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PRESIDENT EMERITUS

February 7, 2019

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

**RE: YONKERS PUBLIC SCHOOLS
PALISADES PREPARATORY SCHOOL – LEAK REMEDIATION PROJECT**

Dear Mr. David,

We propose to provide the architectural services as described below to develop and implement roof repairs that may be contributing to leaks that occur in the areas indicated in your request. Inspections and evaluations will be limited to the following building locations:

- East wall of Auditorium/Media Center.
- Tower above Stair 3.
- Exterior wall of Art Room 104 and Computer Lab 210.

A. Design Development Phase:

1. Perform a rooftop inspection to determine the typical condition and configuration of existing roof components that might be contributing to the leaks.
2. Perform a facade inspection to determine the typical condition and configuration of existing facade components that might be contributing to the leaks.
3. Review damage to existing interior finishes and elements caused by water intrusion.
4. Discuss the results of our field inspection, and the scope of roofing and facade work to include in this project, either at your office or via a conference call.

B. Plan & Specification Phase:

1. Prepare a roof plan, roof detail drawings, building elevations and facade component detail drawings and technical specification sections, which describe the agreed upon scope of leak mitigation work.
2. Develop bid specifications and requirements in format determined by YPS.

C. Bid & Award Phase:

1. Answer related technical questions and prepare response of any related addenda needed.
2. Provide bid addenda, if required, to address any questions.
3. Assist you in reviewing the bids, references and qualifications for the low bidder.
4. Make recommendation for contract award.

D. Construction Administration and Inspection Phase:

1. Pre-Construction:
 - a. Review the contractor's technical submittals.
 - b. Conduct or attend a pre-construction conference.

RE: PALISADES PREPARATORY SCHOOL

2. During Construction:
 - a. Perform work-in-progress inspection and issue a written Field Reports.

D. 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.

E. Proposal Conditions

1. Services will be provided in compliance with current design services contract between Fuller and D'Angelo and Yonkers Public Schools.

F. Arrangement Of Fee

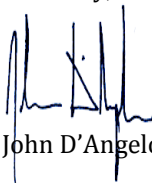
1. The above listed work shall be provided for a fee of **Eight Thousand, Eight Hundred and 00/100 (\$8,800.00) Dollars.**
 - a. For billing purposes fee may be divided as follows:
 - i. Design Development: \$2,200.00
 - ii. Plans and specifications: \$4,400.00
 - iii. Bid and Award: \$ 440.00
 - iv. Const. Administration: \$1,760.00
2. Should additional services be authorized, they shall be rendered at the hourly rates included in our current contract, or as mutually agreed.:
3. Reimbursement shall be made for bulk printing and express mailings.

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: Lee Pavone - YPS