



NEW HAVEN PUBLIC SCHOOLS

Operations Memorandum

To: New Haven Board of Education Finance and Operations Committee
From: Mr. Frank Fanelli, Director of Project Management
 Ms. Michele Bonora, Principal Adult & Continuing Education Center
Date: October 25, 2023
Re: Agreement with GWWO to provide Architectural Design Services for
 Adult & Continuing Education Center (Part 1 & 2)

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:	GWWO Architects	
Doing Business as: (DBA)		
Vendor Address:		
Vendor Contact Name:	Dani Williams	
Vendor Contact Email:	DWilliams@gwwoinc.com	
Is the contractor a minority or women owned small business?	No	
Agreement/Contract Information		
New or Renewal Agreement/Contract?	Agreement	
Effective Dates: (mm/dd/yy) <small>Multi-yrs. require Board of Aldermen approval</small>	From 11/13/2023	To 06/30/2024
Total Amount: <small>If Multi-yr. include yr. to yr. breakdown</small>	\$239,765.00	
Funding Source Name: Acct. #:	ARPA – Adult Ed Funds 2503-6463-56694	
Contract #: <small>(Local or State)</small>	TBD	



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Key Questions:

1. What specific service will the contractor provide:

The City of New Haven and the New Haven Board of Education are establishing the New Haven Adult & Continuing Education Center. City of New Haven owns the facility at 188 Bassett St and seeks to renovate and add to the space to realize the goals of the New Haven Adult & Continuing Education Center. The project team has developed early concepts of space utilization in the new facility.

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

- Quotes
- Sealed Bid # _____
- Sole Source # _____
- RFP# 2023-07-1556
- 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*

Through RFP solicitation through the City of New Haven Purchasing Dept.

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

Principal Michele Bonora
City Engineer Giovanni Zinn
Frank Fanelli, Director of Project Management



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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 Project

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

N/A – New Project

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

This is a new agreement to provide design services for Adult ed. There is no fiscal comparison for this submission.

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

No, this is a specialized service that will be provided by vetted architectural firms, where there pricing and qualifications were measured to the awarded vendor.



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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 # _____
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.	

COST PROPOSAL *(Revision 1, 10/18/2023)*

GWWO is pleased to provide a cost proposal to provide planning and design services for the New Haven Adult & Continuing Education Center. Our proposal is based on the Request for Qualifications dated July 23, 2023, supporting materials provided with the RFQ, and Addendum 1 (July 26, 2023), Addendum 2 (July 31, 2023), Addendum 3 (August 11, 2023), Addendum 4 (August 22, 2023), Addendum 5 (August 24, 2023), and email from GWWO to Giovanni Zinn dated September 8, 2023. Based on our current understanding of the scope of work garnered from these documents, we propose the following fee for each phase of the project:

Basic Services

Part I-Concept Study	\$84,240.00
Part II-Schematic Design	\$155,525.00
Part III-Design Development	\$377,381.00
Part IV-Construction Documents + Bidding	\$383,180.00
Part V-Construction Administration	\$252,674.00
Total	\$1,253,000.00

Reimbursables

Estimated reimbursable expenses are \$5,000.00. Actual reimbursable expenses will be billed at 1.1 times our actual costs.

Optional Services:

Energy Modeling	\$26,500.00
Technology (AV & security)	\$60,000.00

Assumptions and Exclusions

- Total project cost is \$20,500,000, inclusive of design fees, furniture, fixtures, equipment, and site work
- Construction delivery method will be Design-Bid-Build
- Construction duration will not exceed 18 months
- 3 community meetings
- City of New Haven will apply for and attain all building permits
- Board of Education and School user group meetings will be facilitated by the school principal
- Project will incorporate sustainable design features in accordance with the Connecticut High Performance Building Standards but will not pursue formal certification under LEED or other green building rating system
- Existing structural drawings are available for the building. We have excluded preparation of a structural field survey
- We assume that the City of New Haven will provide the following services and have excluded these from our scope:
 - Boundary and topography Surveys
 - Sub-surface and utility exploration
 - Test-pitting and percolation testing
 - Life cycle cost analysis
 - Furniture, fixtures, and equipment
 - Traffic study
 - Geotechnical engineering
 - Environmental engineering
 - Industrial hygienist



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 (RFQ) for the following:

Request for Qualifications

Project Summary

RFQ Title:	Design Services for New Haven Adult & Continuing Education Center			
RFQ #:	2023-07-1556			
Projection Description:	The City of New Haven and the New Haven Board of Education are establishing the New Haven Adult & Continuing Education Center. City of New Haven owns the facility at 188 Bassett St and seeks to renovate and add to the space to realize the goals of the New Haven Adult & Continuing Education Center. The project team has developed early concepts of space utilization in the new facility, which are included with this solicitation			
Department:	Engineering			
RFQ/Advertise Date:	July 23, 2023			
Intent to Respond Due Date	August 21, 2023			
RFQ Due Date:	August 22, 2023	Closing	11:00	AM
Pre-Proposal Meeting Date:	N/A	Meeting Time:		
Pre-Proposal Meeting Location:	N/A			
Contract Term:		1	year	X Renewals Option(s) (at the sole discretion of the CONH)
Insurance Requirements:	Refer to Rider	300	(This Rider is attached)	
System for Award Management (Federal Requirement)		YES	NO	If marked yes, to bid and get paid you must already have a Unique Entity ID. See Statement of Qualification Form
Local Preference:	X	YES		NO
Pricing Sheet:	Respondent Supplied			

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

**Scope of Work – Design for New Haven Adult & Continuing Education Center
188 Bassett Street, New Haven, CT
City of New Haven – Engineering Department + Board of Education**

Background:

The City of New Haven and the New Haven Board of Education are establishing the New Haven Adult & Continuing Education Center with funding from the State of Connecticut through the American Rescue Plan Act. This facility will work with residents, in particular those in distressed populations, to connect them to work, education, and healthcare monitoring opportunities.

The City of New Haven owns the facility at 188 Bassett St, and seeks to renovate an existing steel and masonry building and construct an addition to realize the goals of the New Haven Adult & Continuing Education Center. The project team has been working together to develop early concepts of space utilization in the new facility, which are included with this solicitation. Existing documents available are as follows:

- Proposed early conceptual layout and site plan
- Hazardous building material survey
- Geotechnical investigation
- 1987 renovation plans
- 2005 RTU roof framing plan

Purpose: The purpose of the proposed work is to create concepts, plans, and construction documents for the complete renovation/additions of the approximately 55,000 to 60,000 sf planned Adult & Continuing Education facility including all necessary improvements on the 188 Bassett parcel itself and any needed utility connections. The architect will be responsible for working with the Board of Education and Engineering Departments on the design and bringing together a design team of all the relevant disciplines for a full set of construction documents, suitable for competitive public procurement.

Disciplines should at least include the following:

- Architecture
- Civil
- Landscape
- Structural
- Mechanical
- Plumbing
- Electrical
- Fire Alarm
- Security/ Data
- Fire Protection
- Energy Modeling

Deliverables: The design process shall provide a full set of construction documents in accordance with all federal, state, and local laws and regulations (including any federal or state grant

requirements), and also follow standard industry practices (including AIA practices) and include the steps below:

Part I (Concept Study)

- Analysis of Existing Conditions
- Review of existing plans
- Review of relevant studies related to use of the facility
- Zoning/Land Use Requirements overview
- Analysis of space requirements for Adult & Continuing Education facility
- Key stakeholder meetings to facilitate feedback and ideas
- Code analysis of existing structure(s) and proposed modifications

Part II (Schematic Design)

- Existing and proposed site plans
- Proposed floor plans
- Proposed elevations
- Renderings of proposed concept (at least 4, both interior and exterior)
- Detailed cost estimate (third party estimator)
- City to approve Schematic Design before proceeding to Design Development

Part III (Design Development)

- City to approve design before proceeding to Construction Documents
- Detailed cost estimate (third party estimator)

Part IV (Construction Documents + Bidding)

- Complete drawings and specification ready for bidding
- Final cost estimate (third party estimator)
- Provide bidding assistance, both responding to questions and analyzing bids

Part V (Construction Administration)

- Provide assistance to the City during the construction phase
- Review/approval of submittals and corrections
- Site inspections
- Final signoffs
- Review final project manual
- Coordination with commissioning agent
- Bi-weekly meetings with project team and general contractor

Qualifications: The City seeks a consultant who will provide architectural, engineering, and any other services necessary to complete the design of the Adult & Continuing Education Center and associated infrastructure. Please include the following information in the statement of qualifications as part of the response to this Request for Proposals:

- Previous examples of design for similar facilities
- Prior work on public education facilities
- Description of proposed project team, including all disciplines
- Resumes of key personnel who will work on the project
- Relevant experience in sustainable and/or energy efficient design
- Relevant experience working in an urban environment

Project Approach: As part of a response, include a narrative describing the consultant's project approach, particularly with regard to the City's involvement in the design process. The project

approach narrative shall demonstrate the consultant's understanding of the unique characteristics of the proposed project and the steps necessary to achieve the City's goal of an architecturally appropriate, operationally functional, efficient, sustainable, resilient, and cost-effective design. Please provide a separate work plan for each of the five parts described above, along with a timeline for each deliverable.

Building Requirements: The design will need to conform to various City/BOE requirements. While the scope will be fully developed at the start of the project, the following is an initial list of building system requirements (this is not a comprehensive list at this time). The project team will work closely with the design team to work through all building system selections during the design process.

- Both the City of New Haven and the New Haven Board of Education have committed to fossil-fuel-free buildings by 2030. This building's energy requirements will be met through efficient carbon-free technologies such as heat pumps. Instructional cooking facilities will have gas appliances.
- Internet connection will be through a fiber connection to the street
- Cameras will be City/BOE standards (Milestone + Axis Cameras)
- Access control will be S2
- Clock/Bell/Public Address system
- Lockdown System
- Ready for potential future solar array (including provision in main electric gear)
- Ready for potential future automatic transfer switch and generator
- LED lighting
- BOE standard HVAC controls (Tridium based)
- Prefer green stormwater infrastructure

Cost Proposal: Please include a pricing proposal, with separate lump sum costs for each part of the design process as described above.

Please note the City does not accept cost structures based on a percentage of overall construction costs.

Project Coordination: The architect and relevant subconsultants shall meet with the Project Team on a bi-weekly basis to review design progress and answer questions. These meetings will also be an opportunity for the City to provide feedback quickly during the design process and ensure that the project is staying on budget and timeline.

RFP Review Criteria and Scoring:

1. **Project Approach – 40%**
2. **Project Team – 25%**
3. **Relevant Experience – 20%**
4. **Cost Proposal – 15%**