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July 25, 2022

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

RE: YONKERS PUBLIC SCHOOLS
ARCHITECTURAL, ENGINEERING AND SECURITY DESIGN SERVICES
HIGH-TECH SECURITY UPGRADES
YONKERS MONTESSORI ACADEMY
FULLER AND D'ANGELO PROJECT #: 19361.01

Dear John,

We propose to provide architectural and engineering design services, as described below, to design and develop various rehabilitation projects to implement security upgrades to the following building:

- Yonkers Montessori Academy

Scope of work shall be as itemized. Security system equipment and designs as developed by ITG, are not included within this proposal and have been completed under previously submitted and approved proposal.

**I. PHASE I - SECURITY DESIGN AND A/E SCOPE DETERMINATION:
Work Completed under previous proposal.**

II. PHASE II - CONTRACT DOCUMENTS, SED SUBMITTAL, CONSTRUCTION ADMIN.

1. SCHEMATIC DESIGN:
 - a. Develop conceptual plans
 - b. Review initial conceptual plans with YPS personnel.
 - c. Review plans and documents completed by ITG under previous proposal
 - d. Attend any required review or presentation meetings with YPS personnel or representatives.
 - e. Revise initial documents based on comments received.
 - f. Complete final schematic plan.
 - g. Prepare estimate of probable construction costs for implementation of proposed plan.
2. CONSTRUCTION DOCUMENTS:
 - a. Prepare full and complete Plans and Specifications of construction elements and rehabilitations required to complete work to implement approved work scope.
 - b. Coordinate work as designed by ITG under previous proposal.
 - c. Provide design of Architectural, Electrical and Mechanical systems required to support Security system design as provided by ITG under previous proposal.
 - d. Contract documents will be prepared to allow contractors to submit sealed competitive bids.

JOSEPH FULLER SR., AIA
Co-Founder † 2003

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- e. Prepare alternate bids, if requested, for possible alternative work to ensure completion within project budget.
 - f. Coordinate and incorporate Security system specifications provided by ITG into project specification documents.
 - g. Coordinate technical material specifications with front end specifications provided by the City.
 - h. Attend any required coordination or review meetings with YPS or City personnel.
 - i. Assist YPS in completion of required State Education Department submittal forms.
 - j. Submit drawings and specifications to State Education Department for approval.
 - k. Simultaneously prepare Bid Documents incorporating COY Purchasing Department bidding and contract requirements.
3. BID NEGOTIATION:
- a. Attend a Pre-Bid Conference with potential bidders.
 - b. Respond to requests for information (RFI's) from potential bidders during the bid period.
 - c. Preparation of bid document addenda prior to bid.
 - d. Assist in evaluating the bid responses.
4. CONSTRUCTION ADMINISTRATION
- a. Pre-Construction:
 - i. Review contractor submittals for materials, guarantees, bonds, insurances and conformance with other specification requirements.
 - ii. 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.
 - b. Construction:
 - i. Perform work-in-progress inspections and conduct construction progress meetings and prepare meeting minutes.
 - ii. Review and approve payment requisitions from the Contractor.
 - iii. Answer any contractor submitted requests for information, issue any construction plan clarifications and prepare plan modifications as required.
 - iv. Prepare any required change orders or directives.
 - c. Close-Out:
 - i. Perform a visual inspection of completed work and issue a Punch List of any incomplete or non-conforming work.
 - ii. Perform a Final Inspection when the Contractor advises that all Punch List work is complete.
 - iii. Review close-out documents submitted by the Contractor, e.g., warranties, guarantees, release of lien waivers, as-built documents and the final payment request.

III. PROPOSAL CONDITIONS

1. Services will be provided in compliance with current YPS contract.

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- The following items are not included in this proposal:
Security System design or construction documents (prepared by ITG under separate proposal).
Hazardous material testing or abatement documents (reimbursable *)
Destructive test cuts or probes (reimbursable*)
Field material testing or monitoring during construction.

IV. ARRANGEMENT OF FEE

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

Architectural and Engineering Services:

Yonkers Montessori Academy	\$ 18,500
Sub-Total:	\$18,500
Estimated Reimbursable Costs	<u>\$ 5,000*</u>
Total Phase II Fee:	\$23,500

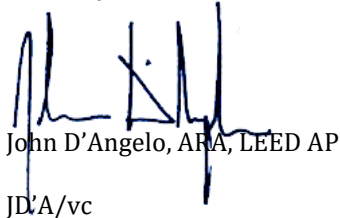
- Should additional services be authorized, they shall be rendered at the hourly rates included in our current contract, or as mutually agreed.

* No markup on reimbursables will be added. Original receipts will be provided.

All required printing at various phases in included in above fees.

If you should require any additional information, please do not hesitate to call.

Sincerely,



John D'Angelo, AIA, LEED AP
JD'A/vc

Cc: Minaz David – YPS