



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Frank Fanelli, Director of Project Management
Date: 11/13/2023
Re: Award of Contract 21899 to A. Prete Construction to remodel a portion of Ross Woodward School the space is the school nurses station and the schools health clinic.

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	
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?	Contract	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 11/27/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$304,310.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101	
Contract #: <small>(Local or State)</small>	21899	



NEW HAVEN PUBLIC SCHOOLS

Key Questions:

1. What specific service will the contractor provide:

to remodel a portion of Ross Woodward School the space is the school nurses' station and the school's health clinic

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

- Quotes
- Sealed Bid # 21899
- 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*

Sealed bid

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

N/A – Sealed bid defaults to lowest bidder



NEW HAVEN PUBLIC SCHOOLS

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

N/A - new

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

N/A - new

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

This is a service to which there is no fiscal comparison as this is large scale project to which varies per project.

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

This is a specialized service that will be provided by firm who has the knowledge and experience to perform solicited tasks.



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 # 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>	
Emailed Disclosures are acceptable.	



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

Malinda Figueroa
Purchasing Agent

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

INVITATION TO BID

Project Summary

Contract Name:	Ross Woodward School Nurse Station and Health Clinic Renovation							
Solicitation #:	21899		City Project #:	N/A				
Projection Description:	remodeling of space: demolition, Carpentry, Plumbing, Mechanical, electrical and fire protection							
Department:	BOE -Facilities							
Solicitation/Advertise Date:	October 18, 2023							
Intend to Bid Due Date	October 31, 2023							
Bid Due Date:	November 1, 2023			Bid Opening Time:	3:00	PM		
Pre-Bid Meeting Date:	N/A			Pre-Bid Meeting Time:	NA			
Pre-Bid Meeting Location:	N/A							
Solicitation Type:	<input checked="" type="checkbox"/>	Construction	<input type="checkbox"/>	Service	<input type="checkbox"/>	SCD* - Construction	<input type="checkbox"/>	SCD* - Service
Contract Term:		Construction	(See Specification)	Service	1		<input checked="" type="checkbox"/>	Renewals Option(s) (at the sole discretion of the CONH)
Material Markup Allowed	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>	Yes	If Yes enter percent markup on your Statement of Qualifications form			
System for Award Management (Federal Requirement)	<input type="checkbox"/>	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:	Yes			Percentage Amount:	5	%		
Labor, Material and Performance Bond:	Yes							
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.

Specifications

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 Ross Woodward School 185 Barnes Ave New Haven, CT 06513. This remodel will house the space for the school nurses' station and the school's health clinic. The NHPS expects to select and contract with one company to provide the services listed in the scope of work below.

Pricing to include:

- All labor and materials
- Travel Charges
- Mileage Charges
- Disposal Charges
- 5 Year Warranty on all labor and installations
- Permits
- Misc. Fees

Additionally, all licensing and insurance requirements listed in this BID 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 remodel is 1,510 square feet. Services must be completed within 60 days of receipt of the P.O. (See attached Construction Plans)

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 NHPS Director of Project Management.
- Rendering services in pursuant to this BID shall be directed to the City of New Haven Finance Department.

- All work must be in coordination with the principal of Ross Woodward School and the NHPS Director of Project Management to include but not limited to work after hours and on weekends.

III. Scope of Services

This project consists of Architectural, Interior Design, Mechanical, Plumbing and Electrical for a renovation near the entrance of the Ross Woodward School in New Haven, CT. The area being renovated consists of approximately 1,510 sq. ft. of an existing nurse's suite in the principal's suite, and adjacent areas on the first floor. The renovation will provide a new millwork in the south of the mail room, a new nurses' room, in addition to a new health clinic comprised of a reception, medical exam room, dental room and an office. The scope of the work shall include demolition and new construction. Demolition includes interior partitions, flooring, millwork, lighting, and electrical. New construction will include interior partitions, ceiling, finishes, millwork, Mechanical, Electrical, and Plumbing rework.

Architectural:

In order to accommodate the new space requirements, the existing walls & doors to the nurses' office, medical, dental and office will be relocated, which includes the ceiling, millwork and sinks to be relocated and new. The existing doors and lighting fixtures, and some millwork will be salvaged for reuse. The flooring within project scope will be new and of basic medical grade. A new reception and waiting area will be provided to accommodate control & egress to the clinic.

Fire Protection:

- Remove existing concealed sprinklers in existing ceilings noted to be removed on the Architectural Demolition drawings. Maintain existing sprinkler branch piping for new sprinklers.
- Install new concealed sprinklers in new ceilings as shown on the Architectural new construction drawings. Connect new sprinklers to the existing sprinkler branch piping.

Plumbing:

- Remove existing sinks and faucets as shown on the Architectural Demolition drawings, remove all existing hot and cold water and vent piping back to the existing toilet rooms. Maintain these plumbing supplies for new connections. Remove underground waste piping as required.
- Install new sinks in new locations as shown on the Architectural new construction drawings. Provide new hot and cold water and hot water return piping supplies to all new sinks. Provide all new vent piping for all new sinks. Connect all new hot and cold water and hot water return and vent piping to the existing plumbing systems located in the/near the existing toilet rooms.
- Install new buried waste piping to serve all new sink locations. Connect to the existing buried waste pipe system.
- Provide new countertop mounted emergency eyewash/drench hose in the new Medical room and new Dental room. Provide with a tepid water supply.

Mechanical:

- Remove existing ceiling supply and return diffusers, ductwork connections and accessories.

- Remove and relocate control valve and hydronic, clean and reinstall existing enclosure
- Pre-balance existing VAV-12.
- Remove existing hydronic radiant ceiling panels, piping connections and accessories.
- Rebalance existing supply and return diffusers to new CFM.

- Rebalance existing VAV-12.
- Provide new hydronic ceiling radiant panels and reconnect to existing supply/return piping.
- Rebalance heating water supply and return piping connections.

Electrical:

- Existing light fixtures and exit signs to be removed and relocated. Provide new emergency twin head wall packs as shown on plan, reuse existing lighting circuit, extend as required. Provide new occupancy sensors and switches.
- Remove and reinstall existing ceiling speakers, reuse back box and/or mounting accessories and extend all existing wiring to new locations.
- Remove and dispose of all existing receptacles and tele/data outlets not indicated to be reused or replaced, provide new devices as per power plan. Provide new wiring for all new receptacles from existing panel board, reuse existing circuit breakers within panel board and provide new feeder rated ¾" C, 2#12, #12G feeder. For all tele/data outlets provide back box and conduit to above ceiling.
- Remove and reinstall existing fire alarm horn/strobes and smoke detectors, extend existing wiring as required, provide new devices to match existing as shown on Power Plan.
- Reuse existing feeders from demo prior to providing new home run from existing panel board (P19)-LFN1

VI. Drawings

Drawings will include the following:

T1.00	COVER SHEET
T1.01	DRAWING LIST, NOTES AND ABBREVIATIONS
T1.02	CODE SUMMARY
T1.03	SPECIFICATIONS
T1.04	SPECIFICATIONS
D1.01	FIRST FLOOR DEMOLITION PLANS
A1.01	FIRST FLOOR PLANS
A6.00	INTERIOR & MILLWORK ELEVATIONS, ACCESSORY SCHEDULE
A6.10	MILLWORK DETAILS & NOTES
A9.00	FINISH & EQUIPMENT PLANS, LEGENDS & DETAILS
FP1.01	FIRE PROTECION FIRST FLOOR PLANS
FP2.01	FIRE PROTECION NOTES, LEGENDS, SCHEDULES AND DETAILS
FP1.01	FIRE PROTECION SPECIFICATIONS
P1.01	PLUMBING FIRST FLOOR PLANS
P2.01	PLUMBING NOTES, LEGENDS, DETAILS, SCHEDULES AND DETAILS
P3.01	PLUMBING SPECIFICATIONS
M1.01	MECHANICAL FIRST FLOOR PLAN
M2.01	MECHANICAL NOTES, DETAILS, LEGENDS AND SCHEDULES
M3.01	MECHANICAL SPECIFICATIONS
ED1.01	ELECTRICAL DEMOLITION FIRST FLOOR PLAN
E1.01	ELECTRICAL FIRST FLOOR PLANS

E2.01 ELECTRICAL DETAILS
E3.01 ELECTRICAL SPECIFICATIONS

General Note: refer to plans and specifications for more information.