



**YONKERS
PUBLIC SCHOOLS**



**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. 420-24-11
Construction Management Services
for
Yonkers Public Schools
Capital Improvement Projects
10914, 10961, 10962, 10963, & 10964**

For Issue on October 23, 2024
Response Due Date: November 6, 2024 at 3:00 pm

This is a request for proposals (RFP) to perform Construction Management Services for the 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 under RFQ-453 “On-Call” Professional Construction Management Services 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 Construction Management Firm hereinafter referred to as the "Consultant", shall perform the scope of services as outlined below for "On-Call" Professional Construction Management Services for the Yonkers Public Schools Capital Improvement Projects (CIP) 10914, 10961, 10962, 10963, & 10964 in accordance with RFQ-453.

The successful candidate will be required to provide Construction Management Services for the CIP 10914, 10961, 10962, 10963, & 10964. The total **estimated project cost** (includes soft cost) for the five projects is **\$4.75 million**. The Consultant will provide necessary staff required to successfully manage contractor(s) submittals, RFIs, payments, change orders & closeout documents; facilitate construction meetings; maintain schedule; inspect all progressing construction work on a daily basis to ensure work is completed in accordance with contract documents and complete the project on time and on budget.

The Consultant shall perform items listed under Article 4.2.a, c, f, g and h "Phase I - Pre-Construction Services" and all items under Article 4.2.1 "Phase II - Construction Management & Inspection Services" under RFQ-453.

CIP 10914 – Part 1

CIP 10914 "Water Mitigation of Fuel Tank Room and Other Improvements" at Cesar Chavez School scope of work includes but is not be limited to; ground water mitigation for the Fuel Oil Tank Room and Switch Gear Room such as new sump pumps and masonry waterproofing; ventilation improvements to the Fuel Oil Tank Room and Switch Gear Room; improvement to the loading dock and gas meter rig enclosure; gymnasium upgrades such as replacement of sports flooring know to contain mercury with wood sports flooring and replacement of lighting and ceiling diffusers; replacement of the Domestic Hot Water Heater, Boiler Feed Unit and select exterior doors.

This project will consist of four (4) multi-prime contracts GC, HVAC, Plumbing & Electrical. The project is permitted with SED and School Facilities Management anticipates issuing for bid November 2024, BOE award January or February 2025, construction commencing July 2025, substantial completion and final payments and closeout documents completed within 18 months. It is anticipated a majority of the work will be performed during the summer of 2025 with long lead items being completed 2nd shift when during the school year. The total estimated project cost (including softs costs) is \$2,250,000.

The prime architect for the project is Fuller & D'Angelo Architects, P.C.

CIP 10961, 10962, 10963, & 10964

CIP 10961, 10962, 10963, & 10964 "High-Tech Security Upgrades" at VIVE School 10, Rosemarie Ann Siragusa School 14, Paideia School 15 and School 22 scope of work includes but is not be limited to complete interior and exterior surveillance camera coverage, electronic perimeter door access controls and monitoring, cards readers at select operating doors, two-way video/audio intercom with remote lock operations at visitor access doors and secure & climate-controlled server rooms.

These projects are funded through the Smart Schools Bond Act (SSBA).

This project will consist of four (4) single prime Electrical Contract with HVAC & GC sub-contracts. The project is permitted with SED and School Facilities Management anticipates issuing for bid January of 2025, BOE award April or May 2025, construction commencing July 2025, substantial completion and final payments and closeout documents completed within 18 months. The total estimated project cost (including softs costs) is:

- PS-10, CIP 10961 at \$500,000
- PS-14, CIP 10962 at \$500,000
- PS-15, CIP 10963 at \$900,000
- PS-22, CIP 10964 at \$600,000

The prime architect for the project is Fuller & D'Angelo Architects, P.C.

For the above capital projects:

The Consultant shall review the contract bid documents and or drawings submitted to NYSED before submitting their **Lump Sum** proposal.

While construction is taking place, it is anticipated the CM will provide 8 hours/day on-site supervision, distributed equally among the schools, Monday through Friday and 30% Saturdays from the start of construction through substantial completion and punchlist.

When school is not in session work shall be performed from 8:00 am through 4:00 pm and when school is in session work shall be performed from 3:00 pm to 11:00 pm. Refer to the Yonkers Public School's Academic Calendar at <https://www.yonkerspublicschools.org/>.

The CM shall be responsible for maintaining the contractor's schedules and the CM will not be entitled to addition CM fees for whatsoever reason should the contractor's schedule slip. Additional CM Services will be only considered once the BOE has approved the recommendation to default a contractor.

Note: issuance of construction contracts and purchase orders may take an addition 2 months from approval of BOE award.

The District will not accept the Consultant in sharing personnel already assigned to existing YPS Capital Projects.

1.02 (NOT USED)

1.03 DELIVERABLES

All deliverables are to be transmitted in hardcopy and electronically via PDF. In addition to the Consultant shall provide the following deliverables:

1. Construction Meeting Minutes, completed and email no later than 5 days, hard copies distributed to all stakeholders at the next construction meeting.
2. Daily Logs and Reports: When the project is completed the Consultant will submit all daily logs and reports to YPS in PDF format on CD or flash drive.

3. Submit one hard copy (1) of Contractor's approved Application for Payment(s) as outlined in the Construction Bid Documents Article 79 "Payments" and Article 80 "Request for Final Payments", paper clipped (not stapled).
4. Review, approve and submit one copy (1) of Contractor's approved closeout documents as outlined in the Construction Bid Documents Article 81 "Closeout Documents".
5. Follow up with AE in submitting and sign-off of NY State Education Department Certificate of Substantial Completion and Change Order Forms, include AIA Change Order Form.
6. In coordination with the AE and owner the Consultant will completely and accurately fill out the Districts Change Order Log(s) which becomes an attachment to the NY SED Change Order Certificate(s). See Attachment A.

1.04 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.

1.05 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:

- 2020 Building Condition Survey
- NYSED Project Documents

YPS will link the above documents upon request, via OneDrive link.

PART 2 – GENERAL SUBMISSION REQUIREMENTS AND FORMAT

2.01 RFP/CONTRACT AWARD TIMETABLE (ANTICIPATED)*

Issuance Date:	October 23, 2024
Pre-Response Conference:	Not Applicable
Questions cut-off date:	November 1, 2024 at 11 am
Response Due Date:	November 6, 2024 at 3:00 pm
BOE Approval:	December 2024 or January 2025

PART 3 – FEE PROPOSAL

3.01 COMPENSATION FOR BASIC SERVICES

For Basic Services as described in Part 1 submit a lump sum fee into Table 3.

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. The YPS is tax exempt and there will be no compensation for reimbursable items with taxes.

3.03 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 Hourly Payment Rates for Various Titles submitted under RFQ-453 “On-Call” Professional Construction Management Services.

Part 3 – FEE PROPOSAL						
School	Cesar Chavez	PS10	PS14	PS15	PS22	Total Assignment Fee
Total Project Cost	\$2,250,000	\$500,000	\$500,000	900,000	600,000	
YPS CIP #	10914	10961	10962	10963	10964	
Part 3.01: Pre-Construction Management Services Fixed Lump Sum Fee						
Part 3.01: Construction Management Services Fixed Lump Sum Fee						
Part 3.02: Estimated Reimbursables: Consultants Proposed Markup = _____ %						
Part 3.03: Additional Services:	\$7,500.00	\$3,500.00	\$3,500.00	\$5,000.00	\$3,500.00	
Total Project Fees	\$	\$	\$	\$	\$	\$

TOTAL SUM OF THIS PROPOSAL _____

_____ Construction Manager
(printed name of proposer)

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. 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. Invoice Numbers covered by this requisition.
 - h. Lists of attachments.
 - i. Summary of amount due for this requisition and amount left in contract.
2. Copy of Back-up receipts for reimbursables.
3. Invoice(s) showing amount(s) due for each project.
4. For Additional Work only: Employee time sheets signed by the Principal of the firm.



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

(2) - PAGES TOTAL

DATE: October 24, 2024

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

RE: Request for Proposal RFP No. 420-24-11, Construction Management Services for Yonkers Public Schools Capital Improvement Projects 10914, 10961, 10962, 10963, & 10964

ADDENDUM No. 1:

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.

1. The estimates for High Tech Security projects; CIP 10961, 10962, 10963 & 10964 are revised to \$1.1 million each or \$4.4 million for the 4 capital projects.
2. Replace Fee Schedule Table 3.01 with the Fee Schedule Table provided in this Addendum.
3. RFP response date remains unchanged.

Return this document with your proposal to: Mr. Lee Pavone, Senior Mechanical Engineer, School Facilities Management lpavone@yonkerspublicschools.org

Proposer's Firm: _____

Address: _____

Proposer's Representative: _____ Title: _____

E-mail: _____ Signature: _____ Date: _____

Part 3 – FEE PROPOSAL							
School	Cesar Chavez	PS10	PS14	PS15	PS22	Total Assignment Fee	
Total Project Cost	\$2,250,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000		
YPS CIP #	10914	10961	10962	10963	10964		
Part 3.01: Pre-Construction Management Services Fixed Lump Sum Fee							
Part 3.01: Construction Management Services Fixed Lump Sum Fee							
Part 3.02: Estimated Reimbursables: Consultants Proposed Markup = _____ %							
Part 3.03: Additional Services:	\$7,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00		
Total Project Fees	\$	\$	\$	\$	\$		\$

TOTAL SUM OF THIS PROPOSAL _____

_____ Construction Manager
(printed name of proposer)



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One Larkin Center – 3rd Floor
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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: October 31, 2024

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

RE: Request for Proposal RFP No. 420-24-11, Construction Management Services for Yonkers Public Schools Capital Improvement Projects 10914, 10941, 10961, 10962, 10963, & 10964

ADDENDUM No. 2:

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.

1. The Consultant shall include in their proposal Pre-Construction and Construction Management Services for CIP 10941, "Phase 1 - Window Replacement" at Enrico Fermi School

CIP 10941 "Phase 1 - Window Replacement" at Enrico Fermi School scope of work includes replacement of windows along the front of the building on Poplar Street and select windows (4 classrooms) on Linden Street. Phase 1 window replacement has a budget of \$1 million, including soft costs.

The architect is Fuller & D'Angelo Architects and Planners and the entire window replacement project is estimated to be \$4.4 million (including soft costs).

This project will consist of a single General Construction Contract with sub-contracts for HVAC & Electrical. The project is permitted with SED and School Facilities Management anticipates issuing for bid the new year and issue for BOE award April 2025, with work being completed during the 2024/25 school year, during 2nd shift. Punchlist, final payments and closeout documents completed within 18 months of award of contract.

2. Replace Fee Schedule Table 3.01 with the Fee Schedule Table provided in this Addendum.
3. RFP response date is revised to November 12, 2024.

Return this document with your proposal to: Mr. Lee Pavone, Senior Mechanical Engineer, School Facilities Management lpavone@yonkerspublicschools.org

Proposer's Firm: _____

Address: _____

Proposer's Representative: _____ **Title:** _____

E-mail: _____ **Signature:** _____ **Date:** _____

Part 3 – FEE PROPOSAL							
School	Cesar Chavez	Enrico Fermi	PS10	PS14	PS15	PS22	Total Assignment Fee
Total Project Cost	\$2,250,000	1,000,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	
YPS CIP #	10914	10941	10961	10962	10963	10964	
Part 3.01: Pre-Construction Management Services Fixed Lump Sum Fee							
Part 3.01: Construction Management Services Fixed Lump Sum Fee							
Part 3.02: Estimated Reimbursables: Consultants Proposed Markup = _____%							
Part 3.03: Additional Services:	\$7,500.00	\$4,000,000	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
Total Project Fees	\$	\$	\$	\$	\$	\$	

TOTAL SUM OF THIS PROPOSAL _____

_____ Construction Manager
(printed name of proposer)



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CITY OF YONKERS

Purchasing

Mike Spano, Mayor

Tom Collich, Director

TO: PROSPECTIVE PROPOSERS

(2) - PAGES TOTAL

DATE: November 8, 2024

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

RE: Request for Proposal RFP No. 420-24-11, Construction Management Services for Yonkers Public Schools Capital Improvement Projects 10914, 10961, 10962, 10963, & 10964

ADDENDUM No. 3:

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.

1. The District is rescinding CIP 10941 “Phase 1 - Window Replacement” at Enrico Fermi School. CM Services for this work will be addressed under a new RFP pending future funding.
2. Replace Fee Schedule Table 3.01 with the Fee Schedule Table provided in this Addendum.
3. RFP response date remains unchanged.

Return this document with your proposal to: Mr. Lee Pavone, Senior Mechanical Engineer, School Facilities Management lpavone@yonkerspublicschools.org

Proposer’s Firm: _____

Address: _____

Proposer’s Representative: _____ **Title:** _____

E-mail: _____ **Signature:** _____ **Date:** _____

Part 3 – FEE PROPOSAL						
School	Cesar Chavez	PS10	PS14	PS15	PS22	Total Assignment Fee
Total Project Cost	\$2,250,000	\$1,100,000	\$1,100,000	\$1,100,000	\$1,100,000	
YPS CIP #	10914	10961	10962	10963	10964	
Part 3.01: Pre-Construction Management Services Fixed Lump Sum Fee						
Part 3.01: Construction Management Services Fixed Lump Sum Fee						
Part 3.02: Estimated Reimbursables: Consultants Proposed Markup = _____ %						
Part 3.03: Additional Services:	\$7,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	
Total Project Fees	\$	\$	\$	\$	\$	\$

TOTAL SUM OF THIS PROPOSAL _____

_____ Construction Manager
 (printed name of proposer)