

September 26, 2018

Mr. Lee Pavone
Senior Mechanical Engineer
Yonkers Public Schools
One Larkin Center – 3rd Fl
Yonkers, New York 10701

**RE: PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES
CAPITAL PROJECTS, 2018
YPS #10833 ROOSEVELT OIL TANK REMEDIATION PROJECT**

Dear Mr. Pavone:

The district is replacing an oil tank at the Roosevelt High School. Construction Management services are needed to complete these projects. The services provided may include the following:

- a. Provide on-site staff Construction Project Manager to perform and to coordinate contractors to expedite their work and maintain quality control and conformance to the contract documents.
- b. Maintain copies of the Contract Bid Documents at the site and be made available for referencing by the Architect/Engineer and Owner and be used by the Construction Management Team when performing inspections. The Construction Project Manager shall prepare and maintain a current master record copy of drawings showing all changes to the contract drawings.
- c. Provide personnel and expertise required for the administration of contracts, insurance, bonds, tracking and negotiation of change orders and resolution of disputes and delays. Provide cost estimating for review of Contractor Change Orders.
- d. Acting as agent for the School District, head up the construction activity including fielding a supervisory team to monitor/control the work in progress, coordinate activities, schedules and work of multiple prime contractors at multiple sites, operate monthly requisition and payment processes and keep accounts, handle inquiries, keep records, report on schedule progress and estimate completion costs and completion dates, prepare punch lists, administer completion and hand over process, and administer As-Builts, warranties, guarantees, etc. for acceptance.
- e. Assist in coordination of activities of the utility companies and the regulatory agencies.
- f. Oversee the testing services and other services retained for the project.
- g. Assist the Architect/Engineer in expediting the submission of all submittals and shop drawings to be reviewed by the Architect/Engineer for conformance with the contract documents; maintain accurate records of accepted shop drawings and submittals.
- h. Continue progress evaluation, determine effects on project schedule and take appropriate action to adjust the work as required to maintain the accepted schedule.
- i. At a minimum, conduct weekly and specially scheduled job meetings involving the project team; keep and distribute accurate minutes of meetings.
- j. Maintain a daily log of significant events, visitors and occurrences at the job site; maintain record drawings, photographs, etc.

- k. Review requests for payments from contractors and suppliers against previously established milestones and schedules.
- l. Assist in establishing and maintaining good relations with the surrounding community and implement reasonable methods to control dust, noise, lighting, odor, etc. as required by the contract specifications.
- m. Monitor on site conditions so as to ensure the Contractor maintains site security, a clean and safe construction environment, temporary protection and temporary support systems to prevent injuries, damage to property and loss of life.
- n. Assist contractors to avoid and resolve jurisdictional disputes when and if they occur.
- o. Collect, organize, review and approve for delivery to the School District all operating manuals, equipment lists and maintenance manuals required by the contract documents.
- p. Recommend to the School District when final inspection(s) and punch lists should be made, for example the Construction Management Firm shall initiate inspections/punchlist prior to the Contractor closing up floors, walls, ceilings and other concealed spaces. The Construction Management Firm shall ensure that the punchlist inspection(s) and final inspection(s) are conducted with all parties, Construction Inspector, Architect/Engineer and Contractor being present. The Construction Management Firm shall ensure that all punch list items are completed in a timely manner.
- q. Review and fully understand the Architect/Engineer's commissioning requirements, Contractors commissioning schedule, and to witness and sign-off on the contractors successful commissioning tests results.
- r. Assist the School District personnel in assuming operation of all systems, including scheduling of instructional (training) sessions by the contractor as required in contract documents.
- s. Deliver records, documents and other items pertinent to the project to the School District.
- t. Prepare, maintain and distribute CM inspector daily logs and inspection reports on weekly basis. The CM reports to include contractor sign-in/out logs, special tests and inspection reports and date stamped photographs.

- Fee: Hourly with a not-to-exceed of \$20,000 for the Oil Tank Remediation
\$17,500 for the Gas Service installation
\$37,500 Total Fee

Sincerely,
Savin Engineers, P. C.



Steve Spangler
Regional Director