

May 24, 2019

Lee Pavone
Sr. Mechanical Engineer
Yonkers Public Schools
One Larkin Center
Yonkers, New York 10701

RE: PROPOSAL FOR CM SERVICES
YPS # 10858 Gorton HS Basement Hallway Floor Restoration

Dear Mr. Pavone:

We are pleased to provide a proposal for construction management services related to above referenced project. The scope of work is related to the structural repair and restoration of a section of the basement hallway. Construction documents are to be provided and architect for the project is Fuller & D'Angelo. The total project budget is projected to be \$250,000.

The project is currently at SED for review with bids expected to be received by July 1, 2019. The project schedule is:

Bid and award	05/15/19-07/01/19
Notice to proceed	07/29/19-08/02/19
Submittals	08/05/19-08/09/19
Construction	08/09/19-09/13/19
Substantial Completion	09/16/19-09/20/19
Closeout	09/23/19-11/15/20

The proposed scope of services is the same as in Schedule A of agreement #618507. (A copy of Schedule A is enclosed.) For the Construction Management services, we propose a lump sum fee of \$26,500 plus \$2,000 budget for reimbursable and additional services. Total Project fee budget is \$28,500.

If you have any questions with the above, please feel free to call. If this proposal is accepted, please send a P.O. for our files.

Sincerely,
Savin Engineers, P. C.



Chris Pateman
Senior Project Executive

Cc: Mr. John P. Carr, PE
Enclosure

SCHEDULE "A"
SCOPE OF SERVICES

The Construction Management firm will be required to provide professional construction management services on a requirements basis to the Yonkers Public School system. This will include but not be limited to the following tasks:

Phase I - Pre-Construction Services

- a. Consult with the School District and the Architect/Engineer regarding the project program, budget, timetable and advisability of various bidding options and timing of construction.
- b. Develop cost estimates, one for design development and one for construction document phases.
- c. Develop and review with the School District and the Architect/Engineer a scheduling system of project milestones, detailing scheduling of contractors, and documentations to ensure its timely delivery within budget, schedule and with minimum changes.
- d. Undertake value engineering studies of alternative systems, manufacturers and vendors of long lead items to obtain the most economic benefit from a cost standpoint while maintaining the District's functional and program requirements.
- e. Assist the Architect/Engineer with local labor market conditions and construction materials as they affect design choices and construction costs.
- f. Assist the Architect/Engineer in developing a multiple prime bid strategy. Review the bid packages as prepared by the architect for each trade including scope definition, terms and conditions, insurance and bonding requirements. Conduct pre-bid conferences, solicit local bidder interest for this project and maximize competition to achieve the best bidding results for the District.
- g. Assist the School District and Architect/Engineer in evaluating the responsiveness and completeness of construction bids received.
- h. Review and make recommendations to award contracts to successful bidders.

Phase II - Construction Management & Inspection Services

- 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. The Construction Project Manager shall have a minimum of ten (10) years experience in performing Construction Management Services. The Construction Project Manager shall also have a minimum of three (3) years experience in Construction Management working with NY State Schools. The construction inspection services shall be thorough, examining all new construction work for conformance to the design plans and specifications, performed on a daily basis for all trades and for each construction project. The Construction Management Firm will monitor all new construction work being constructed and any construction work deviating from the design plans and specifications will immediately require the Construction Management Firm to direct the Contractor to stop all non-conforming work. Non-conforming work be documented and reported to the Contractor, Design Firm and YPS. The

Construction Management Firm will invoke the services of the Design Firm to determine the appropriate plan of action the Contractor will need to take to correct its non-conforming work. Depending on the situation of discovered non-conforming work and in absence of the Architect/Engineer and or owner, the Construction Management Firm, in accordance with contract documents shall identify and direct the appropriate plan of action the Contractor will need to take to correct the non-conforming work. The Construction Management Firm will re-inspect, document and reported to the Design Firm and YPS that the Contractor performed the corrective measures and that the construction work is in accordance with the design plans and specifications.

- b. Staffing levels for each project will be determined on a case by case basis, based work production levels and quality.
- c. The Construction Project Manager(s) and Construction Inspector(s) shall review and fully comprehend the scope of work outlined in the Contract Bid Documents, drawings and Specifications. Copies of the Contract Bid Documents shall be maintained 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.
- d. Provide personnel and expertise required for the administration of contracts, tracking and negotiation of change orders and resolution of disputes and delays. Provide cost estimating for review of Contractor Change Orders.
- e. 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.
- f. Assist in coordination of activities of the utility companies and the regulatory agencies.
- g. Oversee the testing services and other services retained for the project.
- h. 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. The Construction Manager shall also review all submittals and shop drawings for compliance and in cooperation with the District's A/E Firm, make recommendations for substitutions of an equal product which will save the District money and or reduce time for long lead items. The Construction Project Manager and Inspectors shall review and fully comprehend the installation requirements prescribed in the approved shop drawings. When performing inspections the Construction Management Firm shall have the approved shop drawings at hand for reference towards determining if the installation and or if the delivered materials and equipment meet the requirements outlined in the Architect/Engineers approved shop drawings.

- i. Continue progress evaluation, determine effects on project schedule and take appropriate action to adjust the work as required to maintain the accepted schedule.
- j. At a minimum, conduct bi-weekly and specially scheduled job meetings involving the project team; keep and distribute accurate minutes of meetings.
- k. Maintain a daily log of significant events, visitors and occurrences at the job site; maintain record drawings, photographs, etc.
- l. Review requests for payments from contractors and suppliers against previously established milestones and schedules.
- m. 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.
- n. 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.
- o. Assist contractors to avoid and resolve jurisdictional disputes when and if they occur.
- p. Collect, organize, review and approve for delivery to the School District all operating manuals, equipment lists and maintenance manuals required by the contract documents.
- q. 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.
- r. The Construction Management Firm will be required to 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.
- s. 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.
- t. Deliver records, documents and other items pertinent to the project to the School District.