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February 3, 2020

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

**Re: RFP 420-20-03 for Environmental Project Monitoring Services, Under Contract 618520. For the Replacement of All Roofs and Select Façade Repairs, and Asbestos Abatement at Lincoln High School, YPS #10824**

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,

Stephanie A. Soter  
President



**YONKERS  
PUBLIC SCHOOLS**



**CITY OF YONKERS / YONKERS PUBLIC SCHOOLS  
SCHOOL FACILITIES MANAGEMENT**

One Larkin Center – 3<sup>rd</sup> floor  
Yonkers, NY 10701  
Phone: 914.376.8008

**Request for Proposal RFP No. 420-20-03  
Environmental Project Monitoring Services  
for  
School Facilities Management Department**

**BUILDING ENVELOPE RESTORATION  
AT  
LINCOLN HIGH SCHOOL CIP: 10824**

For Issue on January 30, 2020  
Response Due Date: February 14, 2020

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](mailto: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.

- Building Envelope Restoration at Lincoln High School YPS # 10824

**Lincoln High School**

Overall, scope of work includes but is not limited to: replacement of all roofs and select façade repairs & asbestos abatement.

The environmental abatement work for the project to be performed at Lincoln High School located at 375 Kneeland Avenue, Yonkers, NY 10704 has been determined to include but not limited to: abatement of the tar paper under metal copings, tar on vent stack, tar on duct, vapor barrier and caulking.

The Project has been let for bid and has only one General Construction Contract. It is anticipated that the contract will be awarded at the March 2020.

The Consultant is to review the project bid documents for scope of work, quantities and schedule. The consultant shall comment on the sufficiency of the YPS Environmental Consultant Fee Estimate, see Part 3 Fee Schedule.

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, provide estimates and recommend for approval to the owner and CM all asbestos 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:	January 30, 2020
Pre-Response Conference Call:	Not Applicable
Questions cut-off date:	February 10, 2020 at 3:00 pm.
Response Due Date:	February 14, 2020, at 2:00 pm
BOE Assignment Approval:	March 2020

**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	\$ 54.55	\$ 136.36	\$ 150.00
Engineer (PE)	\$ 54.55	\$ 136.36	\$ 150.00
Project Manager	\$ 40.00	\$ 100.00	\$ 110.00
Management Planner	\$ 27.27	\$ 68.18	\$ 75.00
Asbestos Inspector	\$ 27.27	\$ 68.18	\$ 75.00
Project Monitor	\$ 23.64	\$ 59.09	\$ 65.00
A/E Technicians	\$ 23.64	\$ 59.09	\$ 65.00
CAD Operations	\$ 23.64	\$ 59.09	\$ 65.00
Cost Estimator	\$ 23.64	\$ 59.09	\$ 65.00
Clerical Support	\$ 18.18	\$ 45.45	\$ 50.00
Courier (Lab)	\$ 23.64	\$ 59.09	\$ 65.00

\*Adelaide's fee is completely dependent on the abatement contractor's schedule. If the contractor decides to staff the job with many people and get the job done quickly our fees will be less. If the contractor staffs the job with a small crew and takes longer our fees will be higher. Adelaide will bill on a time and materials basis so the totals in the table to the left are just an estimate based on the schedule received. We will bill actual amounts utilized for the work.

For the purposes of this bid, Adelaide assumes the abatement contractor will staff their project with six (6) full-time workers and work an 8-hour day from start to finish."

FEE SCHEDULE					
SCHOOL	PROJECT	AE/ENV DESIGNERS	PROJECT STATUS	AMOUNT (Includes Soft Costs)	SCHOOL FACILITIES MANAGEMENT ESTIMATED ALLOCATED ENVIRONMENTAL CONSULTANT FEE TO BE ASSIGNED
LHS	Building Envelope Restoration	KG&D/ Louis Berger	Bid	\$5,431,000.00	\$40,000.00
<b>TOTAL ENVIRONMENTAL CONSULTANT ASSIGNMENT</b>					<b>\$40,000.00</b>

- 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 457 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 3.01 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.

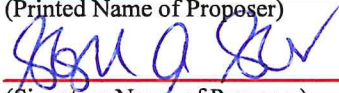
Consultants Proposed Markup on Reimbursables: 10.0 %

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

(Printed Name of Proposer)



(Signature Name of Proposer)

February 3, 2020

(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 by the employee being charged to the project.
4. Original receipts for all items being billed as reimbursables.