



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Contractor Full Name:		Svigals & Partners LLP
Doing Business As, if applicable:		
Business Address:		84 Orange Street New Haven Ct 06510
Business Phone:		203-786-5110
Business email:		jbrotman@svigals.com
Principal or Supervisor:		Tom Lamb

Agreement Effective Dates:	2/13/23	to	6/30/23
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Total amount:		\$100,000.00
Funding Source(s) & Acct # including location code:		ARP ESSER 2553-6399-56697-0470

Description of Service:

Please provide a one or two sentence description of the service.

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 NHBOE with the planning, design and construction of various building projects

Submitted by: Rebecca Hunt



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## Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee  
From: Rebecca Hunt  
Date: 2/6/23  
Re: F&O Agenda Item/For Approval  
Award of Contract for on call architectural services

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Please answer all questions and have someone **ready to discuss** the details of each question during the Finance & Operations meeting or this proposal might not be advanced for consideration by the full Board of Education.

Contractor Name: Svigals & Partners LLC

Contractor Address: 84 Orange Street New Haven Ct 06510

Is the contractor a Minority or Women Owned Small Business? No

Renewal or Award of Contract/Agreement? Award of Contract

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$100,000.00

Contract or Agreement #: 2022-12-1498

Funding Source & Account #: ARP ESSER 2553-6399-56697-0470

### Key Questions:

1. What specific service will the contractor provide: On Call architectural services
2. How was the contractor selected? Quotes? RFP? Sealed Bid or Sole Source? Please describe the selection process including other sources considered and the rationale for selecting this method of selection: RFP
3. If the vendor is not the lowest bidder or a State contract please answer the following:
  - a. Please explain why the vendor was chosen? RFP
  - b. Who were the members of the selection committee? Purchasing Department
4. If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement? No
5. If this Contract/Agreement is a Renewal has cost increased? If yes, by how much? **NA**
6. If this Contractor is New has cost for service increased from previous years? If yes, by how much? **NA**



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