

March 26, 2021

Yonkers Public Schools
Facilities Department
One Larkin Center, 3rd Floor
Yonkers, NY 10701



Attn: John P. Carr, Executive Director, School Facilities Management
Re: **RFP: No 420-21-14 Rosemarie Ann Siragusa School 14
Cafeteria + 3rd Floor Emergency Egress Improvement
Enhanced Construction Administration Services**

Greetings:

We are writing to provide our proposal for enhanced construction administration services for the cafeteria and third floor emergency egress improvement projects at the Rosemarie Ann Siragusa School 14.

Enhanced Construction Administration Services as proposed to be provided by KG+D has many advantages to Yonkers Public Schools:

- A commitment to work together to deliver these projects as outlined in the YPS RFP.
- A professional and highly qualified team with full back office support will provide all services including:
 - KG+D Principal in Charge – Russ Davidson will manage the project team and be available to YPS to communicate progress and resolve any issues.
 - Director of Construction Administration Services – Matt King, an Architect with over 25 years of experience including as an Owner's Representative for a major city school district for 4 years. Matt will lead the efforts on site and the day to day management of each project.
 - Associate Project Architect – Teresa May, AIA who is familiar with the District and successfully lead the enhanced construction administration process for Lincoln High School will also visit the site and provide a second set of eyes on the projects.
 - Assistant Project Manager – A KG+D Architectural staff person will pilot the use of submittal exchange and monitor submittals, requests for information (RFI's), prospective change orders, requisitions and close out documents. They will also generate coordinated project schedules based on contractor input that have a uniform appearance for all District projects. Our tech saavy office staff will efficiently support the field efforts with daily digital updates.
 - Administrative Support – Teresa Jarrard will also support the team with requisition and change order processing and all required SED paperwork.
- Provision of a cloud based tracking and record keeping system (submittal exchange) for all project related information – included in the base fees. This provides an in process tracking system and is then archived and converted to a digital file that is turned over to the District at the project's conclusion.
- Pro-active scheduling and monitoring. We will incorporate the schedules provided by contractors into Microsoft Project and update them periodically as necessary. This will provide YPS with a single clear schedule format for each of their Capital Projects. We will insure that each contractor agrees to this schedule as a condition of payment with each requisition.

Kaeyer, Garment + Davidson Architects, PC

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- The level of service proposed is based on the individual assigned and the required tasks and hours – not a broad percentage fee – and results in an overall savings to YPS when compared to typical Construction Management fees.

APPROACH

We understand that the project scope of work includes but is not limited to:

- Installation of approximately 80 linear feet of ADA access ramp to back the gymnasium and require site excavating, foot and metal railings.
- Cutting of wall opening and masonry alterations for the installation of a new exterior egress door from gym to the ramp.
- Site restoration work.
- Replacement of existing steam cast iron radiators in the gym with new fin-tube radiation and enclosures.
- Restoration and structural enhancements to the School's exterior steel egress stairs serving the 3rd floor.
- Select exterior masonry restoration which includes but limited to repointing and brick replacement and joint sealing.
- New exterior lighting for ADA ramp and exterior steel stairs.
- Upgrades to gym window crank operators.

Our work will dovetail with the Architect of Record's responsibilities and we will work cooperatively with them throughout the project. It is our understanding that they will be completing the following tasks as part of their basic services:

- Site visits every other week from their staff including reviewing the work in progress and participation at a job meeting.
- Typical Construction Administration Services including review of submittals, schedule of values, payment requisitions, change order review, punch list and close out procedures.

The enhanced construction administration services included in this proposal include:

- Additional site visits so that a KG+D representative is on site every other day for approximately 2 hours for the entire 16 week duration of the project. Due to the limited scope of this project we feel this is adequate to monitor the project and insure compliance with the schedule.
- An additional 3 site visits are included during the closeout phase of the project.
- Site visit logs and reports for each site visit will be shared.
- Copies of the Contract Bid Documents will be maintained at the site and be made available for referencing.
- Prepare and maintain a current master record copy of drawings showing all changes to the contract drawings.
- Provide personnel and expertise require for the administration of contracts, tracking and negotiation of change orders and resolution of disputes and delays.
- Provide cost estimating for review of Contractor Change Orders.

- Team will be responsible for receiving, answering and recordkeeping of contractors RFIs. Submit RFI log in chronological order to Yonkers Public Schools upon completion of the project.
- Oversee the testing services and other services retained for the project.
- Act as agent for the School District to head up the construction activity including fielding a supervisory team to monitor/control the work in progress, coordinate activities, schedules and work of multiple prime contractors at multiple sites, operate monthly requisition and payment processes and keep accounts, handles inquiries, keep records, report on schedule progress and estimate completion costs and completion dates, prepare punch lists, administer completion and hand over process, and administer As-Builts, warranties guarantees, for acceptance.
- Continue progress evaluation, determine effects on project schedule and take appropriate action to adjust the work as required to maintain the accepted schedule.
- Maintain a daily log of significant events, visitors, and occurrences at the job site; maintain record drawings, photographs etc.
- Review requests for payments from contracts and suppliers against previously established milestones and schedules.
- Assist in establishing and maintaining good relations with the surrounding community and implement reasonable methods to control dust, noise, lighting, odor as required by contract specifications.
- Monitor on-site conditions so as to ensure the Contractor maintains site security, a clean and safe construction environment, temporary protection and temporary stupor systems to prevent injuries damage to property and loss of life.
- Assist contracts to avoid and resolve jurisdictional disputes when and if they occur.
- Attend bi-weekly Construction Meetings, reporting on construction progress and providing detailed Meeting Minutes, starting from construction state date through construction completion. Meeting Minutes will be produced within (5) days of the construction meeting date. Time will be included for additional construction meetings as necessary to manage contractors in maintaining the schedule.
- Provide sign-off in approving Contractor payments and Change Orders. Provide technical writing explaining in detail, the reason for each change order needed to complete the scope of work. Provide and execute all SED required submittal for Change Orders.
- Recommend when inspections and punch lists should be made, ensure the punch list inspection and final inspections are conducted with all parties, Construction Inspector, Architect/Engineer and Contract being present.
- Collect, organize, review and approve or take other appropriate action upon the Contract'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.
- Collect, organize, review and approve for delivery to the School District the Close-Out Manuals prepared by the Contactor in accordance with the contact documents.
- Ensure the Contract provides the necessary training services relative to the equipment supplied by this Contract. At a minimum training shall include onsite hands-on training, supplying training manuals and training video.
- Witness the Contractors' final testing and start-up of all utilities, operational systems and equipment in accordance with the plans and specifications.

- Ensure the Contractor creates and submits in hardcopy and electronically in PDF and in AutoCAD “As-Built” record drawings showing changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor.

DELIVERABLES

- Contractors Approved Master Construction Schedule and Schedule of Values
- Construction Meeting Minutes
- Weekly analysis of each construction trade’s work against the approve construction schedule
- Daily Log Reports
- Contractor Performance Evaluation
- Contractors Application for Payment
- Review, approve and submit one copy of Close Out Documents

TEAM

A brief outline of the key personnel and sub-consultants that will be assigned to the projects is listed below:

Walter P. Hauser, AIA Principal – Project Executive

Walt will be the project executive and manager of the overall project for the Rosemaire Ann Siragusa School 14. Walt will be the overall project executive and the key contact and will lead the process of providing enhanced construction administration services for the Rosemaire Ann Siragusa School 14 projects.

Matt King - Director of Construction Administration Services

Matt is an Architect with over 25 years of experience including as an Owner’s Representative for a major city school district for 4 years. Matt will lead the on site efforts under the guidance of the principal in charge and with the assistance and support of KG+D’s experienced staff.

Teresa May, AIA, Associate – Project Manager

Teresa will assist with the direction of the overall project and complete the majority of on site visits for this project. Teresa will have access to mechanical and electrical engineers to insure the HVAC work is being completed properly.

Assistant Project Manager – One of KG+D’s in house Project Architects. We have the capability to fully staff each independent team and administer these projects so that they can move forward efficiently. With an overall staff of 26, each project will have its own production team, construction administration leader and administrative support.

Teresa Jarrard – Project Administrator

Teresa is a Project Administrator and will facilitate and manage all administrative aspects of the project, including;

- All NYSED Facilities Planning correspondence, applications and certifications
- Payment Application Procession
- Close-out Documentation

FEE

KG+D have always been able to work out fair and reasonable fees for the projects assigned to our firm. We propose to complete these additional enhanced construction administration services for a lump sum fee of **\$25,940**. The proposed fees do not include testing expenses, or other typical reimbursable expenses for printing or express mail services. If the contractor fails to meet the substantial completion date for the project, additional fees for enhanced construction administration prior to closeout will be \$1,400 per week for all specified services.

If approved this will become an amendment to our current agreement for this project. Please feel free to contact me if you have any questions.

Sincerely:
KG+D ARCHITECTS, PC



Walter P. Hauser, AIA - Principal

BASE FEE = \$25,940.00
ADD SERVICES FEE = \$7,500.00
PER RFP
TOTAL FEE = \$33,440.00

OKAY
LEE PAVONE
4/24/2021