



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 21912 to A. Prete Construction to renovate weight room at Cross High School .

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 01/02/2024	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$277,909.00	
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101	
Contract #: <small>(Local or State)</small>	21912	



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Key Questions:

1. What specific service will the contractor provide:

remodel The Weight Room at Wilbur Cross High School located at 181 Mitchell Drive New Haven CT 06511. The area being renovated consists of approximately 1,760 sq. ft. of an existing weight room.

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

- Quotes
- Sealed Bid # 21912
- 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)*

Sealed bid defaults to lowest bidder



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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.



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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>	
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:	Cross High School Weight Room						
Solicitation #:	21912		City Project #:	N/A			
Projection Description:	qualified General Contracting firms with significant experience to provide the NHPS with Services to GC and remodel The Weight Room at Wilbur Cross High School located at 181 Mitchell Drive New Haven CT 06511. The area being renovated consists of approximately 1,760 sq. ft. of an existing weight room..						
Department:	BOE -Facilities						
Solicitation/Advertise Date:	December 5, 2023						
Intend to Bid Due Date	December 12, 2023						
Bid Due Date:	December 13, 2023		Bid Opening Time:	3:00	PM		
Pre-Bid Meeting Date:	N/A		Pre-Bid Meeting Time:				
Pre-Bid Meeting Location:	N/A						
Solicitation Type:		Construction	<input checked="" type="checkbox"/>	Service		SCD* - Construction	
Contract Term:		Construction	(See Specification)	Service	1	year	Renewals Option(s) (at the sole discretion of the CONH)
Material Markup Allowed	<input checked="" type="checkbox"/>	NO		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		113	(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:	N/A	%	
Labor, Material and Performance Bond:	N/A						
Wage Rates:	<input checked="" type="checkbox"/>	Livable Wage \$19.95 FY 23/24		Prevailing Wage State		Davis Bacon Federal	

Specifications

Scope of Services

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 The Weight Room at Wilbur Cross High School located at 181 Mitchell Drive New Haven CT 06511. The area being renovated consists of approximately 1,760 sq. ft. of an existing weight room. 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 1,760 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 Wilbur Cross High 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 to the Weight Room at Wilbur Cross High School. The area being renovated consists of approximately 1,760 sq. ft. of an existing weight room. The scope of the work shall include demolition and new construction. Demolition includes ceiling, lighting, flooring, Mechanical, and Electrical. New construction will include lighting, painting, flooring, Mechanical, Electrical, and Plumbing rework.
- Architectural
 - In order to accommodate the squat racks, the existing ceiling will be removed and lighting layout to be reworked. The existing walls, metal doors, & frames will be cleaned & painted (paint to be chosen by NHPS Director of Project Management). The padded rubber flooring will be replaced. New floor to cover entire weight room (refer to plans and NHPS Director of Project Management).
- Drawings will include the following:
 - T1.00 COVER SHEET
 - T1.01 DRAWING LIST, NOTES AND ABBREVIATIONS
 - T1.02 SPECIFICATIONS
 - T1.04 SPECIFICATIONS
 - A7.01 FIRST FLOOR REFLECTED CEILING PLANS
 - FP1.01 FIRE PROTECION FIRST FLOOR PLANS
 - FP2.01 FIRE PROTECION NOTES, LEGENDS, AND DETAILS
 - FP3.01 FIRE PROTECION SPECIFICATIONS
 - P1.01 PLUMBING FIRST FLOOR PLANS, NOTES, LEGENDS, SCHEDULES & DETAILS
 - P2.01 PLUMBING SPECIFICATIONS
 - M1.01 MECHANICAL FIRST FLOOR PLANS
 - M2.01 MECHANICAL NOTES, LEGENDS, SCHEDULES & DETAILS
 - M3.01 MECHANICAL SPECIFICATIONS
 - E1.01 ELECTRICAL FIRST FLOOR PLANS
 - E2.01 ELECTRICAL LEGEND, NOTES, SCHEDULES & DETAILS
 - E3.01 ELECTRICAL SPECIFICATIONS
- General Note: refer to plans and specifications for more information.