

September 18, 2024

Yonkers Public Schools  
Facilities Department  
One Larkin Center, 3<sup>rd</sup> Floor  
Yonkers, NY 10701

Attn: Lee Pavone, PE – Senior Technical Engineer  
Re: **AMMENDMENT 2: Saunders Trades and Technical High School**  
Window & Artificial Turf Field Replacement



Greetings:

We are writing to provide our proposal for bidding and construction administration phase services for the Saunders Trades and Technical High School window and artificial turf field replacement project. Related work is now expanded to include:

### **Bidding & Negotiations**

Upon issuance of the SED Building Permit and YPS acceptance of the FPS&E, the Consultant shall provide the following services to the YPS:

- Issue for bid Multi-Prime Contracts: GC Site, GC Windows and other trades if required.
- Submit via PDF drawings and specifications signed and sealed for YPS/COY Purchasing Department for posting for public bid on flash drive. We understand that the target date for bid issue is December 2024. Plans and specifications shall include Construction Milestone Schedule and Staging.
- After Bids are opened, submit “Conformed Set of Drawings & Specifications” two (2) full size sets of drawings and specifications and two (2) sets of half size drawings to the YPS for its records.
- Assist in obtaining interested and qualified bidders.
- Attend Pre-Bid Conference.
- Receive, answer, and keep records of contractor Request for Information (RFI’s). Upon completion of project the KG+D will submit an RFI log.
- Address Addendums to cover responses to RFI’s, where Design issues were overlooked and are part of the scope of work.
- Issue Addendums for changes in scope of work requested by YPS.
- Perform an analysis of the low bid to determine if the bid is within an acceptable range and perform reference checks and pre-award interviews for determination of a Responsive Bidder. We understand that the target date for Contract award is February 2025.
- Attend contractor pre-award interviews.

### **Construction Administration**

The Construction Phase will commence with the award of the contract to the Contractors and the issuance of a Notice to Proceed. It will end with the acceptance of the Certificates of Substantial Completion and issuance of all change orders to SED. The turf field replacement is planned to start in Spring of 2025 and the window replacement in Summer of 2025.

- Our team shall visit the site on an average of four (4) times per month during peak construction periods and attend progress meetings as scheduled by the CM. Perform detailed inspections of the work in progress at each site visit.

### **Kaeyer, Garment + Davidson Architects, PC**

285 Main Street, Mount Kisco, New York 10549  
914.666.5900 kgdarchitects.com



- KG+D keep YPS and CM informed of the progress and quality of the work and shall endeavor to guard YPS against defects and deficiencies of the Work of the Contractors. The observation of progress, workmanship, on-site materials, deficiencies or defects will be promptly reported weekly in writing to the YPS and Construction Manager (CM) and for issue to the Contractors by the CM.
- Answer and record contractor Request for Information (RFI's) through the CM.
- Review and approve or take other appropriate action upon the Contractors' submittals such as Shop Drawings, Product Data and Samples including Color Schedules, for conformance with the design concept of the work and with the information given in the Contract Documents.
- Maintain the shop drawing submittal log.
- Review the Operations and Maintenance Manual prepared by the Contractors in accordance with the manufacturer's recommendations.
- Approve Contractors payments and Change Orders.
- Provide technical explanations for each change order needed to complete the scope of work.
- Execute all SED required submittal for Changer Orders.
- Perform inspections of the contractors' completed work and report deficiencies to be corrected to the CM. Once a letter of substantial completion has been issued, KG+D will perform an inspection to create the Punchlist which will be forwarded to the CM.
- Once the CM has reported the Punchlist complete, KG+D will revisit and re-inspect to confirm that punch list items have been corrected and completed.
- Witness the Contractors' final testing and start-up of all utilities, operational systems and equipment in accordance with the plans and specifications.
- Complete, submit, and follow to approval all forms and paper processes required by the SED, from the LOI to project closeout including all Change Orders.
- Perform an evaluation of the Contractor's performance in accordance with Article 49 of the School Facilities Management Contract Manual and Specifications.

KG+D has always been able to work out fair and reasonable fees for the projects assigned to our firm. We strive to find the right balance between providing high quality professional service with being affordable and competitive in the public sector. Based on our estimated project budget, our lump sum fee (and the assumption that there will be a Construction Manager) for the bidding and construction administration phase services for the Saunders High School window and turf field replacement project is as follows:

Bidding	\$4,000 ✓
Construction Administration	\$34,000 ✓
<b>TOTAL</b>	<b>\$38,000</b>
<i>ADDITIONAL SERVICES TESTIMONIAL</i>	<i>\$10,000</i>

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*  
 Russell A. Davidson, FAIA - President

*\$48,000* *LEE PAVONE*  
*SR. MECH. ENGINEER*  
*9/19/2024*

Approved + Accepted:

Signature

Date