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March 23, 2021

Mr. David Minaz, Sr. Development Project Manager
School Facilities Management Dept.
Yonkers Public Schools
1 Larkin Center
Yonkers, NY 10701

**Re: RFP No. 420-21-17 for Environmental Project Monitoring Services under Contract 618520.
Restoration of Building Envelope, Interiors, Security and Site at School 16 (YPS # 10845)**

Dear Mr. Minaz,

Regarding the above RFP Adelaide Environmental Health Associates, Inc. (Adelaide) is submitting the following Unit Price Proposals for sampling and testing services of environmental hazardous materials. These unit prices include analytical fees as well as Adelaide's material and overhead fees in connection with taking/submitting the samples. The items include equipment usage for air pumps, stands, fans, leaf blowers, electrical cords, ground fault interrupters, calibration equipment, smoke tubes, duct tape and sample bags. Additional costs associated with air samples are the PCM and TEM cassettes. Not included in these fees is Adelaide's time for taking samples and/or delivery and these fees will be billed as per the RFP's proposed hourly rates.

Outlined below are the billing rates we will charge you for samples:

BULK SAMPLES

PLM NOB standard (24-hour turnaround)	\$20.00
PLM NOB rush (same day)	\$45.00
PLM Friable standard (3-business days)	\$15.00
PLM Friable rush (same day)	\$45.00
TEM standard (24-hour TAT)	\$45.00
TEM rush (same day)	\$95.00

AIR SAMPLES

PCM standard (24-hour)	\$10.00
PCM rush (2-3 hour)	\$18.00
TEM (AHERA) Standard (24-hour)	\$65.00
TEM (AHERA) Rush (6-hours)	\$95.00
TEM (AHERA) Rush (4-hours)	\$125.00

PCBs

Caulk (5-day TAT)	\$85.00
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LEAD: XRF – 1.50 per shot., Lead Wipe (3 hour TAT) – 25.00, Air (2-4 hour TAT – 25.00)

If you should any questions or concerns please do not hesitate to give me a call.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephanie A. Soter".

Stephanie A. Soter
President



**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. 420-21-17
Environmental Project Monitoring Services
for
School Facilities Management Department**

**Restoration of Building Envelope, Interiors, Security and Site
at
School 16**

YPS Project #10845

For Issue on March 16, 2021
Response Due Date: March 26, 2021

This is a request for proposals (RFP) to perform Environmental Project Monitoring Services for the School Facilities Management Dept. Capital Improvement Project (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 herein and/or as amended by negotiation.

Submit proposals electronically via email to:

Mr. John P. Carr, Executive Director, School Facilities Management
jcarr@yonkerspublicschools.org

PLEASE NOTE: This is a request for prices and schedules only. We know your qualifications. Please do not spend any time to send any extraneous stuff.

PART 1 - THE CONSULTANT'S RESPONSIBILITIES

The selected Environmental Consulting Firm hereinafter referred to as the "Consultant", shall perform the scope of services as outlined in RFQ-317, Articles 4.2 & 4.5.

The successful candidate will be required to provide Environmental Project Monitoring Services for the capital project(s) listed below. The Consultant will provide necessary staff required to successfully manage the Project in accordance Environmental Protection Agency AHERA, New York State Code Rule 56, and NY State Education Department Regulations and with contract documents and Project Schedule.

The project scope of work includes but is not limited to: replacement of the gym floor, new Hi-Tech Security system, PA system, site improvements, select interior restoration and requisite asbestos & PCB abatement.

The project architect and asbestos designer is CPL Architects and Adelaide performed the hazardous materials surveys. School 16 asbestos reports shows asbestos on select areas of floor tile, vapor barrier and electrical wiring.

The project has been let for bid and will have five (5) prime contractors, with General Construction (GC) contractor will responsible for the abatement work. It is anticipated that the contract GC will be awarded at the April 2021 BOE stated meeting and contractor notice to proceed will be issued on or around June 1, 2021 and asbestos abatement to start June 26, 2021.

On a daily basis the Consultant shall coordinate with the District's Construction Manager (CM) and update the CM as to the abatement contractor's progress in meeting the approved abatement schedule. The Construction Manager for the project is Savin Engineers, P.C.

The Consultant maybe asked to review, recommend for approval to the owner and CM all change orders which may be encountered during the project and answer asbestos abatement project RFI's.

PART 2 – GENERAL SUBMISSION REQUIREMENTS AND FORMAT

2.03 RFP/CONTRACT AWARD TIMETABLE (ANTICIPATED)*

Issuance Date:	March 16, 2021
Pre-Response Conference Call:	Not Applicable
Questions cut-off date:	Not Applicable.
Response Due Date:	March 26, 2021, at 3:00 pm
BOE Assignment Approval:	May 2021

PART 3 – FEE SCHEDULE:

3.01 COMPENSATION FOR BASIC SERVICES

The fee will be based on Services and be billed at the proposed hourly rates and against the set allocated budget for the Capital Project set by the YPS, as listed in the Fee Schedule for Environmental/Engineering Services for Hazardous Materials Project Monitoring.

A. Professional Environmental/Engineering Services and Hazardous Materials Project Monitoring - Direct Salaries, list of all levels and titles of personnel *anticipated* to be employed under this contract. The Project Monitor rates include all supervision time in the hourly rate. The District will not pay a separate rate for an individual to supervise the work of the project monitor as the project monitor should be experienced and able to function without daily supervision. There may be an exception to this in the event of a problem requiring additional services and these would be requested by the District. The list will include current direct hourly wages being paid for each discipline and also show proposed multipliers. These rates are proposals. Titles to be considered shall include but not be limited to:

Category	Ave. Direct Hourly Rate	Inc. Direct Personnel Multiplier <u>2.5%</u>	Ave. Hourly Rate Charged (inc. O&P)
Principal	\$ <u>45.45</u>	\$ <u>113.64</u>	\$ <u>125.00</u>
Engineer (PE)	\$ <u>54.55</u>	\$ <u>136.36</u>	\$ <u>150.00</u>
Project Manager	\$ <u>30.92</u>	\$ <u>77.28</u>	\$ <u>85.00</u>
Management Planner	\$ <u>23.64</u>	\$ <u>59.09</u>	\$ <u>65.00</u>
Asbestos Inspector	\$ <u>23.64</u>	\$ <u>59.09</u>	\$ <u>65.00</u>
Project Monitor	\$ <u>20.00</u>	\$ <u>50.00</u>	\$ <u>55.00</u>
A/E Technicians	\$ <u>23.64</u>	\$ <u>59.09</u>	\$ <u>65.00</u>
CAD Operations	\$ <u>23.64</u>	\$ <u>59.09</u>	\$ <u>65.00</u>
Cost Estimator	\$ <u>23.64</u>	\$ <u>59.09</u>	\$ <u>65.00</u>
Clerical Support	\$ <u>14.40</u>	\$ <u>36.00</u>	\$ <u>40.00</u>
Courier (Lab)	\$ <u>23.64</u>	\$ <u>59.09</u>	\$ <u>65.00</u>

FEE SCHEDULE					
SCHOOL	PROJECT	AE/ENV DESIGNERS	PROJECT STATUS	Construction Cost All Contracts	SCHOOL FACILITIES MANAGEMENT ESTIMATED ALLOCATED ENVIRONMENTAL CONSULTANT FEE TO BE ASSIGNED
School 16	Restoration of Building Envelope, Interiors, Security and Site	CPL/ Adelaide	Award	\$1,923,000.00	\$30,000.00
TOTAL ENVIRONMENTAL CONSULTANT ASSIGNMENT					\$30,000.00

- B.** The Consultant shall include with their proposal a list of unit prices for bulk sampling, air sampling, PCB and Lead testing and ***said unit prices shall include the Consultant's markup.*** Bulk Sampling unit pricing shall include but not be limited to PLM NOB standard 4 day business, PLM NOB rush (same day), PLM Friable standard 3 days, PLM Friable rush same day, TEM standard, and TEM rush. Air Sampling Unit Pricing shall include PCM standard 24 hour, PCM rush 2-3 hour, TEM (AHERA) standard 24 hour and TEM (AHERA) rush 6 hours. Consultant shall include a Unit Price for PCB caulk testing 5 day TAT and Lead: XRF, Lead Wipe 3 hour TAT and Lead Air 2-4 hour TAT.

Courier travel time will only be allowed from the project site to the lab and from the lab back to the project site.

- C.** The YPS has the right to negotiate with one or more Proposers, or to reject any or all Proposers as it may determine in its sole and absolute discretion.
- D.** The YPS reserves the right to request the submission of Best and Final Offers from those Proposers who, after the conclusion of such negotiations, are still under consideration for award. **A Proposer shall not have any rights against the YPS arising from an invitation to enter negotiations or to submit a Best and Final Offer.**

3.02 CONTRACT TERM

The term of the agreement is 365 calendar days. This is not reflective of the milestone dates listed elsewhere.

3.03 COMPENSATION FOR ADDITIONAL SERVICES

For additional services of the Consultant, beyond the scope of work described herein, the Consultant shall be compensated by a time and material basis as per the discretion of the YPS. See 3.04 Hourly Payment Rates for Various Titles.

3.04 REIMBURSABLES

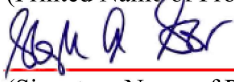
Expenses such as printing, shipping or increase in deliverables beyond that listed elsewhere, incurred by the Consultant that are directly and solely required to complete the work in this proposal will be reimbursed by the YPS in accordance with the Consultants proposed Markup and **estimated** not to exceed **Bid Budget** listed in Table Part 3 – Fee Proposal, Part 3.03. 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.

Consultants Proposed Markup on Reimbursables: 10.0 %

Adelaide Environmental Health Associates, Inc.
(Name of Proposing Firm)

1511 NY-22, Suite C-24, Brewster, NY 10509
(Street Address, City, State Zip)

Stephanie A. Soter, President
(Printed Name of Proposer)



(Signature Name of Proposer)

March 23, 2021
(Month Day, Year)

3.05 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) YPS Purchase Order No.
 - c) The Project Number (PO) being billed
 - d) Original PO amount
 - e) PO amendments (if any) and revised contract amount
 - f) Requisition No.
 - g) The period of time covered by this requisition.
 - h) Invoice Numbers covered by this requisition.
 - i) Lists of attachments.
 - j) Summary of amount due for this requisition and amount left in PO.
2. Original back-up receipts for reimbursables.
3. Employee time sheets signed by the employer Principal.
4. Original receipts for all items being billed as reimbursables.