES

For additional services of the Consultant, beyond the scope of work described herein, the Consultant shall be compensated by a time and material basis as per the discretion of the YPS, in accordance with Consultant's "On-Call" Contract.

### 3.04 REIMBURSABLES

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 "On-Call" Contract and **estimated** not to exceed **Bid Budget** listed in Table Part 3 – Fee Proposal, Part 3.03. 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.

Adelaide Environmental Health Assoc., Inc. 1511 Route 22, Ste C24, Brewster, NY 10509  
(Name of Proposing Firm) (Street Address, City, State Zip)

Stephanie A. Soter, President

 Digitally signed by Stephanie A. Soter  
DN: cn=Stephanie A. Soter, o=Adelaide  
Environmental Health Associates, Inc.,  
ou=President, email=soter@adelaideeha.com,  
c=US  
Date: 2022.05.03 09:59:30 -0400

05/03/2022

(Signature Name of Proposer)

(Month Day, Year)

### 3.05 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) YPS Purchase Order No.
  - c) The Project Number (PO) being billed
  - d) Original PO amount
  - e) PO amendments (if any) and revised contract amount
  - f) Requisition No.
  - g) The period of time covered by this requisition.
  - h) Invoice Numbers covered by this requisition.
  - i) Lists of attachments.

- j) Summary of amount due for this requisition and amount left in PO.
- 2. Original back-up receipts for reimbursables.
- 3. Employee time sheets signed by the employer Principal.
- 4. Original receipts for all items being billed as reimbursables.