



JOSEPH FULLER JR., AIA
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JOHN D'ANGELO, ARA, LEED AP
Executive Vice President

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President Emeritus

June 10, 2022

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

RE: YONKERS PUBLIC SCHOOLS
MAINTENANCE AND FOOD SERVICE WAREHOUSE
60 FULLERTON AVENUE

Dear John,

We propose to provide architectural and engineering services, as described below, to design and develop the interior modifications required to convert existing building space for use by YPS Maintenance and Food Service Departments. Area of proposed work is anticipated to be approximately 22,000 s.f.

Fuller and D'Angelo will provide customary architectural, mechanical, plumbing, electrical and structural engineering services required to complete the project. The following outlines the services to be rendered:

I. SCOPE REFINEMENT / SCHEMATIC DESIGN – Duration 3 Weeks

1. Meet with YPS personnel to review requirements and goals of the project.
2. Review any existing or historic plans available of original or existing construction.
3. Complete evaluation of existing systems,
4. Develop work scope and make recommendations for repair/replacement of existing systems and components.
5. Develop conceptual plans.
6. Review initial conceptual plans with YPS personnel.
7. Attend any required review or presentation meetings with YPS personnel or representatives.
8. Make revisions to initial documents based on comments received.
9. Complete final schematic plan.
10. Prepare estimate of probable construction costs for implementation of proposed plan.

II. PREPARATION OF CONTRACT DOCUMENTS – Duration 6 Weeks

1. Prepare full and complete Plans and Specifications of construction elements and rehabilitations required to complete work to implement approved work scope.
2. Contract documents will be prepared to allow building owner to obtain competitive bids or negotiated pricing with respective contractors.
3. Prepare alternate bids, if requested, for possible alternative work to ensure completion within project budget.
4. Coordinate technical material specifications with front end specifications provided by the City, if applicable.
5. Attend any required coordination or review meetings with YPS or City personnel.
6. Assist building owner in submittal of drawings and specifications to City of Yonkers Building Department for approval.

JOSEPH FULLER SR., AIA
Co-Founder † 2003

RE: MAINTENANCE AND FOOD SERVICE WAREHOUSE

III. BID NEGOTIATION - Duration 3 Weeks

1. Attend a Pre-Bid Conference with potential bidders, if needed.
2. Respond to requests for information (RFI's) from potential bidders during the bid period.

IV. CONSTRUCTION ADMINISTRATION - Duration 14 Weeks

1. Construction:
 - a. Perform work-in-progress inspections and conduct construction progress meetings and prepare meeting minutes.
 - c. Answer any contractor submitted requests for information, issue any construction plan clarifications and prepare plan modifications as required.
2. Close-Out:
 - a. Perform a visual inspection of completed work and issue a Punch List of any incomplete or non-conforming work.
 - b. Perform a Final Inspection when the Contractor advises that all Punch List work is complete.
 - c. Review close out documents submitted by the Contractor, e.g., warranties, guarantees, release of lien waivers, as-built documents and the final payment request.

V. PROPOSAL CONDITIONS

1. Services will be provided in compliance with current YPS contract.
2. The following items are not included in this proposal:
 - Topographic Surveys
 - Hazardous material testing or abatement documents (reimbursable *)
 - Destructive test cuts or probes (reimbursable*)
 - Field material testing or monitoring during construction.

VI. ARRANGEMENT OF FEE

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

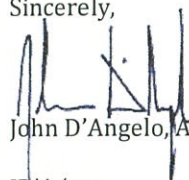
Condition Evaluations / Schematic Design -	\$ 7,900.00
Construction Documents -	\$ 61,800.00
Bidding and Negotiations -	\$ 1,400.00
Construction Administration -	\$ 7,900.00
Total Professional Fee:	\$ 79,000.00
Estimated Reimbursable Costs	\$ 10,000.00*
Total Project Fees	\$ 89,000.00

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

* No markup on reimbursables will be added. Original receipts will be provided. All required printing at various phases is included in the above fees.

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

Sincerely,



John D'Angelo, AIA, LEED AP

JD'A/vc

Cc: Michael Pelliccio - YPS

**OPERATIONAL NECESSITY
RECOMMEND
APPROVAL**

