



NEW HAVEN PUBLIC SCHOOLS

COVER SHEET

Cover Sheet is an Internal Document for Business Office Use

Please Type

Contractor full name: Christopher Williams Architects, LLC

Doing Business As, if applicable:

Business Address: 85 Willow Street, Building 54, New Haven, CT 06511

Business Phone: 203-776-0184

Business email:

Principal or Supervisor: Thomas Lamb / Ivelisse Velazquez

Agreement Effective Dates: From 07/01/2022 To 06/30/2023

Total amount: \$51,680.00

Funding Source & Acct # including location code:

2022-2023 Capital Projects	Acct. #3C20-2059-58122 (\$15,000.00)
2022-2023 Capital Projects	Acct. #3C18-18CC-58101 (\$4,243.63)
2022-2023 Capital Projects	Acct. #3C20-2082-58101 (\$30,300.00)
2022-2023 Capital Projects	Acct. #3C22-2261-58101 (\$2,136.37)

Description of Service: Please provide a one or two sentence description of the service. *Do not write, "See attached."*

The project involves the design and reconfiguration of the spaces into CAD classrooms that will support high tech manufacturing labs that combine hands-on instruction with classroom computer aided design, a key component to high tech manufacturing. (Schools: Wilbur Cross, Hillhouse and Career High School)

Submitted by: _____



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Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Thomas Lamb, Chief Operating Officer
Date: May 26, 2022
Re: Agreement with Christopher Williams Architects LLC for CAD Classroom renovations for Cross, Hillhouse and Career High School.

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: Christopher Williams Architects LLC

Contractor Address: 85 Willow Street, Building 54, New Haven, CT 06511

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

Renewal or Award of Contract/Agreement? Agreement

Total Amount of Contract/Agreement and the Hourly or Service Rate: \$51,680.00

Contract or Agreement #: TBD

Funding Source & Account #:

2022-2023 Capital Projects	Acct. #3C20-2059-58122 (\$15,000.00)
2022-2023 Capital Projects	Acct. #3C18-18CC-58101 (\$4,243.63)
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2022-2023 Capital Projects	Acct. #3C22-2261-58101 (\$2,136.37)

Key Questions:

- What specific service will the contractor provide:**
The scope of services for the project includes complete Schematic Design, Design Development, Construction documents, Bidding and Construction Administrative Phases.
- 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:** The vendor was selected as they have performed the same work at Hamden Public Schools, which we are modeling after. Additionally this Architecture firm is on record for working for Cross and Hillhouse previously.
- If the vendor is not the lowest bidder or a State contract please answer the following:**



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Operations Memorandum

- a. **Please explain why the vendor was chosen?** A professional services agreement with Architectural firm based on experience of classroom design, and knowledge of the existing buildings which they are familiar.
 - b. **Who were the members of the selection committee?** N/A
4. **If this is a renewal with a current vendor, has the vendor's performance been satisfactory under the existing contract or agreement?** N/A
5. **If this Contract/Agreement is a Renewal has cost increased? If yes, by how much?** N/A
6. **If this Contractor is New has cost for service increased from previous years? If yes, by how much?** New Agreement with Contractor
7. **Is this a service existing staff could provide? Why or why not?** No, these services are provided by a professional architectural firm that has a wealth experience in these types of renovations. As well as designing advances classrooms for various entities similar to the CAD classrooms proposed.