



**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. 420-24-06

**Professional Materials Testing & Special Inspection Services
for
YPS CIP 10875, 10936 & 10952**

For Issue on April 30, 2024

Response Due Date: May 3, 2024 at 3:00 pm

This is a request for proposals (RFP) to perform Professional Materials Testing & Special Inspections Services for the Yonkers Public Schools (the “District”) capital improvement projects 10875, 10936, and 10952 “for 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:

Mr. Lee Pavone, P.E., Sr. Mechanical Engineer, School Facilities Management

Lpavone@yonkerspublicschools.org

PART 1 - THE CONSULTANT'S RESPONSIBILITIES

1.01 BASIC SERVICES

The selected Materials Testing & Special Inspections Firm hereinafter referred to as the "Consultant", shall perform the scope of services as outlined below for the YPS #10875, 10936 and 10952.

The Consultant will be required to provide Materials Testing & Special Inspections Services in accordance with RFQ-435. The Consultant will provide necessary staff required to successfully schedule and perform Materials Testing & Special Inspections Services with the Districts Construction Manager and Contractors, attend construction meeting, provide daily reports and communicate progress of work with the CM and submit all reports and test to the Owner, CM and Architect.

CIP 10875

CIP 10875 is for the "Part 2 - Roof, Heating Plant & Window Replacement and Interior Upgrades" at Martin Luther King, Jr. Academy and has total project cost (including soft costs) of \$6.3 million. Project scope of work includes but is not limited curtain wall window replacement, roof replacement, HVAC upgrades for Main Office Suite and Cafeteria, ADA upgrades to select toilet rooms and window AC upgrades for all classrooms.

Special inspections may include but not be limited to installation of structural steel for new Roof Top Units and wind, water and uniform load testing of new curtain window walls.

CIP 10936

CIP 10936 "Part 1 – Replacement of Windows & Artificial Turf Field" at Saunders Trades and Technical High School. Scope of work includes but is not limited to replacement of the school's artificial turf field and walking track, repairs to the concrete bleachers. The project cost is estimated at \$1 million and is schedule for summer to fall of 2024.

Special inspections may include but not be limited to compaction testing of artificial turf field base, asphalt for the walking track and artificial turf Gmax testing.

CIP 10952

CIP 10952 "Emergency Drain Restoration" at School 16. Scope of work includes replacement of existing stone retaining wall vestibules at the exterior exits from the School 16 gym and classrooms, waterproofing of all foundation walls and footing drain improvements. This project cost is estimated at \$500,000 and is scheduled for summer of 2024.

Special inspections may include but not be limited to testing cast in place concrete, steel rebar reinforcement, and foundation wall water proofing.

1.02 DELIVERABLES

- All materials testing and special inspection reports shall be transmitted electronically in PDF format to the CM and AE on daily basis or soon after they are received and recorded by the Consultant.

- When the project is completed all materials testing and special inspection reports shall be transmitted electronically in PDF format on Flash Drive to the YPS School Facilities Management Department Project Manager.

1.03 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.

1.04 BACKGROUND DATA

The following materials are available for viewing during the proposal phase and will be presented to the Consultant at the time the Consultant is recommended to the YPS BOE for the assignment:

- SED Permit Documents and or documents issued for Bid
- 2020 Building Condition Survey
- 2022 AHERA Asbestos Reports.

PART 2 – GENERAL SUBMISSION REQUIREMENTS AND FORMAT

2.01 RFP/CONTRACT AWARD TIMETABLE (ANTICIPATED)*

Issuance Date:	April 30, 2024
Pre-Response Conference:	Not Applicable
Questions cut-off date:	Not Applicable
Response Due Date:	May 3, 2024 at 3:00 pm
BOE Approval:	June 2024

PART 3 – FEE PROPOSAL

3.01 COMPENSATION FOR BASIC SERVICES

The fee will be based on Services rendered and billed in accordance with the Consultant's "On-Call" Contract hourly rates, sample & testing rates and against the set allocated budget for the Capital Project set by the YPS, as listed in the Fee Schedule for Professional Materials Testing & Special Inspection Services.

3.02 REIMBURSABLES

Expenses such as printing, shipping or increase in deliverables beyond that listed above in Article 1.03 "Deliverables", incurred by the Consultant that are directly and solely required to complete the work in this proposal will be reimbursed by the YPS in accordance with the Consultants proposed Markup listed in Table 3, Part 3.02. Copies of receipts are required to receive reimbursement. Travel, lodging and meals will not be compensated *without prior written authorization* to do so by the YPS.

RFP 420-24-06 Part 3 – FEE PROPOSAL				
CIP	10875	10936	10952	TOTAL
Part 3.01 Compensation for Basic Services Fee:	\$21,500.00	\$6,000.00	\$10,000.00	\$37,500.00
Part 3.02 Estimated Reimbursables: Consultants Proposed Markup <u>0</u> %	\$3,500.00	\$1,500.00	\$2,500.00	\$7,500.00
Totals	\$25,000.00	\$7,500.00	12,500.00	\$45,000.00

Tectonic Engineering Consultants, Geologists & Land Surveyors, D.P.C.

(Name of Proposing Firm)

(Street Address, City, State Zip)

James P. Orcutt

(Printed Name of Proposer)

James P. Orcutt

(Signature Name of Proposer)

5/1/24

(Month Day, Year)

3.03 CONTRACT TERM

The term of the agreement is 365 calendar days. This is not reflective of the milestone dates listed elsewhere.

3.04 COMPENSATION FOR ADDITIONAL SERVICES

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. See 3.04 Hourly Payment Rates for Various Titles.

3.05 HOURLY PAYMENT RATES FOR VARIOUS TITLES

The Consultant will be compensated for time and material work beyond the original scope of work at the contract rates proposed by the Consultant under RFQ-435 “On-Call” Professional Materials Testing & Special Inspections Services.

All employees proposed for work under this assignment must be labeled with one of the titles proposed by the Consultant under RFQ-435 “On-Call” Professional Materials Testing & Special Inspections Services.

3.06 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. The Project Numbers being billed
 - c. Original contract amount
 - d. Contract amendments (if any) and revised contract amount
 - e. Purchase Order No.
 - f. The period of time covered by this requisition.
 - g. Lists of attachments.
 - h. Summary of original PO starting amount, amount due for this requisition and amount left in contract.
2. Attach contract hourly rate and testing rate sheets.
3. Copy of Back-up receipts for reimbursables.
4. Employee time sheets.