



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Frank Fanelli, Director of Project Management
Date: June 14, 2023
Re: Renewal of Agreement with Svigal & Partners, LLC for On Call Architectural services

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:	Svigal & Partners LLC
Doing Business as: (DBA)	
Vendor Address:	84 Orange St, New Haven, CT 06510
Vendor Contact Name:	Jay Brotman
Vendor Contact Email:	Jbrotman@svigals.com
Is the contractor a minority or women owned small business?	No
Agreement/Contract Information	
New or Renewal Agreement/Contract?	Renewal option 1 of 1
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From July 1, 2023 To June 30, 2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$100,000.00
Funding Source Name: Acct. #:	ARP ESSER II Carryover 2553-6399-56697-0470
Contract #: <small>(Local or State)</small>	TBD



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Key Questions:

1. What specific service will the contractor provide:

On-Call Architectural Services for fiscal year 2022-2023 beginning January 1, 2023, and ending June 30, 2023, on as needed basis, complete professional architectural, planning, landscape architecture, mechanical, electrical plans and report and other related professional services to assist the NHPS with the planning, design and construction of various building projects.

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

- Quotes
- Sealed Bid # _____
- Sole Source # _____
- RFP# 2022-12-1498
- 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*

RFP 2022-12-1498

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

Frank Fanelli, Heather Barbarotta, Rebecca Hunt, Shawn Garris, Thomas Lamb.



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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?

The vendor has provided architectural services in the previous fiscal year and has met the obligations as requested.

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

The renewal is the same not to exceed amount as the previous year. No increase.

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

N/A - renewal

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

No, this is a service that a team of professionals that has the necessary skills and equipment to provide the service to the district.



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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 #66610
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
Request for Proposals (RFP) for the following:

Request for Proposal

Project Summary

RFP Title: **On Call Architectural Services**

RFP #: **2022-12-1498**

Projection Description: **New Haven Public Schools is soliciting proposals from qualified firms with significant experience to provide the school district with On-Call Architectural Service on as needed basis, complete professional architectural, planning, landscape architecture, mechanical, electrical plans and report and other related professional services to assist New Haven with the planning, design and construction of various building projects.**

Department: **BOE -Facilities**

RFP/Advertise Date: **December 4, 2022**

Intent to Respond Due Date: **January 9, 2023**

RFP Due Date: **January 10, 2022** Opening Time: **11:00** AM

Pre-Proposal Meeting Date: **N/A** Meeting Time:

Pre-Proposal Meeting Location: **N/A**

Contract Term: **1** year **1** Renewals Option(s) (at the sole discretion of the CONH)

Insurance Requirements: Refer to Rider **300** (This Rider is attached)

Local Preference: **X** YES NO

Pricing Sheet: **Respondent Supplied**

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

On Call Architectural Services

The City of New Haven Public Schools (NHPS) is soliciting proposals from qualified firms with significant experience to provide the NHPS with On-Call Architectural Services for fiscal year 2022-2023 beginning January 1, 2023, and ending June 30, 2023, on as needed basis, complete professional architectural, planning, landscape architecture, mechanical, electrical plans and report and other related professional services to assist the NHPS with the planning, design and construction of various building projects.

The NHPS expects to select and contract with one or more firms to response should include services and pricing:

- All labor and materials
- Travel Charges
- Mileage Charges
- Misc. Fees

Additionally, all licensing and insurance requirements listed in this RFP must be met.

Intent and Background

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 these services to ensure the NHPS is receiving the highest quality service at the most affordable rates while maintaining quality and secure technology.

- 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 (3) 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.
- Provide industry standard or higher quality services while maintaining a focus on providing a cost-effective service to the NHPS .
 - Provide the highest quality customer service to the NHPS , not limited to, but particularly in the areas of reliability and billing.

The selected firm 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.

II.SCOPE OF SERVICES

Exhibit A is the Scope of Services listing major work tasks that may be requested. The NHPS' usage of the consultants' services are on an as-needed basis so that if the demand is not there, then the

services will not be requested. For each on-call service request, the consultant and the NHPS will agree upon the specific scope of work and cost for that project. The NHPS has the right to retain other consulting firms at its sole discretion when the NHPS believes there will be an economic or other significant advantage for doing so. Services for each contract will be provided on a negotiated fee basis, per work order. No minimum amount of work is guaranteed under these agreements. Compensation will be based on time and materials with a not-to-exceed limit agreed upon by both Consultant and NHPS before work begins.

SCOPE OF SERVICES FOR ARCHITECTURAL SERVICES

The NHPS desires to obtain the services of one or more outside organizations to assist with Architectural Services for maintenance and capital improvement projects.

The scope of work includes, but is not limited to, the following:

1. Provide staff and services on an on-call, as-needed basis.
2. Provide design services for remodeling of public buildings and parks.
3. Provide in-house personnel or subconsultants for civil, structural, mechanical, electrical, asbestos and lead abatement, landscaping architecture.
4. Provide the full range of architectural and engineering services including preliminary studies, public outreach, renderings, drawings, specifications, estimates, scopes of work and other professional services.
5. Respond to plan check comments for building permits.
6. Perform construction administration, including submittal reviews, cost estimate and schedule review. Respond to RFIs, and drafts of change orders.
7. Prepare reports that summarize observations, present recommendations, estimate costs of implementation, and make conclusions.

Typical projects may include:

1. Building renovations such as seismic upgrades, ADA upgrades, kitchen and bathroom remodeling, HVAC upgrades, “green” upgrades, and code compliance.
2. Park improvements such as play fields and courts, irrigation, pathways, buildings, and field lighting.

IV. Selection Process

Selection Criteria.

The NHPS will select the most qualified proposal(s) based on the following factors. Responses to the RFP should address the qualities and indicators that are listed below

1. Ability of the Firm to Carry Out and Manage the Proposed Project. (30pts)

An assessment of the experience of the organization in general. Qualities and indicators that will receive consideration include the number and types of projects the organization or its employees have completed; the variety and creativity of projects completed and a demonstration of the organization's ability to be responsive to the NHPS 's need for an on-call consultant, the general level of experience in the areas of supervision, observing and monitoring projects; the organization's ability to realize timetables and quality control objectives; and the demonstrated general ability to bring about a successful completion of the projects under the proposer's direction.

2. Capabilities of the Consultant Team Members. (30pts)

Assessment of the capabilities of the individuals that will be engaged in the project. Qualities and indicators that will receive consideration include what professionals will be doing/working on each task; the various professional, technical, and educational achievements and registrations of each organization and individuals involved; the applicable experience of the proposed assigned staff, and the specific experience gained on similar projects.

3. Proximity to the Project Involved for the Proposer and/or Team. (20pts)

The application of this criteria shall include an assessment of the geographic proximity to the project; the location of the office from which the proposed project will be administered; the perceived response time and general availability of the proposer's management to be on site; the perceived effect that project management location will have on price and the ability of the project to be expedited on a timely basis; and the availability of special travel or communication plans which would effectively mitigate difficulties associated with location.

4. Willingness to Comply with the Proposed Agreement Terms. (15pts)

A sample agreement is attached. Proposals will be rated based on the exceptions taken to the proposed contract.

5. Billing Rate (5pts)

Cost, while not determinative, may be considered in the selection process. The selected firm will be expected to maintain the proposed billing rates