



January 17, 2018

Mr. John Carr, P.E.
School Facilities Management Department
Yonkers Public Schools
One Larkin Center, 3rd Floor
Yonkers, NY 10701

**Re: Request for Proposal
Environmental Project Monitoring Services
Yonkers Public Schools (YPS) Project No. 10742, 10745, & 10746**

Dear Mr. Carr:

LiRo is pleased to submit the attached proposal to provide Yonkers Public Schools with Environmental Project Monitoring Services in connection with the proposed School Facilities Management Department Capital Improvement Project at School 24, School 25, and Roosevelt High School. We recognize the scope of work under this contract will include asbestos abatement project monitoring, area air sampling and testing, and associated project support in relation to the remediation summarized in the project documents generated by Adelaide/Sammel Architecture for School 24 and Roosevelt High School, and JLC/MSA for School 25. Based upon a minimum abatement crew of 8 New York State Department of Labor certified Asbestos Handlers, we estimate the duration for the abatement at these schools to be as follows:

- School 24 – 20 eight hour shifts
- School 25 – 12 eight hour shifts
- Roosevelt High School – 22 eight shifts

As requested, our fee proposal for this work is presented in Table 3 of the attached Request for Proposal package. The total fee proposal of \$55,226.50 reflects the application of the fully loaded Project Monitor rate (quoted in section 3.02 of the Request for Proposal package) to these approximated durations.

LiRo has been under contract with the City of Yonkers since 2014. Through our service to the City of Yonkers, YPS, and multiple other public agencies including the New York City School Construction Authority, Dormitory Authority State of New York, and New York Power Authority, among others, LiRo possesses extensive experience in managing asbestos removal projects and monitoring abatement activities. We have the personnel resources, technical knowledge and familiarity with procedures to fully support Yonkers Public Schools with this project.

We appreciate the opportunity to submit this proposal. Should you require any additional information, please contact me at 516-938-5476.

Sincerely,
LiRo Engineers, Inc.

Christopher Zaroni
Senior Associate Vice President

Attachment (Request for Proposal forms)



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

One Larkin Center – 3rd floor
Yonkers, NY 10701
Phone: 914.376.8008

**Request for Proposal
for
Environmental Project Monitoring Services
for
School Facilities Management Department
2018 Capital Projects**

YPS Project No. 10742, 10745, & 10746

Addendum #1 for Issue on January 16, 2018

For Issue on January 3, 2018
Response Due Date: January 17, 2018 at 3:00 pm

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

PART 1 - THE CONSULTANT'S RESPONSIBILITIES

1.01 BASIC SERVICES

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 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.

- Museum School 25 Reconstruction of Building Envelope, Interior Finishes and Site Work, YPS #10746
- School 24 Reconstruction of Portions of the Building Envelope, Interior Finishes and Site Work, YPS #10745
- Roosevelt High School Building Envelope, Interior & Athletic Field Upgrades, YPS #10742

SCHOOL 24:

The work of this contract is to be performed on School 24 located at 50 Collin Street, Yonkers, NY includes but is not limited to:

- a. The removal of multiple layers of EPDM & Modified Bitumen Roofing and installation of new EPDM roofing and related flashing at flat roofs.
- b. Masonry restoration which includes but not limited to brick replacement, repointing, stucco repair, lintel replacement and caulking.
- c. Exterior door replacement.
- d. Site work for ADA improvements which includes but not limited to installation of new exterior ADA ramps, concrete sidewalk repair and asphalt paving.
- e. Relocation of the school's main office from the 2nd floor to the 1st floor which includes alterations to existing walls, ceilings, finished flooring, HVAC, plumbing and electrical systems.
- f. Energy efficient lighting and lighting control upgrades to all spaces within the school.
- g. Upgrading HVAC controls for all classroom Unit Ventilators.
- h. Installation of new security and access control systems.
- i. Related asbestos abatement.

The Project has been let for bid and is a Wicks Law Project having a total of five (5) Contracts; General Construction Masonry & Roof, General Construction Interior & Site, HVAC, Plumbing and Electrical. It is anticipated these five contracts will be awarded prior to the issuance of an Environmental Consulting Services Contract to the successful proposer.

SCHOOL 25:

The work of this contract is to be performed on Museum School 25 located at 579 Warburton Avenue, Yonkers, NY includes but is not limited to:

- a. The removal of existing built up roofing and installation of new EPDM roofing on flat roofs and related flashing.

- b. Replacement of existing slate shingles with new architectural shingles on pitched roofs and related flashing.
- c. Replacement of exterior windows and window shades.
- d. Replacement of exterior doors, frames and related hardware.
- e. Masonry restoration which includes but not limited to brick replacement, repointing, cast stone repairs, lintel replacement and caulking.
- f. Site restoration work which includes but is not limited to replacement of concrete sidewalks and stairs, fence replacement and repairs and alterations to the school's main entrance sidewalk.
- g. Interior restoration includes upgrading select classrooms which included replacement of existing flooring, ceilings, lighting and sinks.
- h. Installation of a new security and door access control system.
- i. Split AC unit for the School's IT Closet and related electric.
- j. Related asbestos abatement.

The Project has been let for bid and is a Wicks Law Project having a total of seven (7) Contracts; General Construction Site, General Construction Interior, General Construction Windows & Door, General Construction Roof & Masonry, HVAC, Plumbing and Electrical. It is anticipated these seven contracts will be awarded prior to the issuance of an Environmental Consulting Services Contract to the successful proposer.

ROOSEVELT HIGH SCHOOL

The work of this contract is to be performed on Roosevelt High School located at 631 Tuckahoe Road, Yonkers, NY includes but is not limited to:

- a. New artificial turf athletic field.
- b. Auditorium alterations and upgrades.
- c. Locker Room alterations.
- d. Toilet Room alterations including ADA improvements.
- e. Roofing repairs and improvements.
- f. Masonry repointing and improvements.
- g. HVAC and Electrical upgrades.
- h. Related asbestos abatement.

The Consultant is to review the Contract Bid documents for each project for scope of work and schedule including all addendums before submitting a proposal and said documents can be found on <https://www.empirestatebidsystem.com>, Bid Schedule IFB-6192, No IFB-6206 & IFB-6191. Unless otherwise noted for construction schedules see Part 11.B INFORMATION FOR BIDDERS of the Contract Manual and Specifications for each project.

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, recommend for approval to the owner and CM all change orders which may be encountered during the project. Compensation for these services will be compensated the Additional Service Fee Part 3.05.

The Consultant shall include under the Basic Services fee Part 3.01 reviewing and answering asbestos abatement project RFI's.

PART 2 – GENERAL SUBMISSION REQUIREMENTS AND FORMAT

2.03 RFP/CONTRACT AWARD TIMETABLE (ANTICIPATED)*

Issuance Date: January 3, 2018
 Pre-Response Conference Call: January 10, 2018 at 10:00 am
 Dial in Number: (712) 432-9998
 Participant Access Code: 415470#
 Questions cut-off date: January 12, 2018 at 3:00 pm.
 Response Due Date: January 17, 2018, at 3:00 pm
 BOE Approval: Contract Start March, 2018

PART 3 – FEE PROPOSAL

3.01 COMPENSATION FOR BASIC SERVICES

The fee will be based on Services and be billed at the proposed hourly rates and against the Consultants **estimated** not to exceed budget, as listed in Table Part 3 - Fee Proposal, Part 3.01:

3.02 Professional Environmental Consulting 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>2.0</u>	Ave. Hourly Rate Charged (inc. O&P)
Principal	\$100.00	\$200.00	\$200.00
Project Manager	\$42.00	\$84.00	\$84.00
Management Planner	\$30.00	\$60.00	\$60.00
Asbestos Inspector	\$30.00	\$60.00	\$60.00
*Project Monitor	\$38.00	\$76.00	\$76.00
CAD Operations	\$25.00	\$50.00	\$50.00
Cost Estimator	\$30.00	\$60.00	\$60.00
Clerical Support	\$15.00	\$30.00	\$30.00

*Includes all supervisory time

All employees proposed for work under this contract must be labeled with one of the above titles in the proposal under 3.01.

3.03 REIMBURSABLES

Expenses such as laboratory testing (time associated with sampling shall be included in Part 3.01 Basic Services Fee), 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.

TABLE 3 - FEE PROPOSAL	
School 24	
Part 3.01 Basic Environmental Project Monitoring Services Not to Exceed Fee Based on Proposed Hourly Rates:	\$12,160.00
Part 3.03 Estimated Reimbursables: Consultants Proposed Markup = <u>15%</u>	\$1,824.00
Part 3.05 Additional Services:	\$3,500.00
Total School 24 (A):	\$17,484.00
School 25	
Part 3.01 Basic Environmental Project Monitoring Services Not to Exceed Fee Based on Proposed Hourly Rates:	\$8,200.00
Part 3.03 Estimated Reimbursables: Consultants Proposed Markup = <u>15%</u>	\$1,230.00
Part 3.05 Additional Services:	\$5,000.00
Total School 25 (B):	\$14,430.00
Roosevelt H.S.	
Part 3.01 Basic Environmental Project Monitoring Services Not to Exceed Fee Based on Proposed Hourly Rates:	\$13,750.00
Part 3.03 Estimated Reimbursables: Consultants Proposed Markup = <u>15%</u>	\$2,062.50
Part 3.05 Additional Services:	\$7,500.00
Total Roosevelt H.S. (C):	\$23,312.50
TOTAL FEE PROPOSAL: A+B+C	\$55,226.50

TOTAL SUM OF THIS PROPOSAL: Fifty Five Thousand Two Hundred and Twenty Six Dollars and Fifty Cents (\$55,226.50)

Peter Gerbasi

Architect or Engineer

(printed name of proposer)

3.04 CONTRACT TERM

The term of the agreement is 365 calendar days. This is not reflective of the milestone dates listed elsewhere.

3.05 COMPENSATION FOR ADDITIONAL SERVICES

For additional services of the Consultant, beyond the scope of work described herein, the Consultant shall be compensated per a negotiated lump sum or by a time and material basis as per the discretion of the YPS. See 3.02 Hourly Payment Rates for Various Titles.

3.06 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) The Project Numbers being billed
 - c) Original contract amount
 - d) Contract amendments (if any) and revised contract amount
 - e) Requisition No.
 - f) The period of time covered by this requisition.
 - g) Invoice Numbers covered by this requisition.
 - h) Lists of attachments.
 - i) Summary of amount due for this requisition and amount left in contract.
2. Copy of Back-up receipts for reimbursables.
3. Invoice(s) showing amount(s) due for each project.
4. Time sheets signed by his or her supervisor.