



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee

From: Thomas Lamb, Chief Operating Officer

Date: December 1, 2022

Re: Agreement with Christopher Williams Architecture

Answer all questions and have a representative ready to present the details of each question during the Finance & Operations meeting or this proposal may not be advanced for consideration by the full Board of Education.

Company Information			
Vendor Name:	Christopher Williams Architects LLC		
Doing Business as: (DBA)			
Vendor Address:	85 Willow St, New Haven, CT 06511		
Vendor Contact Name:	Christopher Williams		
Vendor Contact Email:	CWilliams@cwarchitectsllc.com		
Is the contractor a minority or women owned small business?		No	
Agreement/Contract Information			
New or Renewal Agreement/Contract?		New	
Effective Dates: (mm/dd/yy) <small>Multi-yr. require Board of Aldermen approval</small>	From	12/1/22	To 06/30/2023
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$77,520.00		
Funding Source Name: Acct. #:	Manufacturing Pathway Grant		
Contract #: <small>(Local or State)</small>	25606440-56697		



NEW HAVEN PUBLIC SCHOOLS

Key Questions:

1. What specific service will the contractor provide:

- Wilbur Cross High School: Conversion of part of the existing auto shop into a high-tech manufacturing lab. Included is creating a demising wall between the tech and automotive shop, and partially re-organizing the automotive shop to accommodate the reduced size.

- Hillhouse High School: Conversion of the underutilized Photography Shop T119 into a high-tech manufacturing shop.

2. How was the contractor selected? **Attach appropriate supporting documents*

☐ Quotes

☐ Sealed Bid # _____

☐ Sole Source # _____

☐ RFP# _____

☐ State Contract # _____

☒ **Exempt Professional**

☐ Accountant

☐ Actuary

☐ Appraiser

☒ Architect

☐ Artist

☐ Dentist

☐ Engineer

☐ Expert Professional Consultant

☐ Land Surveyor

☐ Lawyer

☐ Physician/Medical Doctor

3. If the vendor was selected through RFP process; answer the following:

a. Please explain how the vendor was chosen? **Attach Vendor Proposal*

N/A

b. Who were the members of the selection committee? *(Minimum 3 required)*

N/A



NEW HAVEN PUBLIC SCHOOLS

Key Questions: - Continued

4. If this is a renewal with a current vendor, has the vendor has met all obligations under the existing agreement/contract?

N/A

5. If this agreement/contract is a Renewal, has the cost increase? If yes, by how much? *Attach Renewal Letters

N/A

6. If this new agreement/contract, has cost for service increased from previous years? If yes, by how much?

New unique service.

7. Is this a service that existing staff could provide? Why or why not?

No, These services are provided by a professional architectural firm that has a wealth of experience in these types of renovations.



NEW HAVEN PUBLIC SCHOOLS

Agreement/Contract Processing Checklist

To ensure timely processing of the submitted Agreement/Contract it is imperative to collect and provide all of the required documentation noted below and provide with submission to board.

Forms/Documents are available in: Drive G:\F&O Agenda Minutes\Agreement Contract Checklist\2022-2023

1. Has this vendor performed service(s) in prior fiscal years?	
If Yes,	Vendor # <u>20460</u>
If No or New,	Vendor must provide completed W9
2. A letter/proposal outlining the Scope of Services the agreement/contract will entail.	
If RFP	Attach Vendor Submitted
Other	Attach Letter outlining the scope.
3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u> It is the submitters responsibility to request the COI from the vendor and attach with submission; the COI from the Vendor <u>must match rider specifications outlined.</u> Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.	
Rider 300	Professional Services – Onsite Umbrella; w/ Auto; w/ Workers Compensation
Rider 305	Professional Services – Onsite Umbrella; No Auto; No Workers Compensation
Rider 310	Professional Services – Onsite Umbrella; w/ Auto; No Workers Compensation
Rider 315	Professional Services – Onsite Umbrella; w/ Youth under 21
Rider 320	Professional Services – Offsite; No Auto; No Workers Compensation
Rider 325	Professional Services – Offsite; No Auto; No Workers Compensation; w/ Youth under 21
Rider 330	Professional Services – Offsite Attorney; No Auto; No Workers Compensation
Rider 335	Professional Services – Onsite; Physician/Dentist; No Auto
Rider 340	Professional Services – Onsite Physician/Dentist w/ Youth under 21
Rider 345	Professional Services – Onsite Temp Nurses
Rider 350	Professional Services – Cyber – Onsite
Rider 355	Professional Services – Cyber – Offsite
4. The City of New Haven requires the information requested in the <u>Disclosure Affidavit</u> before any City agency, department, or city official seeking agreement/contract shall obtain them, notarized.	
Emailed Disclosures are acceptable.	



CHRISTOPHER WILLIAMS ARCHITECTS LLC

May 16, 2022
Thomas Lamb
Chief Operating Officer
New Haven Public Schools
54 Meadow Street
New Haven CT 065119

Project: Manufacture New Haven: Phase 2- Shops
Location: Wilbur Cross and Hillhouse High Schools

Dear Thomas,

Christopher Williams Architects LLC (CWA) is pleased to submit this proposal for architectural and engineering services for renovations to the following:

- Wilbur Cross High School: Conversion of part of the existing auto shop into a high-tech manufacturing lab. Included is creating a demising wall between the tech and automotive shop, and partially re-organizing the automotive shop to accommodate the reduced size.
- Hillhouse High School: Conversion of the underutilized Photography Shop T119 into a high-tech manufacturing shop.

PROJECT OVERVIEW:

The project involves re-configuration of the spaces described above and depicted on the attached plans into high tech manufacturing labs that combine hands-on instruction with classroom computer aided design, a key component to high tech manufacturing. The projected student enrollment for each shop will be a minimum of fifteen, however, if possible, a larger number will fit, they should be accommodated.

SCOPE OF SERVICES:

The scope of services for the project includes complete Schematic Design, Design Development, Construction Documents, Bidding and Construction Administration Phases.

CONSULTANTS:

MEP/FP & Structural Engineers:
Innovative Engineering Services, LLC
33 North Plains Industrial Road
Wallingford, CT 06492
Peter Pycela PE, principal

GENERAL OUTLINE OF PROFESSIONAL SERVICES

- Design for reconfiguration of the interior spaces, including partitions, ceilings, built-in casework, corridor entrances, workstations, etc.
- MEP work, consisting of modifications to existing fire protection, plumbing, electrical, and mechanical systems affected by reconfiguration of the spaces and required equipment connections.
- Structural engineering related to the demising wall at Wilbur Cross and any miscellaneous support of mechanical equipment for both shops
- Field investigation and documentation of existing conditions related to the subject spaces.
- Furniture selection and specification for the City to procure from state contract vendors.
- Assist the Owner in developing a matrix of shop equipment. We will depict the shop equipment in the bid documents for coordination and connectivity purposes but purchasing shall be by the city and not included in the construction contract.
- Scheduling of and specifying connections to the shop equipment selected by the City.
- Prepare and issue Schematic Design Documents.
- Prepare and issue Design Development Documents.
- Prepare and issue 90% Construction Documents.
- Prepare and issue Bid Documents

- Attend a pre-bid conference, provide bid period support, and assist the Owner in analysis of bids.
- Contract Administration, including closeout documents.

EXCLUSIONS AND QUALIFICATIONS

1. Evaluation and/or inclusion of areas in the buildings other than those listed in this proposal. The Wilbur Cross auto shop related workstations in the program space will be relocated into the remainder of the existing auto shop. The plans will include modifications to the auto shop plan to accommodate this change, but budgetary limitations will preclude a re-design of the auto shop.
2. Environmental consultant related to the inspection, testing, and remediation of hazardous materials. We will incorporate the report and specifications provided by the city in the project manual.
3. At this time, an independent cost estimator is excluded.
4. It is assumed that the project is funded and not subject to the OSCGR funding process.
5. Civil engineering for site work outside of the building.
6. No consultants other than those listed are included nor deemed necessary at this time.
7. Security and IT and telecom system design: We will specify pathways, wire, and terminal devices for the use by the Owner's vendor.
8. Special inspections or special inspection coordinator.
9. We assume construction for all three sites will be procured under a design-bid-build model with pre-approved general contractors in one phase, which may overlap with Phase 1, construction of the classrooms.

PROPOSED COMPENSATION

The requested compensation is a stipulated sum of **\$77,520.00** which includes the above listed consultants and reimbursable expenses. Below is a summary of the fee:

FEE MATRIX							
Discipline	20%	15%	40%	3%	18%	4%	100%
	SD	DD	CD	BID	CA	CO	TOTAL
CWA-Architectural	\$ 8,752	\$ 6,564	\$ 17,504	\$ 1,313	\$ 7,877	\$ 1,750	\$ 43,760
IES-MEP/Structural	\$ 6,608	\$ 4,956	\$ 13,216	\$ 991	\$ 5,947	\$ 1,322	\$ 33,040
SUB TOTALS	\$ 15,360	\$ 11,520	\$ 30,720	\$ 2,304	\$ 13,824	\$ 3,072	\$ 76,800
SUBTOTAL							\$ 76,800
Reimbursable Expenses							\$ 720
TOTAL							\$ 77,520.00

SCHEDULE (Estimated):

CWA will schedule an initial start-up meeting once a signed agreement has been received. Within one week after approval, meetings with user groups will be scheduled at their convenience and the estimated timeline for the various phases will follow.

DELIVERABLES

All deliverables will be issued in PDF format plus one hard copy. The services required to provide these deliverables are more particularly defined in the AIA Agreement and as outlined above.

Schematic Design (SD):

- Architectural Drawings
- MEP Drawings

Design Development (DD):

- Drawings
- Preliminary Technical Specifications
- Preliminary Equipment and Furniture Schedules

Design Fee Proposal
Manufacture New Haven May 16, 2022

- Cost Estimate

Contract Documents (CD):

- Drawings
- Project Manual
- Signed and sealed permit documents
- Cost Estimate at 90% completion.

Bidding Phase (BID):

- Incorporation of the Owner's Division 1 (front end) specification sections and supplementary conditions.
- Incorporation of the Owner's Haz Mat report, specifications, and abatement specifications.
- Documents will be issued in PDF format.

Construction Administration / Closeout (CA/CL):

- Submission of as-built plans: AutoCAD files and PDFs of Record Drawings based on the Contractor's As-Built markups.

FORM OF AGREEMENT

B101-2017 Standard Form of Agreement between Owner and Architect.

We look forward to working with the New Haven Board of Ed and high school faculty on this project. We will commence work upon receipt of a task order. Please contact me with any questions you may have regarding this proposal.

Sincerely,



Christopher Williams AIA

Copy to: Ivelise Velazquez

Attachments:

Floor Plans of Wilbur Cross and Hillhouse

Proposal from independent cost estimator

Specimen of AIA Agreement