

November 15, 2021

Yonkers Public Schools
Facilities Department
One Larkin Center, 3rd Floor
Yonkers, NY 10701

Attn: John P. Carr, Executive Director, School Facilities Management
Re: **RFP: No 420-21-31 Lincoln High School Gymnasium Complex + Site Upgrades**

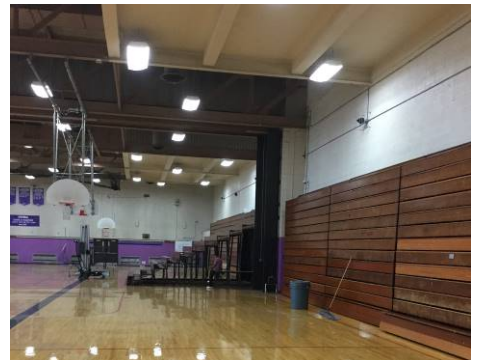


Greetings:

We are writing to provide our proposal for professional services to complete gymnasium complex and site upgrades at Lincoln High School. We understand that the project scope includes developing design solutions for upgrades to the gymnasium, computer lab, library and site work in front of the building. The estimated project budget inclusive of soft costs is \$1 million dollars.

Professional services for these important building and site upgrades for Lincoln High School 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.
- An in-depth of knowledge and familiarity with Yonkers Public School buildings which includes the thorough evaluation of the existing conditions at Lincoln High School and the subsequent development of the building and site projects that encompass the Yonkers Public Schools' identified scope of work.
- 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 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.
 - Landscape Architect + Athletic Field Consultant – Fred Wells, KG+D's landscape architect will coordinate all athletic field, site and related design with the LA Group and Insite Engineering.
 - Administrative Support – Teresa Jarrard will also support the team with all required SED paperwork.



We look forward to recommitting to our relationship with Yonkers Public Schools to execute these capital improvement projects at Lincoln High School.

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:

Site Upgrades

- Performing surveys of existing site conditions.
- Landscape restoration.
- New fencing along Kneeland Avenue and Midland Terrace.
- Site lighting.

Gymnasium

- Replacement gym bleachers, scoreboard, light switches, power & data outlets, damaged wire mold, radiator covers, speakers and clock.
- Evaluate gym divider for replacement or refurbishment.
- Upgrade lighting and controls.
- Restoration of interior painted finishes and gymnasium athletic infrastructure equipment.

Computer Lab and Library

- Upgrades to select interior finishes, lighting, light switches, power & data outlets, damaged wire mold, radiator covers, speakers and clock.

APPROACH

A summary of the services our team will provide, by phase for Lincoln High School building and site upgrade 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.
- **We understand that SED submission deadline is no later than 12/30/21.**

Bidding + Negotiations

- Solicit bids, attend a pre-bid conference, respond to questions, and prepare a technical addendum as needed.
- Conduct pre-proposal walkthroughs with interested bidders and respond to bidder requests for information.
- Review the bids, conduct detailed scope reviews with the apparent low bidders and make recommendations for award of the bids.
- **We understand that the bidding deadline is no later than 3/15/21.**
- **We understand that contract award is no later than 5/15/22.**

Construction Administration:

- Typical pre-construction services including review the contractor's technical submittals and schedule of values and conduct a pre-construction conference to review administrative, site access, performance and coordination issues, and technical installation expectations.
- Conduct site visits during the project and prepare a field report for each site visit.
- Perform a "punch list" inspection when the work is complete and issue a list of incomplete or non-conforming work observed. Then perform a final inspection.
- Review close out documents submitted by the Contractor, e.g., warranties, guarantees, as-built drawings, and the final payment requisition and change orders.

DELIVERABLES

- Construction Meeting Minutes.
- Two (2) half size and full size sets of drawings.
- Two (2) specification books.
- Cost Estimates in Phase appropriate detail.
- Project Schedule including all major milestones and construction.
- Specifications which will include General Conditions, Installation and Material Specifications for all trades, bid items sheets with proposed add alternates.

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 for the Lincoln High School building and site upgrade projects. 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 capital improvement projects for Lincoln High School.

Frederick Wells, RLA – Coordinating Landscape Architect

Fred provides expertise in managing land planning, zoning and feasibility studies, traffic circulation and parking studies, and has a working knowledge of the regulatory requirements and environmental concerns that land development projects must negotiate. Fred will serve as the coordinating landscape architect for the project athletic fields, parking lot and related site work.

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.

Matt King - Director of Construction Administration Services

Matt is an Architect with over 25 years of experience including as an Owner's Representative for a major city school district for 4 years. Matt will lead the onsite efforts under the guidance of the principal in charge and with the assistance and support of KG+D's experienced staff.

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
- Payment Application Procession
- Close-out Documentation

Barile Gallagher Associates – MEP/FP

- Lawrence Barile, PE President of BGA will lead the mechanical, electrical, plumbing, HVAC and fire safety-engineering services for the Lincoln High School project 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 Lincoln High School gymnasium complex and site upgrade projects for a lump sum fee of **\$59,000** 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



Russell A. Davidson, FAIA - President

The Consultant shall include on separate letter head a proposal of unit prices for all required asbestos laboratory testing and asbestos survey and sampling labor rates.

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.

Table 3.01		
IMPROVEMENTS TO GYMNASIUM COMPLEX AND SITE UPGRADES AT LINCOLN HIGH SCHOOL		
RFP 420-21-31	PROPOSED PROGRESS SCHEDULE AND LUMP SUM FEES FOR BASIC SERVICES	
PROJECT PHASE	DURATION (Weeks)	FEE
Kick-off	1 Week	\$1,000
Schematic Design	4 Weeks	\$8,000
Design Development	6 Weeks	\$15,000
SED Submission & Construction Documents	9 Weeks	\$18,000
Bidding and Negotiation	6 Weeks	\$1,770
Construction Administration	TBD	\$15,230
Additional Services Reimbursables Consultants Proposed		\$10,000.00
Markup _____%		
TOTAL		\$69,000

TOTAL SUM OF THIS PROPOSAL \$69,000

 KG+D Architects, PC - Russell A. Davidson, FAIA/President 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.