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October 22, 2018

Mr. John Carr
Executive Director, School Facilities Management
Yonkers Public Schools
One Larkin Center
Yonkers, NY 10701

**RE: ROOF REPLACEMENT AND RELATED WORK
PAIDEIA SCHOOL 15 – YPS #10849**

Dear Mr. Carr,

We propose to provide architectural and engineering services for the above referenced project as described below.

We will include working with on-call contractors, construction manager and vendors to develop and document work required to mitigate current conditions and to develop proposed work scope and complete a full set of documents for costing and submission to the State Education Department for approval. Work will generally include the roof replacement of the existing flat roofs (the standing seamed metal roofs will not be included); interior remediation of water damaged ceilings, HVAC unit vents and related work.

The design services scope of work will generally include the following:

EMERGENCY REPAIR PHASE:

1. Review available existing plans and information
2. Develop plans of existing conditions.
3. Work with project team to develop project scope, material selections and installation details as emergency repair work is being completed.
4. Review interior finished spaces to document and identify areas to be repaired and replaced due to mold mitigation operations.
5. Inspect installed work for compliance with specifications and subsequent work phases.
6. Provide project representative on-site to coordinate work activities.

ROOF REPLACEMENT CONSTRUCTION PHASE:

1. Prepare full and complete Plans and Specifications of construction elements and rehabilitations agreed to complete work to implement the full replacement and rehabilitation plan of the flat roofs.
2. Coordinate technical material specifications with front end specifications provided by the YPS.
3. Incorporate YPS standard front-end specification documents into final specification book.
4. Coordinate specifications and plans from hazardous material abatement consultant, retained by the district, for inclusion into final specification book.
5. Assist YPS in completing forms and information required for SED submittal.
6. Submit construction documents to SED for approval.
7. Attend weekly coordination or review meetings with project team.
8. Review installed items for acceptance.

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9. Review anticipated work schedule submitted by contractor.
 10. Monitor schedule and notify contractor if scheduled completion dates are not being met. Develop remedial schedule for meeting completion goals, if required.
 11. Analyze contractor's submitted contract proposal and schedule of values against industry standard probable cost estimates for similar work. Identify any irregularities.
 12. Review and provide cost estimates of any additional work or cost change proposals and assist YPS in negotiations with the contractor.
 13. Provide project representative on-site during construction operations to coordinate work between contractor and school.

CLOSE OUT PHASE:

1. Perform a visual inspection of completed work and issue a Punch List of any incomplete or non-conforming work.
2. Collect and Review close out documents required to be submitted by the Contractor, e.g., warranties, guarantees, release of lien waivers, as-built documents and the final payment request.

Fees for the above services are as follows:

We propose to complete the above scope of work for a fee as follows:

Architectural services	\$ 150,000
Enhanced Construction Administration Services	<u>\$ 75,000</u>
Total Fee:	\$ 225,000

The following items are not included within these fees:

- Destructive test cuts or probes required for any structural elements to remain.
- Testing for Asbestos, Lead or other toxic substances and the preparation of abatement or mitigation documents.
- Topographic or Site surveys.
- Reproduction of bidding documents.
- Special inspections or testing during construction.

If you should require any additional information, please do not hesitate to call.

Sincerely,



John D'Angelo, ARA, LEED AP

JD'A/vc

Cc: J. Becker – YPS