



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

One Larkin Center – 3rd floor

Yonkers, NY 10701

Phone: 914.376.8008

**Request for Proposal RFP No. 420-24-12
Architectural/Engineering Design Services**

**BOILER PLANT UPGRADES
AT
PEARLS HAWTHORNE SCHOOL**

For Issue on November 13, 2024

Response Due Date: December 6, 2024 at 3:00 pm

This is a request for proposals (RFP) to perform Architectural/Engineering Services for the School Facilities Management Dept. (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

PART 1 - THE CONSULTANT'S RESPONSIBILITIES

1.01 BASIC SERVICES

The selected Architect or Engineer hereinafter referred to as the "Consultant", shall perform

the normal architectural, structural, civil, mechanical and electrical engineering services as deemed necessary to insure a complete biddable and permitted design. All design shall be in accordance with all Federal, State (State Education Department, S.E.D.), County and local codes and regulations. The Consultant will complete, submit, and follow to approval all forms and paper processes required by the New York State Education Department from the LOI to project closeout including all Change Orders and Certificates of Substantial Completion (CSC).

The selected Architectural/Engineering Firm hereinafter referred to as the "Consultant", shall perform the scope of services as outlined in RFP-483 and Part 1.01 of this RFP.

1.02 PROJECT BUDGET

The budget for replacement of boiler systems (including soft costs) is anticipated not to exceed \$1,500,000. The consultant is to review the scope of work below and comment on the sufficiency of this sum in his/her response.

1.03 PROJECT SCOPE

The existing heating system is served by three (3) Weil-McLain steam #2 fuel oil fired boilers with Webster burners. The boilers are approximately 30 years old, with Boiler #1 in a state of disrepair, Boiler #2 overhauled in 2020 and Boiler 3 having leaks repaired as they arise. The 2020 Building Condition Survey identified the Boilers as at the end of their useful life and should be replaced. From historic repairs performed by the District's boilers and controls service & maintenance contractors, it appears the boilers are plagued by thermal shock from excessive makeup water due to lack of condensate returning to the boilers from steam supply and or vacuum condensate return systems.

The Consultant shall recommend a robust and energy efficient boiler system to replace the existing boilers and minimum improvements to the steam piping and vacuum condensate systems which may include main replacement, steam trap and condensate pump replacement. The Consultant will be required to consult with the District's service & maintenance contractors to pin point root causes. The consultant will be required to include whole building steam trap refurbishment or replacement drawings and schedule. The Consultant will provide energy saving analysis in converting to the new energy efficient boilers.

The new boilers shall be dual fuel and the design shall include new Fuel Oil pump and controls, and HVAC Controls (upgrade to Andover EBO platform). Replacement of the interior fuel oil tank is not included at this time. The Consultant will be required to open a case with Con-Edison, submit load letters and designs for a new gas service as an add alternate and provide an analysis of savings or return on investment with operating the new boilers on gas versus oil. The District does not intend enter into an Interruptible agreement with Con-Edison. The Consultant will provide a separate fee, relating to the designs for the new gas service.

The Consultant will be required to have the chimney inspected and provide the necessary designs for restoration of the chimney lining and insertion of chimney liner where required.

The Consultant will be required to upgrade the existing boiler room lighting with new energy efficient LED lighting.

The boiler rooms interior finishes and equipment pads shall be painted.

The consultant shall include requisite asbestos abatement and mandatory SED code compliant boiler room upgrades necessary for permit.

1.04 ASBESTOS & HAZARDOUS MATERIALS ABATEMENT

Asbestos and hazardous materials surveys, testing and designs will be performed by one the District's contracted Environmental Consulting Firms. The Consultant will be required to incorporate the environmental consulting firm's (signed & sealed) drawings and specifications into their SED submission package. The District will engage with its Environmental Consulting Firm upon completion of the Design Development phase. The Consultant shall not proceed into the Construction Documents Phase until the District's Environmental Consultant has completed their surveys and determined the hazardous materials abatement scope of work.

1.05 BACKGROUND DATA

The following materials are available for viewing during the proposal phase and will be presented to the Consultant at the Kick-off meeting:

- 2020 Building Condition Survey.
- 2022 AHERA Asbestos Reports.
- Electronic (scanned) plans of the building.
- Basic floor plans on AutoCAD

1.06 DESIGN REVIEW MEETINGS

Design Review Meetings will be arranged, chaired and recorded in *minutes by the Consultant* for the presentation and discussion of the following topics and design deliverables:

Kick-Off Meeting: Attendees shall include the Consultant, sub-consultants, and SFMD.

Schematics Design Phase Review: Attendees shall include the Consultant, sub-consultants, and SFMD. The Consultant shall schedule, conduct and record a second meeting, on site with the SFMD, the School's Principal and Custodian.

Design Development Phase Reviews: Attendees shall include the Consultant, sub-consultants, and SFMD.

Construction Documents Phase Review: Attendees shall include the Consultant, SFMD and staff from the Buildings and Grounds section of the SFMD.

~~**Contractor Pre-Award Meeting:** Attendees shall include the Consultant, sub-consultants, SFMD and the apparent low bidder.~~

~~**Pre-Construction Meetings:** Two meetings shall be scheduled, back to back if possible. The first will include the Consultant, SFMD, B&G and the Contractor. The second shall include the school principal, custodian, local unions' representatives, and the Contractor.~~

Additional Meetings: The Consultant shall attend additional meetings with local government officials, the public, Board of Trustees and their representatives as requested by YPS and billed in accordance with the Consultants Hourly Rates as listed in Part 3.03

~~**Construction Progress Meetings:** Job Meetings will be held every week during the prime construction season. Attendees are to include the Consultant, the Contractor, and the SFMD.~~

1.07 DELIVERABLES

All deliverables are to be transmitted in hardcopy and **electronically, in the programs with which they were created, unless otherwise noted.** The contract documents, plans, specifications and other data are to become the property of the YPS. Hold harmless documentation shall be furnished upon request.

Unless indicated otherwise, for each Phase of the Design Process, excluding the Kick-Off, the Consultant shall furnish and deliver:

1. Minutes for each and every meeting held with the District, electronically in ADOBE.PDF.
2. Drawing plans and specifications, electronically in ADOBE.PDF.
3. Cost Estimate broken down by Trade, which shall include but not be limited to GC, GC Site, HVAC, Plumbing and Electrical, electronically in Microsoft EXCEL.
4. SED Submission: Signed and sealed drawings, specifications and SED submission forms.
5. For Construction Documents Phase: Electronic Bar Graph type Project Schedule including all major milestones and construction in Microsoft EXCEL or other acceptable means of scheduling projection.
6. ~~Post Bid & Award: Provide Conformed Set of Construction Documents~~

1.08 PROJECT PHASES

There are five phases to this assignment: Kick-off to Schematic, Design Development, Construction Documents & SED Permit, Bidding & Negotiation and Construction Administration as further described:

1.08.01 KICK-OFF

The Consultant and SFMD shall review the above Project Milestones Dates and the times proposed for each task presented in Part 2.01 to set a firm project schedule. The Scope of Work shall be reviewed and set for inclusion in the Schematic Design. YPS will provide the Consultant with any and all drawings, files, condition surveys, maintenance histories, design

reports or other pertinent information available. Pre-meeting site inspections by the Consultant are required and can be arranged through the SFMD. If it's not included on the list in 1.05 above, then it is not available.

1.08.02 SCHEMATIC DESIGN

Based on the mutually agreed upon program and project budget requirements determined in the Kick-Off Meeting, the Consultant will 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 YPS budget, design standards, any attachments to this RFP, and coordination with adjoining projects. The Consultant shall discuss and if so directed plan to undertake such exploratory work and survey as it deems necessary to insure a complete design.

Additional scope of work requested by the Principal or Head Custodian shall be presented to the SFMD for review.

The Consultant shall furnish structural, mechanical, electrical, chemical and other laboratory tests, inspections and reports as required for complete and accurate design. Unless indicated otherwise, the cost for this work is to be included in the sum proposed to complete Schematic Design, including the manufacturer's cut sheets for all major materials and equipment.

1.08.03 DESIGN DEVELOPMENT

Based on the approved Schematic Design Documents and any adjustments authorized by the YPS in the program or Project budget, the Consultant shall prepare Design Development Documents consisting of 95% complete plans, specifications and estimate. These shall establish the scope, and the size and character of the entire Project as to architectural, structural, civil, environmental (hazardous materials) mechanical and electrical systems/materials and such other elements as may be appropriate.

The plans will have a standard YPS cover sheet. The specifications will consist of general conditions and boiler plate bid sheets supplied to the Consultant by the YPS. ***The Consultant is required to read, understand and comment on the efficacy of these documents.*** NO changes are permitted without written agreement from the YPS.

The Consultant shall also be responsible for addressing Alternate Designs and Cost Estimates where the anticipated or requested design project costs exceed the YPS project budgets or where the Consultant can illustrate a more efficient design.

The Consultant shall submit manufacturer's submittal sheets for all revised proposed materials and equipment from the last submission.

1.08.04 CONSTRUCTION DOCUMENTS AND SED PERMIT

Based on the approved Design Development Documents the Consultant shall prepare and submit a building permit application package to the SED. Comments from the SED shall be transmitted to the YPS, incorporated into a revised building permit application as required and resubmitted to the SED for approval.

The Consultant shall analyze the time required to perform the above scope of work in schools and make recommendations and develop a phasing schedule for the bidding and construction administrations phases.

~~1.08.05 BIDDING AND NEGOTIATION N.I.C.~~

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

- ~~1. Submit via PDF drawings and specifications signed and sealed for YPS/COY Purchasing Department for posting for public bid on flash drive or CD.~~
- ~~2. After Bids are opened submit two (2) full size sets of drawings and specifications and two (2) sets of half size drawings to the YPS for its records. Drawings shall be buck-bound and printed on white bond paper. Contract books shall be bound and include YPS milestone dates for Issuance, Pre-Bid Conference, Bid Opening, Construction Start/End and Duration. Documents shall include all issued Addenda. (Additional requests for printing of Plans and Specifications by YPS will be billed at direct cost with no mark up as a reimbursable.)~~
- ~~3. Assist in obtaining interested and qualified bidders.~~
- ~~4. Attend Pre-Bid Conference.~~
- ~~5. Be responsible for receiving, answering and recordkeeping of contractor Request for Information (RFI's). Upon completion of project the Consultant shall submit to the YPS an RFI log in chronological order.~~
- ~~6. Be responsible for addressing Addendums to cover responses to RFI's, where Design issues were overlooked and are considered to be part of the scope of work. The Consultant shall also be responsible for issuing Addendums for changes in scope of work requested by YPS. The request for additional work will be paid in accordance with Part 3, Paragraph 3.02 Compensation for Additional Services.~~
- ~~7. Perform an analysis of the low bid to determine if the bid is within an acceptable range and perform reference checks, pre-award interviews for determination of a Responsive Bidder. The Consultants sub-consultants shall attend contractor pre-award interviews.~~

~~1.08.06 CONSTRUCTION ADMINISTRATION WITH A 3RD PARTY CONSTRUCTION MANAGER. N.I.C.~~

- ~~1. Prepare and issue Conformed Set of Construction drawings.~~
- ~~2. The Construction Phase will commence with the award of the contract to the Contractor and the issuance of a Notice to Proceed by the SFMD. It will end with the~~

~~acceptance of the Certificates of Substantial Completion and issuance of all contract change orders to SED.~~

- ~~3. The Consultant's and Sub-Consultant shall visit the site on an average of four (4) times per month during peak construction periods and attend each and every progress meeting as scheduled by the CM. The site visits may coincide with the progress meetings but the designer will be required to perform detailed inspections of the work in progress at every site visit.~~
- ~~4. On the basis of such on-site observations, the Consultant shall keep the YPS and the CM informed of the progress and quality of the Work, and shall endeavor to guard the YPS against defects and deficiencies of the Work of the Contractors. The observance of progress, workmanship, on-site materials, deficiencies or defects shall be promptly reported weekly in writing to the YPS and Construction Manager (CM) and for issue to the Contractor by the CM.~~
- ~~5. The Consultant will be responsible for answering and recording contractor Request for Information (RFI's) through the CM.~~
- ~~6. The Consultant shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples including Color Schedules, but only for conformance with the design concept of the Work and with the information given in the Contract Documents. Such action shall be taken in accordance with the Contract Documents regarding reasonable promptness so as to cause no delay per the Contract Specifications. The Consultant shall maintain the shop drawing submittal log.~~
- ~~7. The Consultant shall review the Operations and Maintenance Manual prepared by the Contractor in accordance with the manufacturer's recommendations.~~
- ~~8. The Consultant shall sign-off in approving Contractor payments and Change Orders. Consultant shall provide technical writing explaining in detail, the reason for each and every change order needed to complete the scope of work. Consultant will provide and execute all SED required submittal for Changer Orders.~~
- ~~9. The Consultant will perform a detailed inspection of the contractors completed Work and provide a detailed report (punch list) of deficiencies to be corrected to the CM and to the YPS and revisit and re-inspect to confirm that punch list items are corrected and completed.~~
- ~~10. The Consultant shall participate in the commissioning of the Work, witness the Contractors' final testing and start-up of all utilities, operational systems and equipment in accordance with the plans and specifications.~~

- ~~11. The Consultant will 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.~~
- ~~12. The Consultant shall perform an evaluation of the Contractor's performance in accordance with Article 49 of the School Facilities Management Contract Manual and Specifications.~~
- ~~13. The Consultant's obligation to provide Basic Services under this Agreement, will terminate when final payment to the Contractor is approved by the YPS, or in the absence of a final Certificate for Payment or of such due date, sixty (60) days after the Date of Completion of the Work, whichever occurs first.~~

1.09 ADDITIONAL SERVICES

Additional services shall be provided if authorized or confirmed in writing by the YPS, and they shall be paid for by the YPS, in addition to the compensation for Basic Services, only as provided in a duly authorized written amendment to this agreement signed by an authorized representative of each of the parties. These services may or may not be related to the project described herein, as directed by the SFMD.

PART 2 – GENERAL SUBMISSION REQUIREMENTS AND FORMAT

2.01 RFP/CONTRACT AWARD TIMETABLE (ANTICIPATED)

Issuance Date:	November 13, 2024
Pre-Response Conference:	November 21, 2024 at 3:30 pm
	School Main Entrance
	348 Hawthorne Avenue, Yonkers, 10705
Questions cut-off date:	Not Applicable
Response Due Date:	December 6, 2024 at 3:00 pm
BOE Approval:	January 2025

PART 3 – FEE PROPOSAL

3.01 COMPENSATION FOR BASIC SERVICES

For Basic Services as described in Part 1 the proposed compensation shall be the Total Project, Lump Sum as tabulated below: (Reminder: All printing required at various Phases is to be included as part of the consultant's overhead, built into the Lump Sum Fee for Basic Services; however, it is to be broken out separately on the form below).

The last 5% of the construction administration fee shall be withheld from Consultants payment until the all closeout documents and contractor final payments have been received and all NYSED certificates of substantial completion and change orders have been received by NYSED and YPS.

3.02 COMPENSATION FOR ADDITIONAL SERVICES AND REIMBURSABLES

For additional services of the Consultant, beyond the scope of work described herein, the Consultant shall be compensated per a negotiated lump sum or by a time and material basis as per the discretion of the YPS.

Unless indicated otherwise, all extraneous expense, such as labor for asbestos surveys and sampling and laboratory testing of environmentally hazardous materials, special inspections, additional printing 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 at direct costs plus the consultant's proposed markup. The Original receipts are required to receive reimbursement. Travel, lodging and meals will not be compensated without prior written authorization to do so by the YPS.

The Consultant shall include on separate letter head a proposal of unit prices for all required hazardous material survey and sampling labor and laboratory testing 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		
RFP 420-24-12	BOILER PLANT UPGRADES AT PEARL HAWTHORNE SCHOOL	
	PROPOSED PROGRESS SCHEDULE AND LUMP SUM FEES FOR BASIC SERVICES	
PROJECT PHASE	DURATION (Weeks)	FEE
		Budget \$1,500,000 (including soft costs)
Kick-off		
Schematic Design Boiler Plant Fee New Gas Service Fee		
Design Development Boiler Plant Fee New Gas Service Fee		
SED Submission & Construction Documents Boiler Plant Fee New Gas Service Fee		
Bidding and Negotiation	N.A.	N.A.
Construction Administration	N.A.	N.A.
Additional Services Reimbursables Consultants Proposed	N.A.	\$15,000.00

Markup _____ %			
TOTAL			

TOTAL SUM OF THIS PROPOSAL _____

 (printed name of proposer) Architect or Engineer

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 under their “On-Call” AE Services Contract RFP-483.

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:***

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 YPS Project Number
 - d) Original contract amount
 - e) Contract amendments (if any) and revised contract amount
 - f) Requisition No.
 - g) Lists of attachments.
 - h) Summary of amount due for this requisition and amount left in contract.
2. Back-up receipts for reimbursables.
3. ~~Invoice(s) showing amount(s) due for each project.~~
4. For Additional Work only and Asbestos Surveys: Payroll reports showing employee(s) being charged to the project.



CITY OF YONKERS
Purchasing

City of Yonkers/Yonkers Public Schools
One Larkin Center – 3rd Floor
Yonkers, New York 10701
(914) 377-6930
Fax: (914) 377-6032
Email: debra.censi@yonkersny.gov

Mike Spano, Mayor
Tom Collich, Director

TO: PROSPECTIVE PROPOSERS

(3) - PAGES TOTAL

DATE: November 22, 2024

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

RE: Request for Proposal RFP No. 420-24-12, Boiler Plant Upgrades at the PEARLs Hawthorne School

ADDENDUM No. 1:

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.

1. Pursuant to Chapter 873, Article VIII, Section 873.1306.1 of the Westchester County Laws the District obtained an Operating Permit 52-9783 for its boilers. Under this RFP and replacement of oil-fired Boilers the Consultant will be required to file with the Westchester County Department of Health an application for permit to "Construction" and permit to "Operate". The Consultant shall not defer the filing to the installing Contractor as the District will not accept change orders should the WCDOH uncover a design that may not be in compliance post bid. The Consultant shall provide a lump sum fee for filing all documents required for each permit stage and include requisite WCDOH filing fees.
2. The Consultant shall consult with the District boiler service contractor to determine if existing equipment that appears to be in state of good is in fact in a state of good repair to minimize full replacement and over project cost. Compensation for the contractor time and materials shall be paid at direct cost-plus Consultants proposed markup.
3. The consultant shall not rely on existing plans and shall perform their own surveys for developing an as-built condition for boiler plant upgrades scope of work.
4. The Consultant shall include removing the existing domestic hot water heating system off the three (3) boiler heating plant, including heat exchanger pumps,

tank and related piping. This project does not include upgrading the existing gas fired domestic hot water heater tank installed in 2017.

5. The Consultant shall replace the Fee Schedule with the Fee Schedule issued under this Addendum 1.
6. The RFP response date remains December 6, 2024 at 3:00 pm.

Return this document with your proposal to: Mr. Lee Pavone, Senior Mechanical Engineer, School Facilities Management lpavone@yonkerspublicschools.org

Proposer's

Firm: _____

Address:

Proposer's Representative: _____

Title: _____

E-mail: _____ **Signature:** _____ **Date:**

TABLE 3.01			
RFP 420-24-12	BOILER PLANT UPGRADES AT PEARL HAWTHORNE SCHOOL		
	PROPOSED PROGRESS SCHEDULE AND LUMP SUM FEES FOR BASIC SERVICES		
PROJECT PHASE	DURATION (Weeks)	FEE	
		Budget \$1,500,000 (including soft costs)	
Kick-off			
Schematic Design Boiler Plant Fee New Gas Service Fee			
Design Development Boiler Plant Fee New Gas Service Fee			
SED Submission & Construction Documents Boiler Plant Fee New Gas Service Fee			
WCDOH Air Permit To Construct Fee			
WCDOH Air Permit To Operate Fee			
Bidding and Negotiation	N.A.	N.A.	
Construction Administration	N.A.	N.A.	
Additional Services Reimbursables Consultants Proposed	N.A.	\$15,000.00	
Markup _____%			
TOTAL			

TOTAL SUM OF THIS PROPOSAL _____

(printed name of proposer) Architect or Engineer



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Email: debra.censi@yonkersny.gov

Mike Spano, Mayor
Tom Collich, Director

TO: PROSPECTIVE PROPOSERS (3) - PAGES TOTAL

DATE: December 2, 2024

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

RE: Request for Proposal RFP No. 420-24-12, Boiler Plant Upgrades at the PEARLs Hawthorne School

ADDENDUM No. 2:

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 following are the Districts responses RFIs received from proposers:

Question 1: RFP Section 1.05 lists materials that are available from the YPS (specifically, 2020 Building Condition Survey, 2022 AHERA Asbestos Reports, Electronic (scanned) plans of the building, and Basic floor plans on AutoCAD), which were not shared during the pre-proposal conference; please provide copies of these for review during the proposal phase, as understanding the extent and limitations of these documents could impact the estimated hours to complete the project.

YPS Response: The District will send a OneDrive link to all proposers. You will get floor plans in PDF, however, AutCADs dwg files will be turned over once the District has selected a firm.

Question 2: During the pre-proposal conference, it was noted that steam traps were replaced circa 2008 – 2010 as part of an Energy Performance Contract by Johnson Controls.

- Are there any drawings or steam trap schedules available from this project? If so, please provide copies of these for review during the proposal phase, as understanding the extent and limitations of these documents could impact the estimated hours to complete the project.
- If such drawings or schedules are not available from the EPC project, are there any other drawings or steam trap schedules available from other sources? If so, please provide copies of these for review during the proposal

phase, as understanding the extent and limitations of these documents could impact the estimated hours to complete the project.

YPS Response: A OneDrive link to historic Mechanicals will be issued to all proposers, only hard copies of the EPC are available for viewing at YPS office.

Question 3: Is attendance at the pre-proposal conference held on 11/21/24 mandatory in order to submit a proposal for the project?

YPS Response: Attendance is not mandatory.

Question 4: RFP Section 3.01 states in part “Reminder: All printing required at various Phases is to be included as part of the consultant’s overhead, built into the Lump Sum Fee for Basic Services; however, it is to be broken out separately on the form below.”

- Addendum #1, item 2, states “The Consultant shall consult with the District boiler service contractor....Compensation for the contractor time and materials shall be paid at direct cost-plus Consultants proposed mark-up.”
- Table 3.01 (the bid form) includes a line item for “Additional Services, Reimbursables, Consultants Proposed Mark-Up” with a stated allowance of \$15,000.00. Is this line item intended to cover both the printing costs (to be estimated by the Consultant), and the District boiler service contractor’s time and materials (plus Consultant mark-up)?
 - If Yes, what will happen if the total of the Consultant’s estimated printing costs and the District boiler service contractor’s time and materials (with mark-up) exceeds the allowance.
 - Would it be possible to break this line item into two separate line items, one for the Consultant’s estimated printing costs (to be filled in by the Consultant), and a separate fixed allowance (determined by the YPS) for the District boiler service contractor’s time and materials (with mark-up)?

YPS Response: All printing listed in the “Deliverables” shall be under the Consultant’s Lump Sum Base Fees for each design phase, only printing above what is requested under Part 1.07 Deliverables will be reimbursed under the reimbursable line plus markup. Fees associated with an outside contractor (i.e., District Boiler Contractor) will be billed at direct cost, plus consultants proposed markup. Not to exceed proposals will be required before proceeding with the work and should proposals exceed the set amount, an amendment to the Consultant’s task will be required before proceeding with the work. The Additional Services Reimbursable line will not be not be separated for printing.

Question 5: RFP Section 1.06 mentions 1 review meeting each for the Schematic Design, and Construction Documents; the Design Development phase mentions ‘review(s)’. Does the Design Development phase require more than 1 meeting , and if so, how many? Revise Reviews to Review or 1 meeting.

YPS Response: For Design Development, revise Reviews to Review or 1 meeting.

The RFP response date remains December 6, 2024 at 3:00 pm.

Return this document with your proposal to: Mr. Lee Pavone, Senior Mechanical Engineer,
School Facilities Management lpavone@yonkerspublicschools.org

Proposer's

Firm: _____

Address:

Proposer's Representative: _____

Title: _____

E-mail: _____ **Signature:** _____

Date: _____