

May 8, 2023

Mr. John Carr
Executive Dir., School Facilities Management
Yonkers Public Schools
One Larkin Center
Yonkers, NY 10701

RE: YONKERS PUBLIC SCHOOLS – RIVERSIDE HIGH SCHOOL
CAFETERIA ENTRANCE MODIFICATIONS

Dear John,

We propose to provide architectural and engineering services, as described below, to design and develop the Cafeteria Entrance Modifications at Riverside High School. We understand that this project will be submitted to the State Education Department for approval.

Fuller and D'Angelo will provide customary architectural, mechanical, plumbing, electrical and structural engineering services required to complete the project to renovate the entrance to the existing Cafeteria. The project will remove and relocated existing walls, doors and associated construction items at the area of the Cafeteria entrance and Staff Cafeteria/G.O. Store to provide a more open and inviting entrance to the Cafeteria. Also included will be the addition of Air Conditioning to the 3rd floor IT closet.

The following outlines the general services to be rendered:

SCOPE DEVELOPMENT / SCHEMATIC DESIGN – Duration 3 Weeks

1. Meet with YPS personnel to review requirements and goals of the project.
2. Review any existing or historic plans available of original or existing construction.
3. Verify existing construction and develop background plans of proposed work areas.
4. Complete evaluation of existing systems and equipment in the proposed renovated areas,
5. Develop conceptual plans of options for proposed modifications and layouts.
6. Develop estimate of probable construction costs to complete work recommended.
7. Review initial conceptual plans with YPS personnel.
8. Attend any required review or presentation meetings with YPS personnel or representatives.
9. Make revisions to initial documents based on comments received.
10. Complete final schematic plan.
11. Prepare estimate of probable construction costs for implementation of proposed plan.

PREPARATION OF CONTRACT DOCUMENTS – Duration 6 Weeks

1. Prepare full and complete Plans and Specifications of construction elements and rehabilitations required to complete work to implement approved work scope.
2. Contract documents will be prepared to allow contractors to submit sealed competitive bids in accordance with General Municipal Law and City of Yonkers bid requirements.
3. Prepare alternate bids, if requested, for possible alternative work to ensure completion within project budget.
4. Coordinate technical material specifications with front end specifications provided by the City.
5. Attend any required coordination or review meetings with YPS or City personnel.
6. Assist YPS in completion of required State Education Department submittal forms.
7. Submit drawings and specifications to State Education Department for approval.
8. Simultaneously prepare Bid Documents incorporating COY Purchasing Department bidding and contract requirements.

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BID NEGOTIATION – Duration 6 Weeks

1. Attend a Pre-Bid Conference with potential bidders.
2. Respond to requests for information (RFI's) from potential bidders during the bid period.
3. Preparation of bid document addenda prior to bid.
4. Assist in evaluating the bid responses.

CONSTRUCTION ADMINISTRATION – Duration 14 Weeks

1. Pre-Construction:
 - a. Review contractor submittals for materials, guarantees, bonds, insurances and conformance with other specification requirements.
 - b. Conduct/attend a pre-construction conference with YPS representatives, the Contractor and his subcontractors to review administrative, site access, performance and coordination issues, and technical installation expectations.
2. Construction:
 - a. Perform work-in-progress inspections and conduct construction progress meetings and prepare meeting minutes.
 - b. Review and approve payment requisitions from the Contractor.
 - c. Answer any contractor submitted requests for information, issue any construction plan clarifications and prepare plan modifications as required.
 - d. Prepare any required change orders or directives.
3. Close-Out:
 - a. Perform a visual inspection of completed work and issue a Punch List of any incomplete or non-conforming work.
 - b. Perform a Final Inspection when the Contractor advises that all Punch List work is complete.
 - c. Review close out documents submitted by the Contractor, e.g., warranties, guarantees, release of lien waivers, as-built documents and the final payment request.

PROPOSAL CONDITIONS

1. Services will be provided in compliance with current YPS contract.
2. The following items are not included in this proposal:
 - Hazardous material testing or abatement documents (reimbursable *)
 - Destructive test cuts or probes (reimbursable*)
 - Field material testing or monitoring during construction.

ARRANGEMENT OF FEE

1. The above listed work shall be provided for the fees as follows:

Condition Evaluations / Schematic Design -	\$ 3,500
SED Submission and Construction Documents -	\$15,800
Bidding and Negotiations -	\$ 1,500
Construction Administration -	<u>\$ 7,500</u>
Total Professional Fee:	\$28,300

Estimated Reimbursable Costs	\$ 5,000
Total Project Fees	\$33,300

2. Should additional services be authorized, they shall be rendered at the hourly rates included in our current contract, or as mutually agreed.

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* No markup on reimbursables will be added. Original receipts will be provided.
All required printing at various phases is included in the above fees.
If you should require any additional information, please do not hesitate to call.

Sincerely,

A handwritten signature in blue ink, appearing to read 'John D'Angelo', with a vertical line extending downwards from the end of the signature.

John D'Angelo, ARA, LEED AP

JD'A/vc

Cc: M. Pelliccio – YPS
L. Pavone - YPS