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PRESIDENT EMERITUS

March 13, 2018

Ms. Jennifer D. Hubbard  
Schools Facilities Management Department  
Yonkers Public Schools  
1 Larkin Plaza  
Yonkers, NY 10701

**RE: ARCHITECTURAL SERVICES  
OIL TANK REPLACEMENT  
P.S. 17**

Dear Jennifer,

We are pleased to submit our proposal for architectural/engineering services for the referenced project. The following outlines the services to be rendered:

**I. PREPARATION OF CONTRACT DOCUMENTS**

1. Perform a field walk-through to observe the existing conditions and note the location of the existing tank and observable MEP items for incorporation into the final design. Each trade involved in the project will be represented.
2. Review existing site conditions and details to identify items to be affected by tank removal and replacement.
3. Coordinate with design team to establish appropriate equipment, piping and wiring locations and pathways.
4. Review tank material and size options with YPS personnel.
5. Prepare design drawings and technical specs for all tank, piping and site work.
6. Prepare documents and forms required for NYSED submittal and approval.
7. Prepare an Addendum addressing any NYSED comments.
8. Simultaneously prepare Bid Documents incorporating COY Purchasing Department bidding and contract requirements.

**II. BID NEGOTIATION**

1. Attend a Pre-Bid conference with potential bidders.
2. Respond to requests for information (RFI's) from potential bidders during the bid period.
3. Preparation of bid document addenda prior to bid.
4. Assist in evaluating the bid responses.

RE: PS 17 Oil Tank Replacement

**III. CONSTRUCTION ADMINISTRATION**

1. Review shop drawings.
2. Respond to contractor RFIs.
3. Conduct periodic field meetings to review project status, progress and installed conditions.
4. Assist contractor and YPS in preparing necessary filing and documentation with the Westchester County Department of Health.
5. Prepare punch list.
6. Review closeout documents.

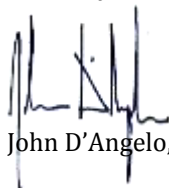
**IV. PROPOSAL CONDITIONS**

1. Services will be provided in compliance with current design services contract between Fuller and D'Angelo and Yonkers Public Schools (Contract No. 617108).
2. The following items are not included in this proposal:  
Topographic Surveys  
Geotechnic evaluations or soil borings  
Hazardous material testing or abatement documents  
Destructive test cuts or probes  
Field material testing or monitoring during construction.

**V. ARRANGEMENT OF FEE**

1. The above listed work shall be provided for a fee of Twenty One Thousand Dollars (\$21,000.00).
2. Should additional services be authorized, they shall be rendered at the hourly rates included in our current contract, or as mutually agreed.:
3. Reimbursement shall be made for bulk printing and express mailings.

Sincerely,



John D'Angelo, ARA, LEED AP

JD'A/vc