



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Frank Fanelli, Director of Project Management
Date: July 24, 2023
Re: Award of Contract 21870 to A. Prete Construction Co. Inc. to renovate south building at 21 Wooster Pl.

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:	A. Prete Construction Co. Inc.	
Doing Business as: (DBA)		
Vendor Address:	156 Fulton Terrace, New Haven, CT 06512	
Vendor Contact Name:	Nicole Corriveau	
Vendor Contact Email:	ncorriveau@aprete.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Award	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 07/01/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$1,123,000.00	
Funding Source Name: Acct. #:	ARP ESSER III Carryover 2553-6399-56697-0474	
Contract #: <small>(Local or State)</small>	21870	



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Key Questions:

1. What specific service will the contractor provide:

This project consists of Architectural, Interior Design, Plumbing, Mechanical, and Electrical for a renovation of the south building at 21 Wooster Place. The area being renovated consists of approximately 4,060 gross sq. ft. of an existing two-story office building.

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

- Quotes
- Sealed Bid # 21870**
- 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 Solicitation (Bid/RFQ/RFP) process; answer the following:

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

Lowest Bidder – Sealed Bid

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

N/A – Sealed Bid



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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?

N/A- Construction project

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

No this is a service will is provided by a reputable company that provides has the licensure and means to perform work on the districts behalf.



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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 # 13130
If No or New,	Vendor must provide completed W9
2. A quotes or proposal submitting regarding the agreement/contract.	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></p> <p>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></p> <p>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</p>	
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
<p>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.</p> <p>Emailed Disclosures are acceptable.</p>	



City of New Haven

Bureau of Purchases

200 Orange Street, Room 301

New Haven, CT 06510

Tel: 203-946-8201 Fax: 203-946-8206

Honorable Justin Elicker
Mayor

Shawn J. Garris
Acting Purchasing Agent

The City of New Haven ("City") is accepting sealed Bids for the following:

INVITATION TO BID

Project Summary

Contract Name:	Renovation at Conte School										
Solicitation #:	21870				City Project #:			N/A			
Projection Description:	This project consists of Architectural, Interior Design, Plumbing, Mechanical, and Electrical for a renovation of the south building at 21 Wooster Place. The area being renovated consists of approximately 4,060 gross sq. ft. of an existing two-story office building.										
Department:	BOE-Facilities										
Solicitation/Advertise Date:	June 18, 2023										
Intend to Bid Due Date	July 5, 2023										
Bid Due Date:	July 6, 2023						Bid Opening Time:		3:00		PM
Pre-Bid Meeting Date:	June 29, 2023						Pre-Bid Meeting Time:		10:00		AM<
Pre-Bid Meeting Location:	21 Wooster Place, New Haven										
Solicitation Type:	Construction		<input checked="" type="checkbox"/>	Service		SCD* - Construction			SCD* - Service		
Contract Term:	Construction		(See Specification)			Service		1	year	<input checked="" type="checkbox"/>	Renewals Option(s) (at the sole discretion of the CONH)
Material Markup Allowed	NO		<input checked="" type="checkbox"/>	Yes		If Yes enter percent markup on your Statement of Qualifications form					
System for Award Management (Federal Requirement)	YES		<input checked="" type="checkbox"/>	NO		If marked yes, to bid and get paid you must already have a Unique Entity ID. See Statement of Qualification Form					
Insurance Requirements:	Refer to Rider			100		(This Rider is attached)					
MBE/WBE Utilization Form:	Required if your base Bid Submission is \$150,000 or greater										
Local Preference:	<input checked="" type="checkbox"/>				YES			NO			
Bid Bond:	N/A						Percentage Amount:		NO		%
Labor, Material and Performance Bond:	N/A										
Wage Rates:	Livable Wage \$19.95 FY 23/24		<input checked="" type="checkbox"/>	Prevailing Wage State			Davis Bacon Federal				

Responses must be submitted in the form and manner specified in this request.

The City of New Haven Public Schools (NHPS) is soliciting proposals from qualified General Contracting firms with significant experience to provide the NHPS with Services to GC and remodel a portion of the Conte School; located at 21 Wooster Pl, New Haven, CT. The NHPS expects to select and contract with one company to provide the services listed in the scope of work below.

Additionally, all licensing and insurance requirements listed in this RFP must be met. It is the goal of the NHPS to enter into agreement with a vendor that will provide services efficiently, will accurately bill, and will provide high quality, flexible customer service to the NHPS. The Vendor will be expected to maintain expert knowledge of this service to ensure the NHPS is receiving the highest quality service at the most affordable rates while maintaining quality and secure technology. The exact scope of work intended for the installation of 4,060 square feet. (See attached Construction Plans)

Background on NHPS go to: <https://www.nhps.net/>

I. Qualifications

Eligible vendors will be those individuals, businesses and firms that meet the following qualifications:

1. Proposer must have demonstrated experience and expertise in Connecticut in the past (5) years regarding the types of or similar services as those outlined in the introduction.
2. Proposer must have a proven track record in providing these types of services for similarly sized municipal governments, preferably in Connecticut.
3. Proposer must be familiar with, qualified, and properly licensed in the State of Connecticut to perform its obligation under this proposal in compliance with all applicable Federal and State of Connecticut laws and regulations, statutes, and policies.

II. Expectations

- Vendor is expected to provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the NHPS.
- Vendor is expected to provide the highest quality customer service to the NHPS, not limited to, but particularly in the areas of reliability and billing.

The selected Company shall work with and cooperate with the Director of Project Management. Rendering services in pursuant to this RFP shall be directed to the City of New Haven Finance Department.

III. Scope of Services

This project consists of Architectural, Interior Design, Plumbing, Mechanical, and Electrical for a renovation of the south building at 21 Wooster Place. The area being renovated consists

of approximately 4,060 gross sq. ft. of an existing two-story office building. The space will provide 5 private offices and open office areas with a conference room, updated kitchenette, an enlarged accessible single use restroom, and finish updates to two existing restrooms. The scope of the work shall include demolition and new construction. Demolition includes interior partitions, flooring, lighting, and electrical. New construction will include interior partitions, exterior & interior storefront, ceilings, lighting, finishes, millwork, glass guardrail along existing stairs, replacement of exterior window glazing, Plumbing modifications, Electrical, and Mechanical HVAC rework. (See Construction Plans attached)

The floors will be leveled prior to new finishes. Exterior window glazing will need to be replaced due to damage or removal of existing mechanical exhausts (refer to plans). Existing perimeter radiator heat will receive new covers and a new variable refrigerant flow system will be provided. A new kitchenette will include millwork, sink, and refrigerator. An enlarged accessible single use restroom will include new fixtures within an existing chase, millwork sink, lighting, and finishes. The exterior front entry will be partially demolished and infilled with a new insulated panel entry system. The exterior rear entrance will be partially demolished and infilled with an inoperable insulated panel system. The second floor existing restrooms will have fixtures replaced in kind and updated finishes. New interior and exterior doors installed per construction plans.

- ❖ Construction Drawings will include the following:
 - T1.00 COVER SHEET
 - T1.01 DRAWING LIST, NOTES AND ABBREVIATIONS
 - T1.02 CODE SUMMARY
 - T1.03 ACCESSIBLE MOUNTING HEIGHTS & CLEARANCES
 - T1.04 SPECIFICATIONS
 - T1.05 SPECIFICATIONS
 - D1.01 FIRST FLOOR DEMOLITION PLAN
 - A1.01 FLOOR PLANS
 - A6.00 INTERIOR ELEVATIONS & MILLWORK DETAILS
 - A8.10 DOOR, STOREFRONT, & GUARDRAIL DETAILS
 - A9.11 FIRST FLOOR FINISH PLANS
 - PD1.01 PLUMBING FIRST & SECOND FLOOR DEMOLITION PLANS
 - P1.01 PLUMBING FIRST & SECOND FLOOR CONSTRUCTION PLANS
 - P2.01 PLUMBING NOTES, LEGENDS, & SCHEDULES
 - P2.02 PLUMBING DETAILS

 - P3.01 PLUMBING SPECIFICATIONS
 - MD1.01 MECHANICAL FIRST & SECOND FLOOR DEMOLITION PLANS
 - M1.01 MECHANICAL FIRST & SECOND FLOOR CONSTRUCTION PLANS
 - M2.01 MECHANICAL NOTES, LEGENDS, DETAILS, & SCHEDULES

 - M2.02 MECHANICAL SCHEDULES
 - M2.03 MECHANICAL DETAILS

M3.01 MECHANICAL SPECIFICATIONS

- ED1.01 FIRST & SECOND FLOOR LIGHTING DEMOLITION PLANS
- ED1.02 FIRST & SECOND FLOOR ELECTRICAL DEMOLITION PLANS
- E1.01 ELECTRICAL - LIGHTING FIRST & SECOND FLOOR PLANS
- E1.02 ELECTRICAL - POWER FIRST & SECOND FLOOR PLANS
- E1.03 MECHANICAL - POWER FIRST & SECOND FLOOR PLANS
- E2.01 ELECTRICAL NOTES, LEGEND, & SCHEDULES
- E2.02 ELECTRICAL DETAILS
- E3.01 ELECTRICAL SPECIFICATIONS

IV. Landscaping Scope of work

Exterior front landscaping (facing Wooster Place) to include new sod for about 2000 Sq. ft. Including top soil, leveling of land, grading and starter fertilizer. See Picture below (highlighted in red).

Ten 6ft Emerald Green slow growing Arborvitae to be planted between each Column (location will be directed on site by the director of Project management). Services to include watering and fertilizing for 30 days after planting. To include 1 year warranty on all plantings.

