



**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. 420-19-05
Environmental Project Monitoring Services
for
School Facilities Management Department**

**Replacement of Exterior Doors, Windows, Site Improvements, Security
and Asbestos Abatement
at
School 30**

For Issue on February 15, 2019
Response Due Date: February 22, 2019

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.

- Replacement of Exterior Doors, Windows, Site Improvements, Security and Asbestos Abatement at School 30; YPS #10732

SCHOOL 30:

The overall project scope of work involves replacement of the schools exterior windows & doors, site work associated with a new parking lot and additions to an existing parking lot, new high tech security upgrades which includes video surveillance and access control, HVAC upgrades to the schools existing IT switch room and related asbestos abatement.

The environmental abatement work for the project to be performed at School 30 located at 30 Nevada Place, Yonkers, NY 10708 has been determined to include to:

- a. Abatement of asbestos containing caulk at windows and doors.
- b. Drilling and patching of required penetrations through the exterior walls under asbestos abatement conditions to address asbestos containing vapor barrier.

The Project has been let for bid and is a Wicks Law Project having a total of four (4) Contracts; General Construction Site, General Construction Windows, HVAC and Electrical. It is anticipated these four contracts will be awarded at the April 2019 BOE Stated Meeting.

The Consultant is to review the Contract Bid documents for each project for scope of work and schedule including all addendums before submitting a proposal and said documents can be found on <https://www.empirestatebidsystem.com>, Bid Schedule IFB-6302A.

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 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: February 15, 2019
 Pre-Response Conference Call: Not Applicable
 Questions cut-off date: January 12, 2018 at 3:00 pm.
 Response Due Date: February 22, 2019, at 2:00 pm
 BOE Assignment Approval: May 2019

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>54.55</u>	\$ <u>136.36</u>	\$ <u>150.00</u>
Engineer (PE)	\$ <u>54.55</u>	\$ <u>136.36</u>	\$ <u>150.00</u>
Project Manager	\$ <u>45.45</u>	\$ <u>113.64</u>	\$ <u>125.00</u>
Asbestos Designer	\$ <u>34.55</u>	\$ <u>86.36</u>	\$ <u>95.00</u>
Asbestos Inspector	\$ <u>27.27</u>	\$ <u>68.18</u>	\$ <u>75.00</u>
Asbestos Project Monitor	\$ <u>25.45</u>	\$ <u>63.64</u>	\$ <u>70.00</u>
A/E Technicians	\$ <u>27.27</u>	\$ <u>68.18</u>	\$ <u>75.00</u>
CAD Operations	\$ <u>27.27</u>	\$ <u>68.18</u>	\$ <u>75.00</u>
Cost Estimator	\$ <u>21.82</u>	\$ <u>54.55</u>	\$ <u>60.00</u>
Clerical Support	\$ <u>16.36</u>	\$ <u>40.91</u>	\$ <u>45.00</u>
Courier (Lab)	\$ <u>21.82</u>	\$ <u>54.55</u>	\$ <u>60.00</u>

FEE SCHEDULE					
SCHOOL	PROJECT	AE/ENV DESIGNERS	PROJECT STATUS	AMOUNT (Includes Soft Costs)	SCHOOL FACILITIES MANAGEMENT ESTIMATED ALLOCATED ENVIRONMENTAL CONSULTANT FEE TO BE ASSIGNED
School 30	Replacement of Exterior Doors, Windows, Site Improvements, Security and Asbestos Abatement	GPI/Quest	Bid	\$6,000,000.00	\$50,000.00
TOTAL ENVIRONMENTAL CONSULTANT ASSIGNMENT					\$50,000.00

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%**

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

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

Stephanie A. Soter
(Printed Name of Proposer)


(Signature Name of Proposer)

February 20, 2019
(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. Time sheets signed by the employee being charged to the project counter-signed by his or her supervisor.
4. Original receipts for all items being billed as reimbursables.



1511 Route 22, Suite C24
Brewster, NY 10509 845.278.7710

90 State Street, Suite 700
Albany, NY 12207 518.874.0617

1967 Wehrle Drive, Suite One
Buffalo, NY 14221 716.402.4580

E-mail: adelaidemail@adelaidellc.com
Fax: 845.278.7750

February 20, 2019

Mr. Lee Pavone, Senior Engineer
School Facilities Management
Yonkers Public Schools
1 Larkin Center
Yonkers, NY 10701

Re: RFP for Environmental Project Monitoring Services, Under Contract 618520. For the Replacement of Exterior Doors, Windows, Site Improvements, Security & Asbestos Abatement at School 30, YPS #10732

Dear Mr. Pavone,

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,
Stephanie A. Soter
President