

January 10, 2019

Yonkers Public Schools
One Larkin Center, Third Floor
Yonkers, NY 10701



Attn: John Carr PE, Executive Director, School Facilities Management
RE: Maria Eugenia DeHostos School: Construction Administration Services

Greetings:

We are writing to provide our proposal for construction administration phase services for the Maria Eugenia DeHostos School project. It was requested that our original proposal, dated 01/31/17, excluded construction administration services. Our proposal and fee for construction administration services is consistent with the overall fees from the earlier phases of this project. The services we will provide include:

- Typical pre-construction services including review the contractor's technical submittals and schedule of values and conduct a pre-construction conference to review administrative, site access, performance and coordination issues, and technical installation expectations.
- Conduct site visits during the project and prepare a field report for each site visit.
- Perform a "punch list" inspection when the work is complete and issue a list of incomplete or non-conforming work observed. Then perform a final inspection.
- Review close out documents submitted by the Contractor, e.g., warranties, guarantees, as-built drawings, and the final payment requisition and change orders.

The project team includes the same individuals who have collaborated with Yonkers Public School on the design phases of the project. The team includes:

- Russell Davidson FAIA, President
- Teresa May, AIA
- Joseph A. Reilly

We propose to complete the above outlined construction administration phases services for the DeHostos School project for the lump sum fee of **\$48,000**. Our fee is based on the approved scope of work and the original project budget. Our proposal is for the services described in this proposal. Additional reimbursable expenses will be limited to the cost of printing for additional sets requested by Yonkers Public Schools and the cost of express mail services if needed. There will be no reimbursable charges for telephones, use of computer use, or travel to and from the project sites or meetings.

$\$48,000$
 $-\ \$20,000$

LESS \$20,000 FROM REIMBURSABLE
FEE ASSIGNED UNDER ORIGINAL P.O.
FOR CIP 10807.

Kaeyer, Garment + Davidson Architects, PC
285 Main Street, Mount Kisco, New York 10549
914.666.5900 kgdarchitects.com

LEE PAVONE
3/8/2019



KG+D appreciates your continued trust in our firm, and we look forward to seeing this project successfully completed. If the proposal is acceptable, kindly sign the bottom and return a copy to our office, which we will accept as our notice to proceed. As always, please feel free to call if you have any questions regarding this proposal.

Sincerely:
KG+D ARCHITECTS, PC

A handwritten signature in blue ink that reads 'Russell Davidson'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Russell A. Davidson, FAIA - President

Approved + Accepted:

Signature

Date