

Table 3.01				
WINDOW REPLACEMENT				
AT				
CROSS HILL ACADEMY, YONKERS MONTESSORI ACADEMY AND PEARLS HAWTHORNE				
RFP 420-21-25	PROPOSED PROGRESS SCHEDULE AND LUMP SUM FEES FOR BASIC SERVICES			
PROJECT PHASE	DURATION (Weeks)	FEE		
		Cross Hill Academy	Yonkers Montessori Academy	PEARLS Hawthorne
Kick-off	2	12,572	3,814	5,191
Schematic Design	6	37,716	11,441	15,572
Design Development	10	75,432	22,881	31,144
SED Submission & Construction Documents	12	50,288	15,254	20,763
Bidding and Negotiation	NA	NA	NA	NA
Construction Administration	NA	NA	NA	NA
Additional Services Reimbursables Consultants Proposed	NA	\$50,000.00	\$35,000.00	\$25,000.00
Markup <u>0</u> %				
TOTAL	30	\$226,008	\$88,390	97,670.00

TOTAL SUM OF THIS PROPOSAL \$412,068.00

MEMASI 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:*

Yonkers Public Schools

**City of Yonkers / Yonkers Public Schools
School Facilities Management**

**Proposal for Architectural/Engineering
Design Services for Window Replacement
Projects:**

**RFP No. 420-21-24: School 9, Enrico Fermi School and
Gorton High School**

**RFP No. 420-21-25: Cross Hill Academy, Yonkers
Montessori Academy and PEARLS Hawthorne School**

**RFP No. 420-21-26: Robert C Dodson and Saunders
Trades and Technical High School**

October 1, 2021

Submitted by:

M E M A S I

914.915.9519 | memasidesign.com

October 1, 2021

Mr. John P. Carr
Executive Director, Schools Facilities Management
City of Yonkers, Yonkers Public Schools
One Larkin Center – 3rd Floor
Yonkers, NY 10701

Dear John,

It is with great pleasure that we submit our proposal for professional architecture and engineering services to Yonkers Public Schools for the following **RFPs; 420-21-24, 25 and 26**. We take great pride in submitting in hopes of earning the trust of Yonkers Public Schools and the School Facilities Management team.

For the above referenced RFPs, we are proposing a team that includes **Barile Gallagher & Associates** for MEP/FP and **Reilly Tarantino** for any structural work related to steel lintels, structural fasteners and/or curtain walls. We have added BGA to the project team, as we understand their knowledge of several of the buildings being considered for window replacement.

Our understanding of the scope of services for each facility includes:

- A thorough analysis of all windows in every building, and evaluation of emergency egress in upper window units where required by code.
- Design for the replacement, refurbishment and/or addition of all elements related to the windows including sills and lintels, casework, security screens, window guards, motorized operators for elevated windows, manual pull operated shades for typical windows, and painting of wall and/or trim associated with the work.
- In rooms that already have window air conditioning (A/C) units, replace existing units with new wall-type units in a new insulated panel within the new window assembly. Modify existing A/C unit circuits or provide new circuits to accommodate a new receptacle and toggle switch control.
- Evaluate existing panelboards and circuitry serving all existing A/C units.
- In rooms that don't currently have A/C, provide an insulated panel in the new window assembly for a potential future A/C unit.
- Provide a comprehensive heating and cooling load analysis for each space that doesn't currently have A/C, so YPS has the criteria for potential future A/C units.

We understand that the projects are to be designed and then submitted to SED by July 1, 2022, but that bidding and construction administration will commence when funds become available. YPS is hopeful that funding will be available to award construction contracts in December of 2022 for summer 2022 construction.

Thank you for this opportunity, we look forward to working together.

Sincerely,



Tina Mesiti-Ceas, AIA, LEED Green Assoc.
Managing Partner



Daryl Mastracci, PE, LEED AP BD+C
Managing Partner



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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. 420-21-25, Architectural/Engineering Design Services for the Window Replacement at Cross Hill Academy, Yonkers Montessori Academy and PEARLS Hawthorne 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 420-21-25: ADDENDUM No. 1 – ACKNOWLEDGEMENT

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

Proposer's Firm: MEMASI

Address: 2 Lyon Place, White Plains, NY 10601

Proposer's Representative: Tina Mesiti-Ceas **Title:** Managing Partner

E-mail: tina.mesiti@memasidesign.com **Signature:**  **Date:** 9/27/21



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CITY OF YONKERS

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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. 420-21-25, Architectural/Engineering Design Services for the Window Replacement at Cross Hill Academy, Yonkers Montessori Academy and PEARLS Hawthorne 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 420-21-25:

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 2nd 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****

RFP 420-21-25: 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: MEMASI

Address: 2 Lyon Place, White Plains, NY 10601

Proposer's Representative: Tina Mesiti-Ceas **Title:** Managing Partner

E-mail: tina.mesiti@memasidesign.com **Signature:**  **Date:** 9/27/21



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CITY OF YONKERS
Purchasing

Mike Spano, Mayor
Tom Collich, Director

TO: PROSPECTIVE PROPOSERS

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DATE: 9/21/2021

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

RE: Request for Proposal RFP No. 420-21-25, Architectural/Engineering Design Services for the Window Replacement at Cross Hill Academy, Yonkers Montessori Academy and PEARLS Hawthorne School

ADDENDUM No. 3: INFORMATIONAL

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.

The Consultant shall include in the following as part of their designs:

1. Refurbishment and or replacement of existing security screens.
2. New security screens for windows historically subject to vandalism.
3. Refurbishment and or replacement of gymnasium interior window guards.
4. Provide electric motorized window crank operators for elevated windows such as in Gymnasiums, Auditorium and Cafeterias.
5. Depending on the level of alterations required for window replacement the interior window wall and associated trim may require re-painting.
6. The project Schedule is as follows:
 - a. Assign AE at November 2021 BOE Meeting with AE Notice to Proceed issued on or around December 1, 2021
 - b. Submission to SED no later than July 1, 2022.
 - c. SED Approval September 2022
 - d. Pending Funding
 - i. Issue, negotiate and assign RFPs for AE of record for the Bidding & Construction Administration Phases at or around October 2022
 - ii. Issue construction contracts for Bid on or around October 2022
 - iii. Award construction contracts on or around December 2022

Response Due Date remains 3:00 pm October 1, 2021 at 3:00 pm.

****END OF ADDENDUM 3****

RFP 420-21-25: ADDENDUM No. 3 – ACKNOWLEDGEMENT

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

Proposer's Firm: MEMASI

Address: 2 Lyon Place, White Plains, NY 10601

Proposer's Representative: Tina Mesiti-Ceas **Title:** Managing Partner

E-mail: tina.mesiti@memasidesign.com **Signature:**  **Date:** 9/27/21