

October 1, 2021

Mr. John Carr  
Executive Director  
Office of School Facilities Management  
Yonkers Public Schools  
1 Larkin Center  
Yonkers, New York 10601

**RE: Proposal for Architectural/Engineering Design Services  
Window Replacement at Cross Hill Academy, Yonkers Montessori Academy,  
and PEARLS Hawthorne School - RFP 420-21-25**

Dear Mr. Carr:

It is a privilege to respond to your Request for Proposal. We are excited for the opportunity to work with the Yonkers Public Schools once again. We are experienced and competent. We listen to understand and will be your partner, advocate, and advisor throughout the course of the project. We are a large firm with small firm values.

Our dedicated project team has a long history of working with the Yonkers Public Schools. We have learned how to help you overcome the unique challenges that your team faces when undertaking a capital project. We will continue to be your partner from Kick-off to Final Completion. We will work to exceed your expectations.

Our highly collaborative and multi-disciplined team can meet every challenge posed by this project. Our dedicated in-house project team offers excellence in architecture; mechanical, electrical, and plumbing engineering.

We have successfully completed window replacement projects with your team at School 16, Yonkers Middle/High School, William Boyce Thompson (Foxfire) School, and School 31. Additionally, we have completed numerous window replacement projects throughout New York City and the lower Hudson Valley. Many of these projects have included Exterior Security Screens, Interior Window Guards, Motorized Crank Operators, and Shades. We are familiar with the Yonkers Public School Standard Air Conditioner Sleeve Design.

We have discussed several times the importance of preparing clear and complete documentation of the project at the completion of each phase of work. This will certainly help to forge a common understanding of the scope and intent of the work. I have also spoken with you about the *added value* a formal schematic design report brings to a project. We have included in our Basic Services Fee the preparation of a formal Scope Report. The Scope Report will provide commentary on each scope item, sketches of the work required and proposed solutions, keyed photos, and a comprehensive estimate. We think you will find great value in the report.



We reviewed the proposed schedule for this project. We believe that the schedule is achievable and can likely be improved upon. Currently, the SED backlog is 6 weeks. While this is promising, we would continue to plan for a 12-week review time which is historically more realistic. The other unknown is the delivery time for windows. If we find that windows are problematic as we move into the final stages of the Construction Document Phase, we may recommend alternate procurement methods or adjust the work schedule. This is our proposed work plan which shows ample time for mobilization, submittals, and fabrication prior to the Construction Phase.

Kick Off	December 2021
Schematic Design (12 weeks)	December 2021 through February 2022
Design Development (12 weeks)	March 2022 through May 2022
Construction Documents (4 weeks)	June 2022
SED Review (12 weeks)	July 2022 through September 2022
SED Approval	September 30, 2022
Bid and Award (NTP) (8 weeks)	October 2022 through November 2022
Submittals & Fabrication (32 weeks)	December 2022 to June 2023
Early Construction (if possible)	April 15 to June 25, 2023
Summer Construction (9 weeks)	June 26 to August 25, 2023
Post Construction (9 weeks)	August 26 to October 1, 2023

Additionally, we reviewed the project budget. It appears that the budget set for the project is reasonable for the contemplated work. Of course, we will update the project costs at each phase of the work. The attached worksheet shows how we arrived at our proposed fee and the total project cost with other expenses that you will incur such as moving and storage, and air monitoring during construction.

Please feel free to contact me on my cell phone at (914) 469 – 0896, if you would like to discuss any part of this proposal.

Very truly yours,  
 CPL|Architecture|Engineering|Planning

David J. Sammel, AIA  
 Principal

Encl: Fee Schedule  
 Addendum 1 Acknowledgement  
 Addendum 2 Acknowledgement  
 Cost Worksheet

Table 3.01				
WINDOW REPLACEMENT				
AT				
CROSS HILL ACADEMY, YONKERS MONTESSORI ACADEMY AND PEARLS HAWTHORNE				
RFP 420-21-25	PROPOSED PROGRESS SCHEDULE AND LUMP SUM FEES FOR BASIC SERVICES			
PROJECT PHASE	DURATION (Weeks)	FEE		
		Cross Hill Academy	Yonkers Montessori Academy	PEARLS Hawthorne
Kick-off	1	5,610	1,802	2,579
Schematic Design	12	46,703	16,239	22,448
Design Development	12	93,728	32,799	45,218
SED Submission & Construction Documents	4	35,232	12,384	17,041
Bidding and Negotiation	NA	NA	NA	NA
Construction Administration	NA	NA	NA	NA
Additional Services Reimbursables Consultants Proposed	NA	\$50,000.00	\$35,000.00	\$25,000.00
Markup _____%				
<b>TOTAL</b>		<b>231,273</b>	<b>98,224</b>	<b>112,286</b>

TOTAL SUM OF THIS PROPOSAL \$441,783

DAVID SAMMEL Architect or Engineer  
(printed name of proposer)

### 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 previously.

### 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:**



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

**CITY OF YONKERS**

***Purchasing***

*Mike Spano, Mayor*

*Tom Collich, Director*

**TO: PROSPECTIVE PROPOSERS**

**(1) - PAGES TOTAL**

**DATE: 9/14/2021**

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

**RE: Request for Proposal RFP No. 420-21-25, Architectural/Engineering Design Services for the Window Replacement at Cross Hill Academy, Yonkers Montessori Academy and PEARLS Hawthorne School**

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.

Response Due Date is changed from September 17, 2021 at 3:00 pm to September 24, 2021 at 3:00 pm.

**\*\*END OF ADDENDUM 1\*\***

**RFP 420-21-25: ADDENDUM No. 1 – ACKNOWLEDGEMENT**

Return this document with your proposal to: Mr. John P. Carr, Executive Director, School Facilities Management  
[jcarr@yonkerspublicschools.org](mailto:jcarr@yonkerspublicschools.org)

Proposer's Firm: CPL

Address: 332 RT 100 SOMERS NY 10589

Proposer's Representative: DAVID SAMMOL Title: Principal

E-mail: DSAMMOL@CPLTEAM.COM Signature: [Signature] Date: 9/30/21



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City of Yonkers/Yonkers Public Schools  
One Larkin Center – 3<sup>rd</sup> Floor  
Yonkers, New York 10701  
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***Mike Spano, Mayor***  
***Tom Collich, Director***

**TO: PROSPECTIVE PROPOSERS**

**(3) - PAGES TOTAL**

**DATE: 9/20/2021**

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

**RE: Request for Proposal RFP No. 420-21-25, Architectural/Engineering Design Services for the Window Replacement at Cross Hill Academy, Yonkers Montessori Academy and PEARLS Hawthorne School**

**ADDENDUM No. 2: INFORMATIONAL – Response to RFI's**

**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.**

**PLEASE NOTE THE FOLLOWING RESPONSE TO PROPOSER RFIs TO RFP 420-21-25:**

**QUESTION 1: 1.01 Basic Services: Denotes civil engineering services as a requirement but the scope description requires window replacement. Please clarify if this is required or an oversight?**

**YPS RESPONSE: The consultant shall provide the required civil and or structural engineering designs required for the replacement of windows and may include but not be limited to replacement of lintels and structurally fastening of windows system or curtain walls within existing openings of the building structure.**

**QUESTION 2: 1.02 Project Budget: How were the project costs estimates derived? What is the estimated CCE?**

**YPS RESPONSE: Costs were derived from window square footages obtained from 2015 BCS and recent CIP square foot construction costs (\$200/s.f.).**

**QUESTION 3: 1.02 Project Budget: What is the estimated CCE?**

**YPS RESPONSE: Define CCE?**

**QUESTION 4: 1.02 Project Budget: How were the soft costs derived?**

**YPS RESPONSE: Soft costs were derived from historic CIP costs to retain the AE, Construction Manager, Environmental Project Monitor and other costs for a project of this type.**

**QUESTION 5: 1.03 Project Scope: Are window AC units being designed and installed as part of this project scope?**

**YPS RESPONSE: Replace 2<sup>nd</sup> paragraph of Exterior Window Scope of Work with:**

**Consultant must conduct a survey of all existing window air-conditioning units and design for replacement. Replacement AC units will be wall-type units utilizing “thru-wall” sleeves installed through insulated metal panels braced within the manufactured window assembly. The consultant will be required provide electrical designs to address alteration or demolition of existing AC power circuits and if required provide new AC power from existing power panels. The AC unit’s power receptacle shall be powered through a toggle switch accessible by the teacher. Window AC designs only apply to rooms which already have window AC units. The consultant is not providing design for rooms that do not have window AC units. Rooms that do not have window AC Units will be designed for future wall-type AC Units by providing insulated metal panels.**

**The Consultant shall provide a heating and cooling load analysis to provide YPS a schedule for installation of future AC units.**

**Using the thermal performance of the existing windows and new windows the consultant shall perform estimated heating and cooling energy savings in dollars of oil & gas and pounds of CO saved per year.**

**QUESTION 6:** 1.03 Project Scope: Does YPS have a preferred HVAC type / standard to utilize for the design of the window unit?

**YPS RESPONSE:** Through wall sleeved AC Unit?

**QUESTION 7:** 1.03 Project Scope: Does YPS have a preferred HVAC type / standard to utilize for the design of the window unit?

**YPS RESPONSE:** Through wall sleeved AC Unit?

**QUESTION 8:** 1.04 Asbestos & Hazardous Materials Abatement: Does this base scope include identification and testing of lead paint?

**YPS RESPONSE:** The consultant is responsible for the abatement of “all hazardous materials”.

**QUESTION 9:** 1.04 Asbestos & Hazardous Materials Abatement: Pre-Design testing is understood for the project scope area and the work impacted by the work as part of basic services. However, 1.04 states the work for Design, bidding and CA will be compensated as Additional Services & Reimbursable fee schedule as noted in Table 3.01 and Part 3.02. Please confirm we are to add a markup % in Table 3.01 on the hazardous material services that are expected to be performed out of the reimbursable allowance?

**YPS RESPONSE:** Bidding & CA services are not included at this time. For reimbursable expenses the consultant will be compensated for direct costs against proposed markup.

**QUESTION 10:** 1.05 Background Data: Are as-built documents available in Cadd or PDF for each school? Are they available for review?

**YPS RESPONSE:** As-built drawings may or may not be available. The consultant shall schedule with YPS to download available Tiff files of scanned historic drawings. Please contact Carol Bizzaro at 914-376-8008 for meeting with a YPS representative for downloading the files.

**QUESTION 11:** 1.05 Background Data: Can a site visit be arranged to obtain a basic understanding of the scope of work in a sampling of rooms by school?

**YPS RESPONSE:** Site visits can be arranged after school hours, 3:30 pm. Please contact Carol Bizzaro at 914-376-8008 for meeting with a YPS representative or school custodian.

**QUESTION 12:** 1.06 Design Review Meetings: Bidding, Award, Pre-Construction, Construction Meetings have been deleted, what is the intent to execute these services in the future? And who will be responsible for them?

**YPS RESPONSE:** The YPS intends to negotiate and award the AE of record the Bidding and Construction Administration phases when funding for construction becomes available.

**QUESTION 13:** 1.07 Deliverables: How will the front end be specification be completed if Bidding and CA services are not part of the scope of work?

**YPS RESPONSE:** The AE will be issued a generic "Front End" Contract Manual for inclusion of their Technical Specifications for submission to SED for permit.

**QUESTION 14:** 1.08.05 / .06 Bidding & Negotiations and Construction Administration: Bidding & Construction Administration have been deleted, what is the intent to execute these services in the future? And who will be responsible for them?

**YPS RESPONSE:** See response to Question 10 above.

**QUESTION 15:** 1.08.05 / .06 Bidding & Negotiations and Construction Administration: Is a CM expected to be hired for this work? If so by when?

**YPS RESPONSE:** The District may retain a CM during the Bidding & Negotiations and or Construction Phase.

**QUESTION 16:** 1.08.05 / .06 Bidding & Negotiations and Construction Administration: Will a CM perform QAQC review of the design documents and specifications?

**YPS RESPONSE:** If the District retains a CM during the Bidding Phase, the CM may be asked to perform QAQC.

Response Due Date is changed from September 24, 2021 at 3:00 pm to October 1, 2021 at 3:00 pm.

**\*\*END OF ADDENDUM 1\*\***

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**RFP 420-21-25: ADDENDUM No. 2 – ACKNOWLEDGEMENT**

Return this document with your proposal to: Mr. John P. Carr, Executive Director, School Facilities Management  
jcarr@yonkerspublicschools.org

Proposer's Firm: \_\_\_\_\_

Address: 332 RT 100 Somers NY 10589

Proposer's Representative: DAVID SAMUEL Title: PRINCIPAL

E-mail: DSAMUEL@CPLTEAM.COM Signature: [Signature] Date: 9/30/21



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**TO: PROSPECTIVE PROPOSERS**

**(2) - PAGES TOTAL**

**DATE: 9/21/2021**

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

**RE: Request for Proposal RFP No. 420-21-25, Architectural/Engineering Design Services for the Window Replacement at Cross Hill Academy, Yonkers Montessori Academy and PEARLS Hawthorne School**

**ADDENDUM No. 3: INFORMATIONAL**

**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 Consultant shall include in the following as part of their designs:

1. Refurbishment and or replacement of existing security screens.
2. New security screens for windows historically subject to vandalism.
3. Refurbishment and or replacement of gymnasium interior window guards.
4. Provide electric motorized window crank operators for elevated windows such as in Gymnasiums, Auditorium and Cafeterias.
5. Depending on the level of alterations required for window replacement the interior window wall and associated trim may require re-painting.
6. The project Schedule is as follows:
  - a. Assign AE at November 2021 BOE Meeting with AE Notice to Proceed issued on or around December 1, 2021
  - b. Submission to SED no later than July 1, 2022.
  - c. SED Approval September 2022
  - d. Pending Funding
    - i. Issue, negotiate and assign RFPs for AE of record for the Bidding & Construction Administration Phases at or around October 2022
    - ii. Issue construction contracts for Bid on or around October 2022
    - iii. Award construction contracts on or around December 2022

**Response Due Date remains 3:00 pm October 1, 2021 at 3:00 pm.**

**\*\*END OF ADDENDUM 3\*\***



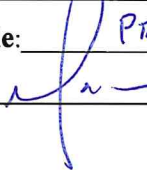
**RFP 420-21-25: ADDENDUM No. 3 – ACKNOWLEDGEMENT**

**Return this document with your proposal to: Mr. John P. Carr, Executive Director, School Facilities Management  
jcarr@yonkerspublicschools.org**

**Proposer's Firm:** CPL

**Address:** 332 RT 100 SOMERS NY 10589

**Proposer's Representative:** DAVID SAMMEL **Title:** PRINCIPAL

**E-mail:** DSAMMEL@CPLTEAM.COM **Signature:**  **Date:** 9/30/21

CROSS HILL ACADEMY - RFP 420-21-25											
Basic Services			Unreimbursed Expenses			Additional Services					
PROJECT PHASE	DURATION (Weeks)	FEE (5.75%)	Mileage (\$38/trip)	Printing	Cost Estimate	Basic Service plus Unreimb Expense	Lift to evaluate lintels	HazMat Testing Lead/PCB/A sbestos	HazMat Design	HazMat CA	Special Inspections
Kick-off	1	\$ 5,534	\$ 76	\$ -	\$ -	\$ 5,610					
SD	12	\$ 44,275	\$ 228	\$ 200	\$ 2,000	\$ 46,703	\$ 10,000	\$ 3,500			
DD	12	\$ 88,550	\$ 228	\$ 450	\$ 4,500	\$ 93,728			\$ 4,000		
SED & CD	4	\$ 33,206	\$ 76	\$ 450	\$ 1,500	\$ 35,232			\$ 500		
SED Review	16										
B & N	8	\$ 5,534	\$ 152	\$ -	\$ -	\$ 5,686					
CA	60	\$ 44,275	\$ 2,280	\$ 250	\$ -	\$ 46,805				\$ 3,500	\$ -
<b>TOTAL</b>	<b>113</b>	<b>\$ 221,374</b>	<b>\$ 3,040</b>	<b>\$ 1,350</b>	<b>\$ 8,000</b>	<b>\$ 233,764</b>	<b>\$ 10,000</b>	<b>\$ 3,500</b>	<b>\$ 4,500</b>	<b>\$ 3,500</b>	<b>\$ -</b>

**TOTAL PROJECT COST SUMMARY**  
 \$ 3,500,000 YPS Proposed Construction Cost  
 \$ 350,000 Contingency (10%)  
 \$ 3,850,000 Total Construction Costs  
 \$ 221,375 A/E Basic Services (5.75%)  
 \$ 12,390 A/E Unreimbursed Expenses  
 \$ 134,750 CM (3.50%)  
 \$ 50,000 Add Services  
 \$ 20,000 HazMat monitoring  
 \$ 2,500 YPS Admin Costs  
 \$ 4,291,015 CPL Estimated Total Project Costs  
 \$ 4,300,000 YPS Proposed Project Budget

YONKERS MONTESSORI ACADEMY - RFP 420-21-25											
Basic Services			Unreimbursed Expenses			Additional Services					
PROJECT PHASE	DURATION (Weeks)	FEE (6.75%)	Mileage (\$38/trip)	Printing	Cost Estimate	Basic Service plus Unreimb Expense	Lift to evaluate lintels	HazMat Testing Lead/PCB/A sbestos	HazMat Design	HazMat CA	Special Inspections
Kick-off	1	\$ 1,726	\$ 76	\$ -	\$ -	\$ 1,802					
SD	12	\$ 13,811	\$ 228	\$ 200	\$ 2,000	\$ 16,239	\$ 10,000	\$ 3,500			
DD	12	\$ 27,621	\$ 228	\$ 450	\$ 4,500	\$ 32,799			\$ 4,000		
SED & CD	4	\$ 10,358	\$ 76	\$ 450	\$ 1,500	\$ 12,384			\$ 500		
SED Review	16										
B & N	8	\$ 1,726	\$ 152	\$ -	\$ -	\$ 1,878					
CA	60	\$ 13,811	\$ 2,280	\$ 250	\$ -	\$ 16,341				\$ 3,500	\$ -
<b>TOTAL</b>	<b>113</b>	<b>\$ 69,053</b>	<b>\$ 3,040</b>	<b>\$ 1,350</b>	<b>\$ 8,000</b>	<b>\$ 81,443</b>	<b>\$ 10,000</b>	<b>\$ 3,500</b>	<b>\$ 4,500</b>	<b>\$ 3,500</b>	<b>\$ -</b>

**TOTAL PROJECT COST SUMMARY**  
 \$ 930,000 YPS Proposed Construction Cost  
 \$ 93,000 Contingency (10%)  
 \$ 1,023,000 Total Construction Costs  
 \$ 69,053 A/E Basic Services (6.75%)  
 \$ 12,390 A/E Unreimbursed Expenses  
 \$ 35,805 CM (3.50%)  
 \$ 35,000 Add Services  
 \$ 20,000 HazMat monitoring  
 \$ 2,500 YPS Admin Costs  
 \$ 1,197,748 CPL Estimated Total Project Costs  
 \$ 1,200,000 YPS Proposed Project Budget

PEARLS HAWTHORNE - RFP 420-21-25											
Basic Services			Unreimbursed Expenses			Additional Services					
PROJECT PHASE	DURATION (Weeks)	FEE (6.50%)	Mileage (\$38/trip)	Printing	Cost Estimate	Basic Service plus Unreimb Expense	Lift to evaluate lintels	HazMat Testing Lead/PCB/A sbestos	HazMat Design	HazMat CA	Special Inspections
Kick-off	1	\$ 2,503	\$ 76	\$ -	\$ -	\$ 2,579					
SD	12	\$ 20,020	\$ 228	\$ 200	\$ 2,000	\$ 22,448	\$ 10,000	\$ 3,500			
DD	12	\$ 40,040	\$ 228	\$ 450	\$ 4,500	\$ 45,218			\$ 4,000		
SED & CD	4	\$ 15,015	\$ 76	\$ 450	\$ 1,500	\$ 17,041			\$ 500		
SED Review	16										
B & N	8	\$ 2,503	\$ 152	\$ -	\$ -	\$ 2,655					
CA	60	\$ 20,020	\$ 2,280	\$ 250	\$ -	\$ 22,550				\$ 3,500	\$ -
<b>TOTAL</b>	<b>113</b>	<b>\$ 100,101</b>	<b>\$ 3,040</b>	<b>\$ 1,350</b>	<b>\$ 8,000</b>	<b>\$ 112,491</b>	<b>\$ 10,000</b>	<b>\$ 3,500</b>	<b>\$ 4,500</b>	<b>\$ 3,500</b>	<b>\$ -</b>

**TOTAL PROJECT COST SUMMARY**  
 \$ 1,400,000 YPS Proposed Construction Cost  
 \$ 140,000 Contingency (10%)  
 \$ 1,540,000 Total Construction Costs  
 \$ 100,100 A/E Basic Services (6.50%)  
 \$ 12,390 A/E Unreimbursed Expenses  
 \$ 53,900 CM (3.50%)  
 \$ 25,000 Add Services  
 \$ 15,000 HazMat monitoring  
 \$ 2,500 YPS Admin Costs  
 \$ 1,748,890 CPL Estimated Total Project Costs  
 \$ 1,750,000 YPS Proposed Project Budget