



**YONKERS
PUBLIC SCHOOLS**



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

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

**Request for Proposal RFP No. 420-19-15
Environmental Project Monitoring Services
for
School Facilities Management Department**

**Medical Clinics & Community Schools Grant Projects
at
Cross Hill Academy
Museum School 25
and
Martin Luther King School**

For Issue on May 22, 2019
Response Due Date: May 24, 2019

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

PLEASE NOTE: This is a request for prices and schedules only. We know your qualifications. Please do not spend any time to send any extraneous stuff.

PART 1 - THE CONSULTANT'S RESPONSIBILITIES

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(s) 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.

- Conversion of two classrooms at School 25 to Medical Clinic spaces. Requiring abatement of asbestos containing building materials which may include VAT, mastic and pipe insulation.
- Conversion of one classroom at Cross Hill Academy to Medical Clinic space. Requiring abatement of asbestos containing building materials which may include VAT, mastic and pipe insulation.
- Abatement of VAT at the Martin Luther King School gymnasium.

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 and answer asbestos abatement project RFI's.

PART 2 – GENERAL SUBMISSION REQUIREMENTS AND FORMAT

2.03 RFP/CONTRACT AWARD TIMETABLE (ANTICIPATED)*

Issuance Date:	May 22, 2019
Pre-Response Conference Call:	Not Applicable
Questions cut-off date:	NA
Response Due Date:	May 24, 2019, at 2:00 pm
BOE Assignment Approval:	June 2019

PART 3 – FEE SCHEDULE:

3.01 COMPENSATION FOR BASIC SERVICES

The fee will be based on Services and be billed at the proposed hourly rates and against the set allocated budget for the Capital Project set by the YPS, as listed in the Fee Schedule for Environmental/Engineering Services for Hazardous Materials Project Monitoring.

A. Professional Environmental/Engineering 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>2.5</u>	Ave. Hourly Rate Charged (inc. O&P)
Principal	\$ <u>54.55</u>	\$ <u>136.36</u>	\$ <u>150.00</u>
Engineer (PE)	\$ <u>58.18</u>	\$ <u>145.45</u>	\$ <u>160.00</u>
Project Manager	\$ <u>45.45</u>	\$ <u>113.64</u>	\$ <u>125.00</u>
Management Planner	\$ <u>27.27</u>	\$ <u>68.18</u>	\$ <u>75.00</u>
Asbestos Inspector	\$ <u>27.27</u>	\$ <u>68.18</u>	\$ <u>75.00</u>
Project Monitor	\$ <u>22.73</u>	\$ <u>56.82</u>	\$ <u>62.50</u>
A/E Technicians	\$ <u>27.27</u>	\$ <u>68.18</u>	\$ <u>75.00</u>
CAD Operations	\$ <u>27.27</u>	\$ <u>68.18</u>	\$ <u>75.00</u>
Cost Estimator	\$ <u>27.27</u>	\$ <u>68.18</u>	\$ <u>75.00</u>
Clerical Support	\$ <u>16.36</u>	\$ <u>40.91</u>	\$ <u>45.00</u>
Courier (Lab)	\$ <u>*</u>	\$ <u>*</u>	\$ <u>*</u>

(* Reimbursable Expense: Use a 3rd Party Courier Service)

FEE SCHEDULE						
SCHOOL	PROJECT	AE/ENV DESIGNERS	PROJECT STATUS	AMOUNT (Includes Soft Costs)	SCHOOL FACILITIES MANAGEMENT ESTIMATED ALLOCATED ENVIRONMENTAL CONSULTANT FEE TO BE ASSIGNED	
Cross Hill Academy	Medical Clinic & Community Schools	Sammel/Adelaide	Construction Summer 2019	\$1,750,000	\$10,000.00	
School 25	Medical Clinic & Community Schools	Sammel/Adelaide	Construction Summer 2019	\$750,000	\$10,000.00	
Martin Luther King	Community Schools	Sammel/Adelaide	Construction Summer 2019	\$1,500,000	\$15,000.00	
TOTAL ENVIRONMENTAL CONSULTANT ASSIGNMENT					\$35,000.00	

B. The Consultant shall include with their proposal a list of unit prices for bulk sampling, air sampling, PCB and Lead testing and *said unit prices shall include the Consultant's markup.* Bulk Sampling unit pricing shall include but not be limited to PLM NOB standard 4 day business, PLM NOB rush (same day), PLM Friable standard 3 days, PLM Friable rush same day, TEM standard, and TEM rush. Air Sampling Unit Pricing shall include PCM standard 24 hour, PCM rush 2-3 hour, TEM (AHERA) standard 24 hour and TEM (AHERA) rush 6 hours. Consultant shall include a Unit Price for PCB caulk testing 5 day TAT and Lead: XRF, Lead Wipe 3 hour TAT and Lead Air 2-4 hour TAT.

Courier travel time will only be allowed from the project site to the lab and from the lab back to the project site.

C. The YPS has the right to negotiate with one or more Proposers, or to reject any or all Proposers as it may determine in its sole and absolute discretion.

D. The YPS reserves the right to request the submission of Best and Final Offers from those Proposers who, after the conclusion of such negotiations, are still under consideration for award. **A Proposer shall not have any rights against the YPS arising from an invitation to enter negotiations or to submit a Best and Final Offer.**

3.02 CONTRACT TERM

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

3.03 COMPENSATION FOR ADDITIONAL SERVICES

For additional services of the Consultant, beyond the scope of work described herein, the Consultant shall be compensated by a time and material basis as per the discretion of the YPS. See 3.04 Hourly Payment Rates for Various Titles.

3.04 REIMBURSABLES

Expenses such as 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.

Consultants Proposed Markup on Reimbursables: 5.00 %

Adelaide Environmental Health Associates, Inc., 1511 NY-22, Suite C24, Brewster, NY 10509

(Name of Proposing Firm)

(Street Address, City, State Zip)

Stephanie A. Soter

(Printed Name of Proposer)



May 23, 2019

(Signature Name of Proposer)

(Month Day, Year)

3.05 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) YPS Purchase Order No.
 - c) The Project Number (PO) being billed
 - d) Original PO amount
 - e) PO amendments (if any) and revised contract amount
 - f) Requisition No.
 - g) The period of time covered by this requisition.
 - h) Invoice Numbers covered by this requisition.
 - i) Lists of attachments.
 - j) Summary of amount due for this requisition and amount left in PO.
2. Original back-up receipts for reimbursables.
3. Time sheets signed by the employee being charged to the project counter-signed by his or her supervisor.
4. Original receipts for all items being billed as reimbursables.



UNIT PRICING SCHEDULE

YONKERS PUBLIC SCHOOLS (RFP NO. 420-19-15)

<u>DESCRIPTION</u>	<u>FEE</u>	<u>NOTES*</u>
<u>Bulk Sampling Units</u>		
PLM NOB - Standard (4-Day Business)	\$ 15.00	
PLM NOB - Rush (Same Day)	\$ 20.00	
PLM Friable - Standard (3-Days)	\$ 20.00	
PLM Friable - Rush (Same Day)	\$ 25.00	
TEM - Standard	\$ 40.00	
TEM - Rush	\$ 45.00	
<u>Air Sampling Units</u>		
PCM - Standard 24 Hour	\$ 15.00	
PCM - Rush (2-3 Hours)	\$ 20.00	
TEM (AHERA) - Standard (24 Hours)	\$ 95.00	
TEM (AHERA) - Rush (6 Hours)	\$ 125.00	
<u>Miscellaneous Units</u>		
PCB Caulk Testing (5 Day TAT)	\$ 85.00	
Lead: Air (2-4 Hour TAT)	\$ 25.00	
Lead: XRF	\$ 2.00	Per Shot
Lead Wipe (3 Hour TAT)	\$ 15.00	
Courier (Lab)*	Reimbursable Expense	Use a 3rd Party Courier Service