



Proposal for
**Architectural/Engineering Design Services -
Window Replacement at Robert C. Dodson School
& Saunders Trades & Technical High School**

RFP No. 420-21-26

City of Yonkers / Yonkers Public Schools

October 1, 2021



One Larkin Plaza, 2nd Floor
Yonkers, NY 10701

www.psands.com





Table of Contents

Transmittal Letter

Addenda

- Addendum #1
- Addendum #2
- Addendum #3

Appendices

- Organizational Chart
- Fee Table
- Gheen Engineering Fee Schedule
- Gheen Engineering Rate Schedule
- Gheen Engineering WBE Certificate
- Gheen Engineering Resumes and Licenses
- Trophy Point, LLC Rate Schedule
- Trophy Point, LLC SDVOB Certificate
- Trophy Point, LLC Resume
- Engineered Solutions Rate Schedule
- Engineered Solutions Resumes



October 1, 2021

Mr. John P. Carr, Executive Director, School Facilities Management
CITY OF YONKERS - YONKERS PUBLIC SCHOOLS SCHOOL FACILITES MANAGEMENT
One Larkin Center, 3rd floor
Yonkers, NY 10701

jcarr@yonkerspublicschools.org

Education

Energy Utility

Healthcare

Public Works

Real Estate

Science & Technology

Reference: RFP No. 420-21-26 Architectural / Engineering Design Services - Response
Window replacement at Robert C. Dodson School and Saunders Trades & Technical High School

Dear Mr. Carr:

Paulus, Sokolowski and Sartor Architecture & Engineering, PC (PS&S), in collaboration with SEI Design Group architects (SEI), would like to present this response to Yonkers Public School (YPS) RFP for No. 420-21-26 Architectural / Engineering Design Services for Window replacement at Robert C. Dodson School, and Saunders Trades and Technical High School. PS&S has provided this proposal electronically as requested in the RFP instructions. We acknowledge receipt of the 3 addendums issued by YPS for this task assignment from the On-Call contract. Addendum #1 was issued on 9/14/2021; and Addendum #2 issued on 9/20/2021, and Addendum #3 issued on 9/21/2021.

The PS&S team with SEI has the right balance of school design and construction experience, technical knowledge, and staff expertise to effectively support the Yonkers Public Schools District for this project. Our A/E team includes the SEI Design Group, who will lead the architectural design and management of the project and interface with the client and project team; PS&S will lead the engineering design effort with our in-house disciplines as required. William J. Schneider from our Yonkers office will be the principal in charge and the client liaison. Please refer to our team tree for additional information.

Our selected sub-consultants help round out our team which includes Gheen Engineering for hazardous Materials Amelioration to fulfill the range of design services requested in the RFP. Gheen Engineering is a Certified NYS WBE and has completed thousands of NYSED PK-12 projects. Cost estimating will be performed by Trophy Point, LLC an SDVOB. Engineered Solutions will focus their work on window/through wall air conditioning units and they have performed hundreds of similar projects for NYSED PK-12 school districts throughout the State. Please refer to our team tree developed to address the project's needs. Our design services and rates are based upon the rates issued with our On-Call proposal issued and accepted in response to RFP #404.

We have reviewed and understand the scope of work required for RFP No. 420-21-26 Architectural / Engineering Design Services; for Window replacement at Robert C. Dodson School, and Saunders Trades and Technical High School including Addendum #1, #2, and #3. We believe our response is comprehensive and addresses your RFP requirements. PS&S and SEI would be honored to be selected and to serve YPS on this Architecture & Engineering assignment, we look forward to hearing from you soon.

Sincerely,

PAULUS, SOKOLOWSKI AND SARTOR ARCHITECTURE & ENGINEERING, PC

One Larkin Plaza
2nd Floor
Yonkers, NY 10701

t. 914.509.8600

www.psands.com

William J. Schneider, PE
Senior Director

Daniel J. Balto, AIA, LEED AP
Senior Director



PART-1

1.01 BASIC SERVICES:

We propose to provide architectural, structural, civil, mechanical, and electrical engineering services to prepare bidding documents and to secure a permit for the project. Design work shall be in accordance with governing codes, NYSED, and regulations. We will submit, and secure approval from the NYSED.

1.02 PROJECT BUDGET:

We understand the project budget is \$10,850,000 and this will be the budget limitation for the work. The project budget for Robert C. Dodson and Saunders Trades and Technical High School are estimated to be \$9.75 million and \$1.1 million, including soft costs as noted in the RFP. The scope of the project will be adjusted through discussions between the design team and YPS to meet this budget restriction. Based on cost estimating review of the scope of work during schematic design and design development. We will suggest adjustments to the scope to manage the proposed budget limit. Cost estimating will be performed by Trophy Point, LLC an SDVOB.

1.03 PROJECT SCOPE:

We understand the scope of work items encompasses window replacement and impacts to surrounding work elements as defined in the RFP which will be reviewed and discussed as the project design phases are developed. The scope elements of the project will be adjusted through discussions between the design team and YPS to meet this budget restriction. The proposal excludes bidding and construction administration services as these services were excluded from the RFP.

We acknowledge receipt of the 3 addendums issued by YPS for this task assignment from the On-Call contract. Addendum #1 was issued on 9/14/2021; and Addendum #2 issued on 9/20/2021; and Addendum #3 issued on 9/21/2021. We have enclosed signed addendum forms and they are attached to this proposal.

1.04 ASBESTOS & HAZARDOUS MATERIALS ABATEMENT:

Environmental survey for design and abatement services related to suspect material within the project area is included in the project scope. This includes identification, testing, and sampling of hazardous materials within the project scope area.

We have included Gheen Engineering on our team to address this scope of work. Gheen Engineering is a Certified NYS WBE and has completed thousands of NYSED PK-12 projects. Their qualifications have been included in our proposal for your review and reference.

1.05 BACKGROUND DATA

We understand building data will be provided by YPS to the successful consultant at the kick-off meeting. This includes the 2015 building, 2019 AHERA Asbestos Reports, Electronic (scanned) plans of the building, Basic floor plans on AutoCAD.

1.06 DESIGN REVIEW MEETINGS

William Calhoun, AIA from SEI will lead the Project Management efforts for the project. He will manage the project meetings and project activities between the Architecture and Engineering team members and YPS. He will ensure the appropriate parties will be involved with the project at the critical phases and ensure progress of work to meet the schedule and budget requirements. He will manage the programming discussion between the project team and the client and ensure communication between the parties is clear and concise.

William Schneider from PS&S will be the Principal in Charge and Client Liaison to discuss client concerns and needs should it be required.



We understand and will provide meeting attendance for the meeting activities requested in the RFP which include a Kick-Off Meeting, Schematic Design Phase Review, Design Development Phase Review, Construction Documents Phase Review, Additional Meetings with local government officials, the public, Board of Trustees, and their representatives as requested by YPS. Additional meetings will be billed in accordance with the Consultants Hourly Rates as listed in Part 3.03.

1.07 DELIVERABLES

We will provide deliverables as requested in the RFP including the (7) scope of work items requested. Deliverables will include each Phase of the Design Process including: Minutes for meetings held with YPS, hard copies of plans - two (2) half size and full size sets of drawing plans and specification books, Cost Estimates in Microsoft EXCEL (in phase appropriate detail) based on unit costs and quantities or allowances in CSI format, Construction Documents we will provide a schedule in an Electronic Bar Graph type Project Schedule including major milestones and construction durations in EXCEL, Primavera, Microsoft Projects or other acceptable scheduling software, electronic draft specifications which will include General Conditions (supplied electronically by YPS), installation and Material Specifications for project scope items, bid documents with proposed add alternates, and electronic files in ADOBE (.pdf).

1.08 PROJECT PHASES

We understand there are five phases to this assignment as outlined in the RFP follows:

1. **KICK OFF** – This will involve meeting of the design team and project stakeholders to refine the scope of work. We will perform on site observations, review as-built documentation, and set up the documents for the project. See our estimated schedule noted below for anticipated durations.
2. **SCHEMATIC DESIGN** – We will further refine the project scope and prepare SD documents to define the work, scale, and project features. We will define budget, survey work, coordinate with adjacent project activities at the site, meet with project stakeholders to further ascertain project needs, obtain approval from SFMD (YPS) on the final scope, perform testing / reports / and other design services needed to document the design intent. We will review the scope of work against the project budget and suggest alternate bid design work to manage the scope. This will be required where the anticipated or requested design project costs exceed the YPS project budget or where we can illustrate a more efficient design. We will obtain YPS concurrence and approval to proceed to the next phase. See our estimated schedule noted below for anticipated durations.
3. **DESIGN DEVELOPMENT** – We will prepare Design Development Documents consisting of 95% complete plans, specifications, and estimate. These will establish the scope, size, and character of the elements. We will provide a standard YPS cover sheet. The specifications will consist of general conditions and boiler plate bid sheets supplied by YPS which we will review and comment on content. We will submit manufacturer's submittal sheets for proposed materials and equipment from the last submission. We will make further refinements on the scope of work against the project budget and suggest alternate bid design work elements to manage the scope. We will propose phasing approach and plans as required. We will obtain YPS concurrence and approval to proceed to the next phase. See our estimated schedule noted below for anticipated durations.
4. **CONSTRUCTION DOCUMENTS & NYSED PERMIT** - Based on the approved Design Development Documents we will prepare and submit a building permit application package to the NYSED. Comments from the NYSED shall be transmitted to the YPS, incorporated into a revised building permit application as required and resubmitted to the NYSED for approval. We will obtain YPS concurrence and approval to proceed to the next phase. See our estimated schedule noted below for anticipated durations.



1.09 ADDITIONAL SERVICES

Additional services will be performed once a proposal is approved in writing by the YPS prior to executing the work. The proposal will be an authorized written amendment to our agreement signed by the designer and YPS.

PART-2 - GENERAL SUBMISSION REQUIREMENTS & FORMAT

2.01 RFP / CONTRACT AWARD TIMETABLE

1. Response Due Date: October 1, 2021 @ 3pm
2. BOE Approval: November 2021

PART-3 - FEE PROPOSAL

3.01 COMPENSATION FOR BASIC SERVICES

We understand the compensation for this project is a total lump sum fee as defined in the attached fee table. Reimbursables will be billed against the allowance at cost as required by the RFP.

FEE TABLE / PROJECT PHASE / DURATION / FEE

Refer to the fee table issued included in the Appendix.

3.02 - COMPENSATION FOR ADDITIONAL SERVICES & REIMBURSABLES

We understand expenses, such as labor for asbestos surveys, sampling, laboratory testing of environmentally hazardous materials, special inspections, additional printing beyond what is required in the RFP, 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. 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. Additional services and Reimbursable will be paid out of funds set aside allowance and released at the approval YPS for the agreed upon work item.

3.03 HOURLY PAYMENT FOR VARIOUS TITLES

We understand the hourly rates used for this assignment will be based on the hourly rates submitted under the On-Call RFP#404. We have also included on separate letter head a proposal of unit prices for asbestos laboratory testing, and asbestos survey and sampling labor rates as requested in the RFP for Gheen Engineering which is included in the Appendix.

3.04 PAYMENTS

We understand payment requests will be based on a lump sum fee presented and will be billed monthly. We understand the billings for each school must be kept separate. The cover letter with each payment request shall include the following:

1. Cover letter on letterhead with original signature requesting payment. This letter will include the following:
 - a. YPS Contract No.,
 - b. The Project Numbers being billed,
 - c. Original contract amount for each school,
 - d. Contract amendments (if any) and revised contract amount,
 - e. Sequential Payment Requisition No.,
 - f. Lists of attachments,
 - g. 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 the project.
4. For Additional Work only and Asbestos Surveys: Payroll reports showing employee(s) being charged to the project.



3.05 PROPOSED PROJECT BUDGET

The total project budget including incidental costs for Robert C. Dodson School is \$9,750,000, and Saunders Trades and Technical High School is \$1,100,000. Schools over \$1,500,000 will be under Wicks Law requiring Multi Prime contracts.

3.06 ESTIMATED SCHEDULE

We have suggested an estimated schedule based on our level of understanding for the project scope.

Kick off Phase	November 1 to December 15, 2021
Schematic Design	December 15, 2021 – February 15, 2022
Design Development	February 15 – May 31, 2022
SED Submission & Construction Documents	May 31 – June 30, 2022
SED Review (Estimate)	July 1 – September 30, 2022

We have assumed design review meetings as suggested in the RFP are part of our estimated schedule durations. This assumes meetings and YPS comments can be scheduled within the noted durations. Estimated schedule durations will be adjusted as required when more information is developed regarding the scope of work along with input from YPS.

3.07 ASSUMPTIONS

Our assumptions include the following:

1. Reimbursable expenses will be billed against the allowance and will include costs for work such as asbestos and lead testing and sampling, site survey costs, chemical and laboratory tests, etc.
2. YPS will hire an environmental specialist to perform testing, air monitoring, and inspection during construction. This is not part of the A/E base scope of services or fee.
3. Material testing and inspection will be provided by YPS. This is not part of the A/E base scope of services or fee.
4. Additional services for out-of-scope work, additional meetings, punch list inspections, and services will be compensated for out of the allowance based on written approval from additional printing, YPS.
5. Our fee is based on the project budget. If the scope of work list exceeds the project budget, we will suggest adjustments in the scope of work to maintain budget limitations for review and consideration by YPS. We will likely suggest items to be removed for the work list as an alternate bid item or performed outside the scope of the current project.
6. Bidding and Negotiation services are excluded from this proposal.
7. Construction Administration services are excluded from this proposal.

3.08 APPENDIX

1. Acknowledgement Addendum #1,
2. Acknowledgement Addendum #2,
3. Acknowledgement Addendum #3,
4. A/E Project Team Tree,
5. Fee Table,
6. Gheen Engineering Qualifications – for Hazardous Material Consultant including resume, license, unit prices for asbestos laboratory testing & survey, sampling labor rates, & staff hourly rates.
7. Cost estimating by Trophy Point, LLC an SDVOB including resume, certificate, & labor rates.
8. Engineered Solutions Qualifications – AC mechanical specialists, resume, & staff labor rates.



ADDENDA



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

(1) - PAGES TOTAL

DATE: 9/14/2021

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

RE: Request for Proposal RFP No. 420-21-26, Architectural/Engineering Design Services for the Window Replacement at Robert C. Dodson School and Saunders Trades and Technical High 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 420-21-26: ADDENDUM No. 1 – ACKNOWLEDGEMENT

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

Proposer's Firm: Paulus, Sokolowski and Sartor Architecture & Engineering, PC

Address: 1 Larkin Plaza, 2nd Floor, Yonkers, NY 10701

Proposer's Representative: William J. Schneider, PE Title: Senior Director

E-mail: wschneider@psands.com

Signature: 

Date: 10/01/2021



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

CITY OF YONKERS

Purchasing

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. 420-21-26, Architectural/Engineering Design Services for the Window Replacement at Robert C. Dodson School and Saunders Trades and Technical High 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 420-21-26:

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 2nd 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****

RFP 420-21-26: 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: Paulus, Sokolowski and Sartor Architecture & Engineering, PC

Address: 1 Larkin Plaza, 2nd Floor, Yonkers, NY 10701

Proposer’s Representative: William J. Schneider, PE **Title:** Senior Director

E-mail: w Schneider@psands.com

Signature: 

Date: 10/01/2021



City of Yonkers/Yonkers Public Schools
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CITY OF YONKERS

Purchasing

Mike Spano, Mayor

Tom Collich, Director

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. 420-21-26, Architectural/Engineering Design Services for the Window Replacement at Robert C. Dodson School and Saunders Trades and Technical High 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 420-21-26: 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: Paulus, Sokolowski and Sartor Architecture & Engineering, PC

Address: 1 Larkin Plaza, 2nd Floor, Yonkers, NY 10701

Proposer's Representative: William J. Schneider, PE **Title:** Senior Director

E-mail: wschneider@psands.com

Signature:



Date: 10/01/2021



APPENDICES



Organizational Chart



Principal-in-Charge / Client Manager
William J. Schneider, PE

PS&S ENGINEERING TEAM

Daniel J. Balto, AIA, NCARB, LEED AP
Senior Director

Joseph P. Barry, PE
Project Controls / Financial Management

SEI ARCHITECTURE TEAM

Matthew S. Monaghan, AIA
Senior Principal

Required Engineering Support

William Calhoun, AIA
Project Manager

Kyle Berninger, PE
Mechanical Engineer

Fred F. Chen, PE
Electrical Engineer

Greg Ranft, PE
Senior Structural Engineer

Stephen Eaton
Eric Zordan
SEI Designers

Engineering Support As Needed

Albert Hadam, PE, CPD, CFPS, LEED AP
P/FP Engineer

William J. Schneider, PE
Fred Mundt, EIT
Troy Berninger, EIT
Bridget Forbes
Site/Civil Engineering

Hany Hanafy, ASLA
Landscape Architect

Cost Estimating Consultant
Trophy Point, LLC (SDVOB)
Richard Chudzik

Haz Mat Amelioration
Gheen Engineering (WBE)
Stephen Gheen, PE

AC Specialist (MEP)
Engineered Solutions
Scott Swenson, PE

Key

- PS&S, PC
- SEI
- Sub-consultant

Table 3.01			
WINDOW REPLACEMENT AT ROBERT C. DODSON AND SAUNDERS TRADES AND TECHNICAL HIGH SCHOOL			
RFP 420-21-26	PROPOSED PROGRESS SCHEDULE AND LUMP SUM FEES FOR BASIC SERVICES		
PROJECT PHASE	DURATION (Weeks)	FEE	
		Dodson	Saunders H.S.
Kick-off	6	\$66,087	\$9,577
Schematic Design	8	\$165,219	\$23,944
Design Development	14	\$330,438	\$47,888
SED Submission & Construction Documents	16	\$99,131	\$14,366
Bidding and Negotiation	NA	NA	NA
Construction Administration	NA	NA	NA
Additional Services Reimbursables Consultants Proposed Markup _____%	NA	\$75,000.00	\$25,000.00
TOTAL	44	\$735,875	\$120,775

TOTAL SUM OF THIS PROPOSAL \$856,650.00

PAULUS, SOKOLOWSKI AND SARTOR ARCHITECTURE & ENGINEERING, PC 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:**

1. Cover letter on the Consultant’s letterhead with original signature requesting payment (separate for each school). All billing must be kept separate for each school. This letter must indicate:

FEE SCHEDULE

2021

LABOR (*Regular Business Hours*)

Classification	Rate
Professional Engineer / Principal	\$110 / Hour
Engineer / Asbestos Abatement Designer	\$85 / Hour
CAD Drafter	\$60 / Hour
Environmental Scientist / Asbestos Inspector	\$60 / Hour
Clerical	\$55 / Hour



Gheen Environmental Services
NYS Certified Woman Owned Business

FEE SCHEDULE

2021

LABOR

Classification	Rate
Asbestos Inspector / Environmental Scientist (RT 8 Hours On Site)	\$900 / Day
Overtime (Over 8 Hours On Site)	\$75 / Hour
Bulk Sampling Report	\$400 / Each
Asbestos Survey Report	Project Specific
CAD Drafter	\$70 / Hour
Clerical	\$55 / Hour

SAMPLE ANALYSIS

Analysis Type	Rate
Asbestos PLM (ELAP 198.1) - 5 Day Turnaround Time	\$14 / Each
Asbestos PLM (NOB ELAP 198.6) - 5 Day Turnaround Time	\$28 / Each
Asbestos TEM (ELAP 198.4) - 5 Day Turnaround Time	\$36 / Each
Asbestos Surfacing Materials with Vermiculite (ELAP 198.8) - 2 Week Turnaround Time	\$260 / Each
Lead Totals - 5 Day Turnaround	\$20 / Each
RCRA Metals Totals - 5 Day Turnaround	\$85 / Each
PCBs - 5 Day Turnaround	\$65 / Each

Turnaround time is based on receipt of the samples at the laboratory and assumes overnight delivery next business day, although overnight delivery next business day may not be possible due to project location, the time of day the samples are collected, etc. Expedited delivery times may be available. Availability and costs are circumstance specific.

EXPEDITED TURNAROUND (BUSINESS DAYS) COSTS ARE AS FOLLOWS:

Asbestos Bulk Samples, except ELAP 198.8.

- Cost over standard: 72 Hr - 10%; 48 Hr - 20%; 24 Hour - 30%; 12 Hour - 40%; and Rush (ASAP) - 50%.

Metals and PCBs

- Cost over standard: 4 Days - 35%; 3 Days - 65%; 2 Days - 100%; 1 Day - (request quote).



NEW YORK STATE MINORITY- AND WOMEN-OWNED BUSINESS ENTERPRISE ("MWBE") CERTIFICATION

Empire State Development's Division of Minority and Women's Business Development grants a

Women Business Enterprise (WBE)

pursuant to New York State Executive Law, Article 15-A to:

Gheen Environmental Services, LLC.

Certification Awarded on: September 21, 2016
Expiration Date: September 21, 2021
File ID#: WBE- 57616



Mr. Gheen has 34 years of Environmental Engineering experience. He has designed projects to remediate asbestos, lead-based paint, PCBs, mercury, mold and petroleum products. Projects successfully integrated the required abatement with extensive renovation work. Project work has included K-12 schools, public housing authorities, colleges, hospitals and commercial buildings. Mr. Gheen has designed abatement projects that are large and complex. Several abatement projects designed by Mr. Gheen have been in the \$1,000,000 range. Projects have included multi-year phased projects with component projects in numerous buildings within a school district. Investigation is integral to hazardous material abatement design. Mr. Gheen has performed hundreds of building investigations to support abatement design projects. Attention to detail has been an important tool to understand building systems and to incorporating into the abatement design the aspects necessary for a successful abatement design.

In addition to abatement design and investigation work, Mr. Gheen has performed Phase 1 Environmental Site Assessments, prepared Spill Prevention, Control and Countermeasure (SPCC) plans as required by the United States Environmental Protection Agency for above ground petroleum storage, Environmental Site Assessments and Indoor Air Quality Investigations. Mr. Gheen is past president for the Professional Abatement Contractors of New York (PACNY).

K-12 EDUCATION - SELECTED EXPERIENCE

Canton Central School District – 2012 to 2019 – Performed asbestos, lead and PCBs testing services for multiple projects for multiple projects. Work performed included: investigations for hazardous materials that would be disturbed by building renovations; preparation of plans and specifications for bidding abatement work; preparation of Petitions for Variance from NYSDOL's Industrial Code Rule 56 and administration of the abatement contractor during the project. Project size ranged from approximately \$100,000 to \$800,000. Project work is ongoing.

Red Hook Central School District – 2010 to 2020 - Performed asbestos, lead and PCBs testing services for multiple projects. Work performed included: investigations for hazardous materials that would be disturbed by building renovations; preparation of plans and specifications for bidding abatement work; preparation of Petitions for Variance from NYSDOL's Industrial Code Rule 56 and administration of the abatement contractor during the project. Project size ranged from approximately \$10,000 to \$250,000. Project work is ongoing.

Saranac Lake Central School District – 2017 to 2019 – Performed asbestos, RCRA metals and PCBs testing services for a multi-phase project. Work performed included: investigations for hazardous materials that would be disturbed by building renovations; preparation of plans and specifications for bidding abatement work; preparation of Petitions for Variance from NYSDOL's Industrial Code Rule 56 and project monitoring/air sampling during abatement. Project size ranged from approximately \$400,000 to \$800,000. Project work is ongoing.

Brunswick (Brittonkill) Central School District – 2016 to Present – Work was performed on multiple projects and included: investigations for hazardous materials that would be disturbed by building renovations; preparation of plans and specifications for bidding abatement work. Project size ranged from approximately \$100,000 to \$400,000. Project work is ongoing.

Ellicottville Central School District – 2013 to Present – Work performed included: investigations for hazardous materials that would be disturbed by building renovations; radon testing, preparation of plans and specifications for bidding abatement work. Project size ranged from approximately \$100,000 to \$500,000. Project work is ongoing.



Project Role:

Environmental Engineer

Registrations/Certification:

Professional Engineer – NYS

Inspector – Asbestos
Certificate, Department of
Labor, NY, 1988 - Present

Management Planner –
Asbestos Certificate,
Department of Labor, NY, 1988
- Present

Project Designer – Asbestos
Certificate, Department of
Labor, NY, 1992 - Present

Project Supervisor – Asbestos
Certificate, Department of
Labor, NY, 1988 - Present

Project Monitor/Air Tech –
Asbestos Certificate,
Department of Labor, NY 2011 –
Present

Education:

A.S. Engineering Science,
Broome Community College

Continuing Education:

Fundamentals of Industrial
Hygiene

OSHA Hazardous Waste and
Emergency Operations
Response

Dealing With Mold Related
Problems in Buildings

Office:

Whitesboro, New York

Years of Experience:

34

**Years with Gheen
Engineering: 13**

HIGHER EDUCATION - SELECTED EXPERIENCE

Cayuga Community College, 2011 - Present – Project work on various project. Projects included: abatement design and project monitoring/air sampling during abatement for removal of fireproofing from the third floor of their Tech Building; asbestos testing at various buildings; a Phase One Environmental Site Assessment for a site acquisition and testing soil for elevated levels of lead. Abatement project size ranged from approximately \$15,000 to \$800,000.

Herkimer Community College, 2020 - Present – Project work on various project. Projects included: abatement design, preparing petitions for variance from NYS Industrial Code Rule 56 and project monitoring/air sampling during abatement. Abatement project size ranged from approximately \$5,000 to \$100,000.

MUNICIPAL EXPERIENCE

Onondaga County, 2012 to 2020 Performed various projects under a term contract. Projects included asbestos and hazardous materials testing, abatement/remediation design, administering abatement projects, and project monitoring/air sampling for abatement projects. In particular, performed work for the Van Duyn nursing home building #2 demolition project included asbestos, PCB transformer, diesel storage tank removal. Project cost was approximately \$800,000.

Albany County, 2019 to Present Performed pre-renovation asbestos and PCB testing. Designed asbestos and PCB abatement project to facilitate renovation project at the Albany County Sheriff's Public Safety Building in Clarksville, New York. Project cost was approximately \$200,000.

City of Syracuse, 2019 to Present Performed incidental asbestos disturbance assessments and prepared petitions for variance from NYS Industrial Code Rule 56 to allow cleanup of dislodged asbestos containing materials at City Hall. Prepared abatement design documents to address asbestos and Lead-Based Paint at the AXA towers parking garage and plaza to facilitate scheduled renovation work.

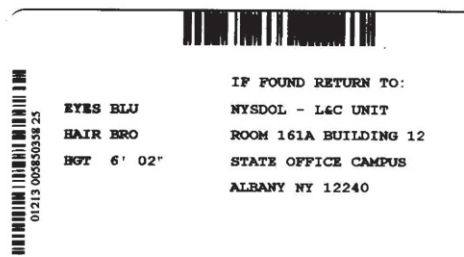
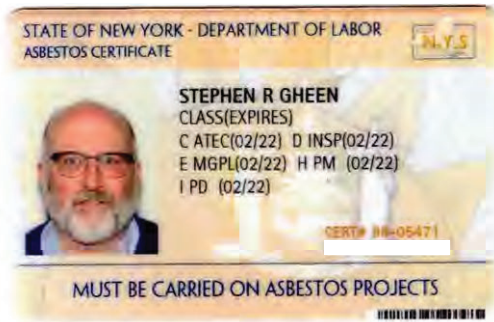
ESA'S/SUBSURFACE INVESTIGATIONS/SPILL PREVENTION, CONTROL AND COUNTERMEASURE (SPCC) PLANS

Phase I ESAs: 248 Grant Ave # 2, Auburn, NY 13021, 7-9 First Street, Utica, NY 13501, 418-438 Bleecker St. Utica, NY; 1109-1127 N. Townsend St. Syracuse, NY; 83 Wall Street, Auburn, NY, 206 Kossuth Ave., Utica, NY and 45 Kellogg Rd. New Hartford, NY

Subsurface Investigations: Spencer Van Etnan CSD – Middlesex Valley Primary School; SUNY Geneseo pre-purchase investigation of a former automobile dealership/maintenance facility; and North Rose Wolcott CSD – Bus Garage at the Elementary School Campus.

SPCC Plans: Prepared Spill Prevention Control and Countermeasure (SPCC) plans for the Morristown Central School District and the Madrid-Waddington Central School District in compliance with the USEPA regulation 40 CFR 112 – Oil Pollution Prevention and Response.

New York State Department of Labor Asbestos Certificate



Classification Legend:

A	Asbestos Handler	F	Operations & Maintenance
B	Restricted – Allied Trades	G	Supervisor
C	Air Sampling Tech	H	Project Monitor
D	Inspector	I	Project Designer
E	Management Planner		

Rate Sheet

Rates by Job Title

Job Title	Billable Rate
Principal	\$204.33
Vice President / Sr. Estimator	\$176.68
Sr. Mechanical Estimator	\$120.20
Sr. Electrical Estimator	\$132.20
General Construction Estimator	\$90.15





**Office of
General Services**

**Division of Service-Disabled
Veterans' Business Development**

Trophy Point, LLC

Is hereby certified as a
**New York State Service-Disabled Veteran-Owned
Small Business (SDVOB)**

January 27, 2017

161355

Control Number

Director

Division of Service-Disabled Veterans'
Business Development



Andrew M. Cuomo
Governor

January 26, 2022

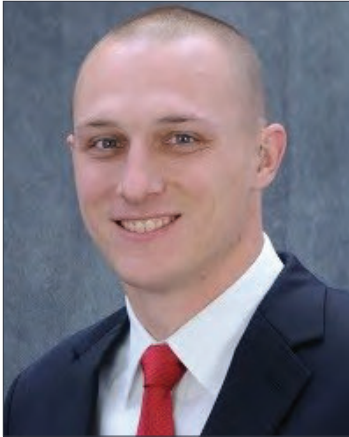
Expiration Date

Commissioner
New York State

Office of General Services

Cost Estimating - Trophy Point

Richard Chudzik



Mr. Chudzik brings 20 years of leadership experience across organizations and teams of varying functions, sizes, and industries to Trophy Point. Mr. Chudzik has served as the Estimator-of-Record and Project Manager on several new-build and renovation projects.

Mr. Chudzik has worked as a Quantity Estimator, Project Manager, and Estimator-In-Charge on projects. These projects have ranged from \$75,000 to \$250M in construction value. Prior to starting Trophy Point, Rich worked as an Estimator and Business Development Director for one of the Nation's most reputable Cost Consulting firms, Baer & Associates.

Prior to joining the Construction Industry, Mr. Chudzik worked in the Aerospace & Defense Industry where he served in several different capacities and at varying levels at Moog and General Dynamics Land Systems in General Management, Supply Chain, Business Development, and Operations. As a Veteran Infantry Officer who served in Iraq and Afghanistan, Mr. Chudzik has a passion for supporting our Veterans and their Spouses – something that served as an impetus behind the founding of Trophy Point. He is the recipient of a Bronze Star, Purple Heart and a graduate of several military schools, including Ranger, Airborne, Air Assault, Marine Corps Mountain Warfare, and SERE Level B schools.

Select Projects:

- SUNY Brockport
 - McLean Hall Renovation
 - MacVicar Hall Renovations
 - Renovate Exterior Façade & Perimeter Heating System at Allen Hall
- Sacred Heart University
 - Upper Quad Residence Halls
- SUNY Buffalo
 - Governor's Residence Hall Renovations
- SUNY Plattsburgh
 - Kent Hall Rehabilitation

EDUCATION

- West Point
 - B.S., Political Science & Minor in CS Engineering
- Cornell University
 - M. Engineering
- Duke University
 - MBA

AFFILIATIONS

- Lean Six Sigma Black Belt

SCHEDULE OF BILLING RATES

Principal	\$200
Professional Engineer [Licensed]	\$150
Design Engineer	\$125
Designer	\$100
CAD Operator	\$70
Construction Administrator	\$125
Administrative	\$60

SCOTT C. SWENSON, P.E., LEED AP PRINCIPAL

Employment

2006 - Present Principal, Engineered Solutions
1996 - 2006 Design Engineer, Integrated Building Systems
1995 - 1996 Project Engineer, Chemung Contracting Corp.

Education

Bachelor of Science 1995 - Union College

Credentials

Registered Professional Engineer in the following states:

New York #077892	Massachusetts #48776
Maine #12477	Pennsylvania #078355
Connecticut #28350	Rhode Island #9746
New Hampshire #13687	Maryland #55484
New Jersey #24GE05620400	

LEED Professional Accreditation

Experience

Mr. Swenson has 26 years of experience in the design and construction of educational, commercial and healthcare facilities. He is responsible for coordinating the integration of general, specialty, and technology systems into overall building design, supervising all phases of project development including initial evaluations, schematic design, preparation of contract documents, field inspections, and meeting with owner's representatives to coordinate systems design.

Mr. Swenson has worked on various types and sizes of projects including educational, institutional and commercial. These projects include building additions, renovations, system retrofits, new buildings, fuel conversion and energy conserving projects, building heating plant conversions, geothermal HVAC systems, and mechanical designs of all types.

His technical specialties include the renovation of HVAC systems in existing buildings; the development of new heating and air conditioning equipment configurations conforming to existing building characteristics to maximize energy efficiency; fuel tank, piping and pumping systems; sustainable, energy efficient HVAC system design; and project development and planning.