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July 16, 2019

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

RE: YONKERS PUBLIC SCHOOLS – CHARLES E. GORTON HS  
CAPITAL IMPROVEMENT REHABILITATIONS – PHASE 3  
SED #: 66-23-00-01-0-204-015  
YBS JOB #: 10656  
FULLER AND D'ANGELO PROJECT #: 16241.02

Dear John,

We propose to provide architectural and engineering services, as described below, to design and develop various rehabilitation projects at the Charles E. Gorton High School. We understand the project will have a total budget cost of approximately \$ 1.8 million dollars. It is anticipated that this project will be submitted to the State Education Department as an addendum to the previously submitted capital improvement project. As discussed, the projects to be considered are generally as follows: (Final scope to be developed as allowed by the overall project budget.)

- New Passenger Elevator.
- Removal and replacement of existing flooring finishes within the Cafeteria and Serving Area.
- Removal and replacement of existing ceilings and lighting within the Serving Area and Kitchen.
- Boiler burner replacement and control upgrades.
- Select ventilation system equipment and control upgrades.
- Signage upgrades.

We understand construction is intended to be completed in the Summer of 2020. The following outlines the services to be rendered:

**I. SCOPE REFINEMENT / SCHEMATIC DESIGN – Duration 3 Weeks**

1. Meet with YPS personnel to review requirements and goals of the project.
2. Review any existing or historic plans available of original or existing construction.
3. Complete evaluation of existing systems,
4. Review any existing hazardous material testing available and coordinate test cut probes with YPS environmental engineer for sample collection and evaluation for possible asbestos containing materials.
5. Develop work scope and make recommendations for repair/replacement of existing systems and components.
6. Develop estimate of probable construction costs to complete work recommended.
7. Develop conceptual plans
8. Review initial conceptual plans with YPS personnel.
9. Attend any required review or presentation meetings with YPS personnel or representatives.

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10. Make revisions to initial documents based on comments received.
11. Complete final schematic plan.
12. Prepare estimate of probable construction costs for implementation of proposed plan.

**II. PREPARATION OF CONTRACT DOCUMENTS – Duration 6 Weeks**

1. Prepare full and complete Plans and Specifications of construction elements and rehabilitations required to complete work to implement approved work scope.
2. Contract documents will be prepared to allow contractors to submit sealed competitive bids.
3. Prepare alternate bids, if requested, for possible alternative work to ensure completion within project budget.
4. Coordinate technical material specifications with front end specifications provided by the City.
5. Attend any required coordination or review meetings with YPS or City personnel.
6. Assist YPS in completion of required State Education Department submittal forms.
7. Submit drawings and specifications to State Education Department for approval.
8. Simultaneously prepare Bid Documents incorporating COY Purchasing Department bidding and contract requirements.

**III. BID NEGOTIATION – Duration 6 Weeks**

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.

**IV. CONSTRUCTION ADMINISTRATION – Duration 14 Weeks**

1. Pre-Construction:
  - a. Review contractor submittals for materials, guarantees, bonds, insurances and conformance with other specification requirements.
  - b. Conduct/attend a pre-construction conference with YPS representatives, the Contractor and his subcontractors to review administrative, site access, performance and coordination issues, and technical installation expectations.
2. Construction:
  - a. Perform work-in-progress inspections and conduct construction progress meetings and prepare meeting minutes.
  - b. Review and approve payment requisitions from the Contractor.
  - c. Answer any contractor submitted requests for information, issue any construction plan clarifications and prepare plan modifications as required.
  - d. Prepare any required change orders or directives.
3. Close-Out:
  - a. Perform a visual inspection of completed work and issue a Punch List of any incomplete or non-conforming work.
  - b. Perform a Final Inspection when the Contractor advises that all Punch List work is complete.
  - c. Review close out documents submitted by the Contractor, e.g., warranties, guarantees, release of lien waivers, as-built documents and the final payment request.

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**V. PROPOSAL CONDITIONS**

1. Services will be provided in compliance with current YPS contract.
2. The following items are not included in this proposal:  
Topographic Surveys  
Geotechnical evaluations or reports. (reimbursable\*)  
Hazardous material testing or abatement documents (reimbursable \*)  
Destructive test cuts or probes (reimbursable\*)  
Field material testing or monitoring during construction.

**VI. ARRANGEMENT OF FEE**

1. The above listed work shall be provided for the fees as follows:

Condition Evaluations / Schematic Design -	\$ 14,000.00
SED Submission and Construction Documents -	\$ 91,000.00
Bidding and Negotiations -	\$ 7,000.00
Construction Administration -	<u>\$ 28,000.00</u>
Total Professional Fee:	\$ 140,000.00

Estimated Reimbursable Costs	\$ 18,000.00*
Total Project Fees	\$ 158,000.00

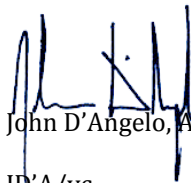
2. Should additional services be authorized, they shall be rendered at the hourly rates included in our current contract, or as mutually agreed.

\* No markup on reimbursables will be added. Original receipts will be provided.

All required printing at various phases in included in above fees.

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

Sincerely,



John D'Angelo, AIA, LEED AP

JD'A/vc

Cc: John R. Becker – YPS