



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 50624 to Dagraca Masonry LLC for the widening of an existing ramp to meet the ADA requirements at Lincoln Bassett 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:	Dagraca Masonry LLC
Doing Business as: (DBA)	
Vendor Address:	50 Nonquit St West Haven, CT 06516
Vendor Contact Name:	Perci DaGraca
Vendor Contact Email:	dagracamasonry@gmail.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>	\$48,943.00
Funding Source Name: Acct. #:	2023-2024 Capital Projects 3C24-2461-58101
Contract #: <small>(Local or State)</small>	50624



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**Key Questions:**

**1. What specific service will the contractor provide:**

to provide the NHPS with Services to GC the widening of an existing ramp to meet the ADA requirements at Lincoln Bassett School; located at 130 Bassett St, New Haven, CT.

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

- Quotes
- Sealed Bid # 50624**
- 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



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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 by the specifications 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**

<b>1. Has this vendor performed service(s) in prior fiscal years?</b>	
If Yes,	Vendor # 14727
If No or New,	Vendor must provide completed W9
<b>2. A quotes or proposal submitting regarding the agreement/contract.</b>	
If RFP	Attach Vendor Submitted
Other	Copy of State Contract, Quotes, etc.
<p><b>3. <u>Certificates of Liability Insurance (COI) are required for ALL agreements/contracts, read the following and select the applicable Rider.</u></b></p> <p><b>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></b></p> <p><b>Failure to obtain or incorrect COIs will be returned for revision and will delay its processing.</b></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><b>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.</b></p> <p>Emailed Disclosures are acceptable.</p>	



**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 under the  
**Small Contractor Development Program** for the following:

## INVITATION TO BID

### Project Summary

Project Name:	Lincoln Bassett Ramp						
Solicitation #:	50624			City Project #:	N/A		
Projection Description:	the widening of an existing ramp to meet the ADA requirements at Lincoln Bassett School						
Solicitation/Advertise Date:	October 22, 2023						
Intent to Bid Due Date	November 14, 2023						
Bid Closing Date:	November 15, 2023			Bid Opening Time:	3:00	PM	
Pre-Bid Meeting Date:	October 31. 2023			Pre-Bid Meeting Time:	2:20	PM	
Pre-Bid Meeting Location:	130 Bassett St. New Haven						
Department:	BOE Facilities						
Solicitation Type:	<input type="checkbox"/>	Construction	<input type="checkbox"/>	Service	<input checked="" type="checkbox"/>	SCD* - Construction	SCD* - Service
Contract Term:	Construction		(See Specification)	Service	1	year	1
	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			<b>110</b>	(This Rider is attached)		
Local Preference:	<input checked="" type="checkbox"/>			YES			NO
Bid Bond:	A bond of 5% is required if your bid is over \$100K				u		%
Labor, Material and Performance Bond:	If bid price is over \$100K						
Wage Rates:	<input checked="" type="checkbox"/>	Livable Wage \$19.95 FY 23/24	<input type="checkbox"/>	Prevailing Wage State	<input type="checkbox"/>	Davis Bacon Federal	

## 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 the widening of an existing ramp to meet the ADA requirements at Lincoln Bassett School; located at 130 Bassett St, New Haven, CT. 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.

### 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 is to complete this project within 90 days of receipt of P.O.
  
- The selected Company is to submit a project timeline via email to the NHPS Director of Project Management with 72 hours of receipt of P.O,
- Weekly progress updated must be emailed to the NHPS Director of Project Management

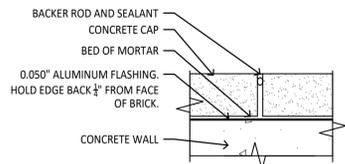
- The selected Company shall work with and cooperate with the NHPS Director of Project Management. Rendering services in pursuant to this RFP shall be directed to the City of New Haven Finance Department.

### III. Scope of Services

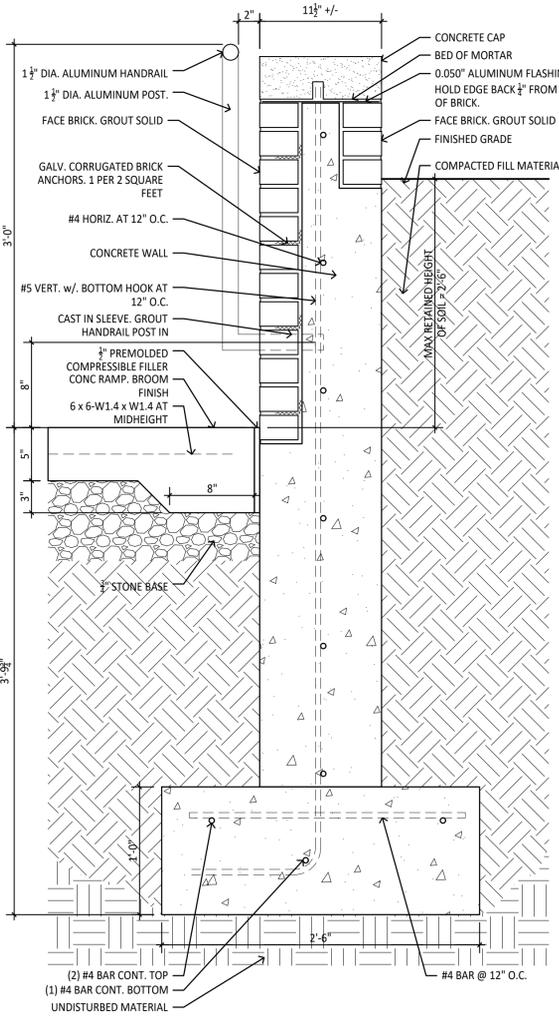
The intent of this project is to widen the existing ramp, meeting the ADA requirements.

- Rebuild the existing knee wall/retaining wall to widen the existing ramp.
- The newly reconstructed wall shall reuse the existing wall finishes or provide new finishes to match existing.
- Rebuilding the wider concrete ramp on grade.
- Replace portions of the existing slab on grade (sidewalk) at the top and bottom ends of the ramp. The new sidewalk shall be doveled into the adjacent existing sidewalk.
- Provide metal railings on both sides of the new ramp, meeting the ADA requirements.

Note: Drawings and specifications will take precedence over this document.



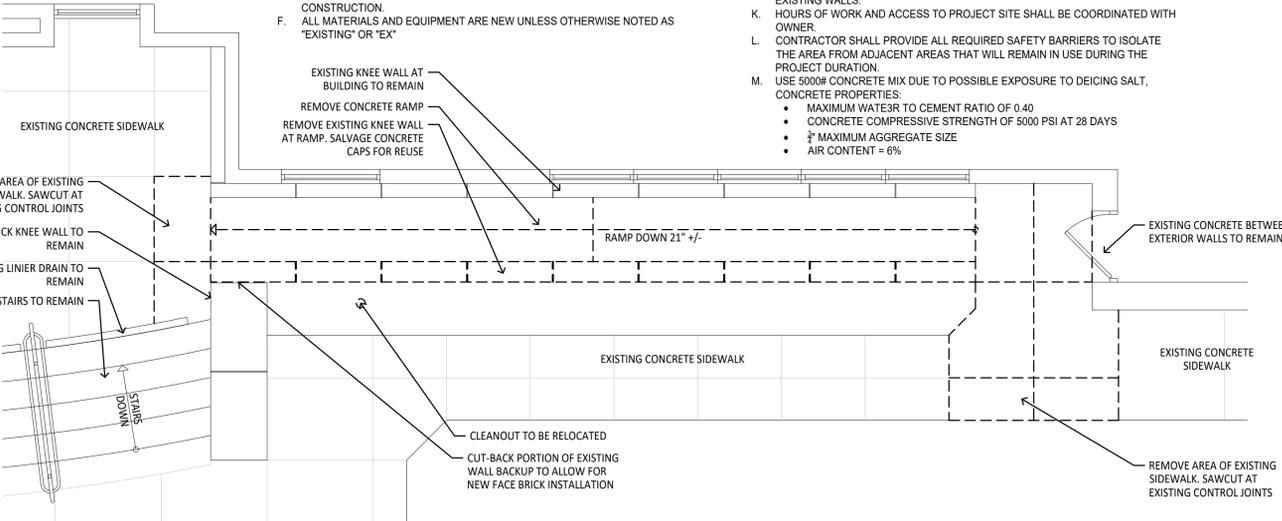
**8 CONCRETE CAP JOINT DETAIL**  
1 1/2"=1'-0"



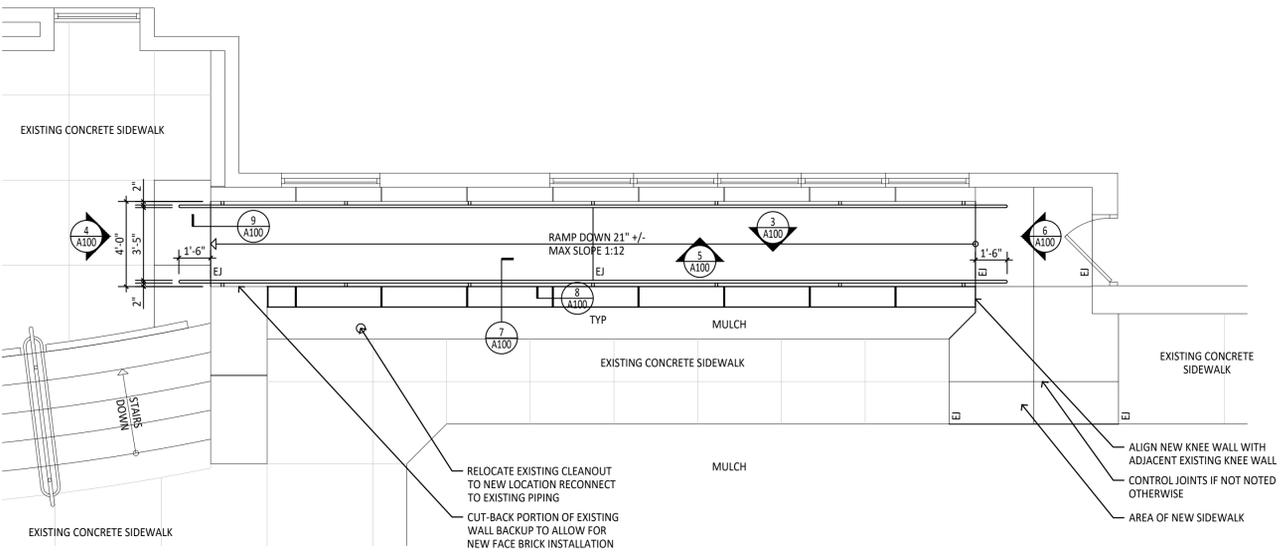
**7 KNEE WALL DETAIL**  
1 1/2"=1'-0"

- GENERAL NOTES**
- CONTRACTOR IS RESPONSIBLE TO FIELD VERIFY ALL EXISTING CONDITIONS & DIMENSIONS PRIOR TO CONSTRUCTION AND NOTIFY ARCHITECT OF SUCH INCONSISTENCIES.
  - CONTRACTOR IS RESPONSIBLE TO SURVEY AND DOCUMENT ALL LOCATIONS OF THE PROJECT SCOPE PRIOR TO BID AND BE RESPONSIBLE TO CARRY ALL TRADES IN THE COST OF WORK REQUIRED TO REMOVE AND REPAIR ANY CONDITIONS AFFECTED BY THE PROJECT SCOPE.
  - CONTRACTOR IS RESPONSIBLE TO REPAIR OR REPLACE ANY AREAS OUTSIDE THEIR SCOPE OF WORK THAT IS DAMAGED DURING THE DURATION OF THE PROJECT AND RETURN THEM TO THEIR ORIGINAL CONDITION AT NO EXPENSE TO THE OWNER.
  - PATCH ALL EXISTING MATERIALS AFFECTED BY NEW CONSTRUCTION TO MATCH THE EXISTING OR FINISHED WORK.
  - CONTRACTOR SHALL PROVIDE ANY SHORING REQUIRED TO SUPPORT EXISTING CONSTRUCTION.
  - ALL MATERIALS AND EQUIPMENT ARE NEW UNLESS OTHERWISE NOTED AS "EXISTING" OR "EX"

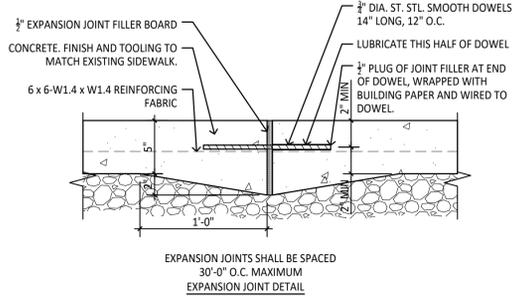
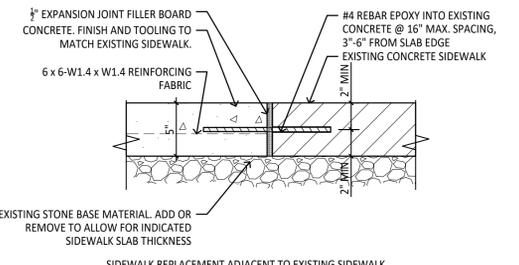
- REMOVE ALL DEMOLISHED MATERIALS FROM THE SITE. LEAVE SITE CLEAN OF ALL CONSTRUCTION DUST & DEBRIS AT THE END OF EACH DAY. CONTRACTOR WILL BE RESPONSIBLE FOR ALL CUSTODIAL TIME ASSOCIATED WITH CLEANING NOT PERFORMED BY CONTRACTOR.
- CONTRACTOR IS RESPONSIBLE FOR REMOVING, RELOCATING AND RECONNECTING ANY AND ALL ELECTRONIC EQUIP., DEVICES, CONDUIT, SECURITY AND/OR WIRING AFFECTED BY THE SCOPE OF WORK PRIOR TO DEMOLITION AND UPON COMPLETION OF CONSTRUCTION.
- ANY DEMOLITION/CONSTRUCTION ACTIVITIES WHICH WOULD IMPACT LEAD, ASBESTOS &/OR OTHER HAZARDOUS MATERIALS MUST BE CONDUCTED IN COMPLIANCE WITH HAZARDOUS MATERIALS ABATEMENT REQUIREMENTS WHERE THEY EXIST.
- CONTRACTOR IS RESPONSIBLE FOR ALL TRENCHING OR DRILLING THROUGH EXISTING MATERIALS AS REQUIRED TO INSTALL NEW WORK. SUCH ACTIVITIES SHALL LEAVE A SMOOTH FINISHED EDGE. EDGES SHALL BE SQUARE TO EXISTING WALLS.
- HOURS OF WORK AND ACCESS TO PROJECT SITE SHALL BE COORDINATED WITH OWNER.
- CONTRACTOR SHALL PROVIDE ALL REQUIRED SAFETY BARRIERS TO ISOLATE THE AREA FROM ADJACENT AREAS THAT WILL REMAIN IN USE DURING THE PROJECT DURATION.
- USE 5000# CONCRETE MIX DUE TO POSSIBLE EXPOSURE TO DEICING SALT, CONCRETE PROPERTIES:
  - MAXIMUM WATER TO CEMENT RATIO OF 0.40
  - CONCRETE COMPRESSIVE STRENGTH OF 5000 PSI AT 28 DAYS
  - MAXIMUM AGGREGATE SIZE
  - AIR CONTENT = 6%



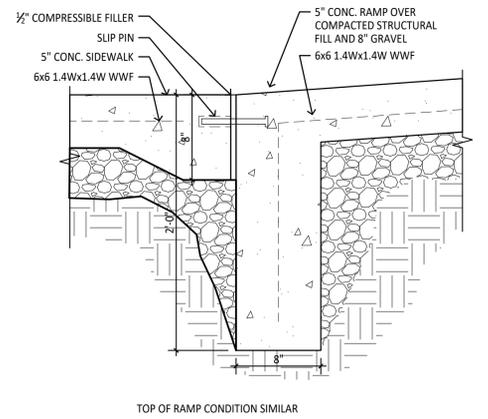
**1 DEMOLITION SITE PLAN**  
1/4"=1'-0"



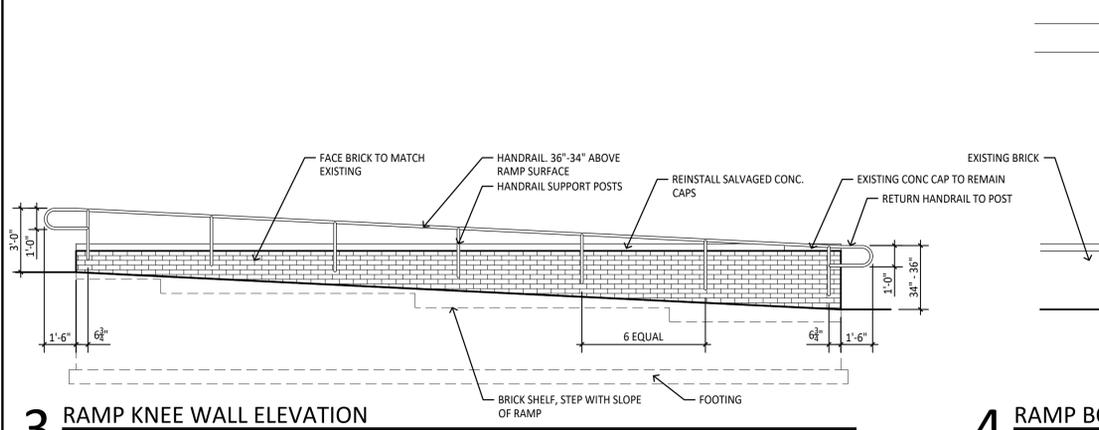
**2 SITE PLAN**  
1/4"=1'-0"



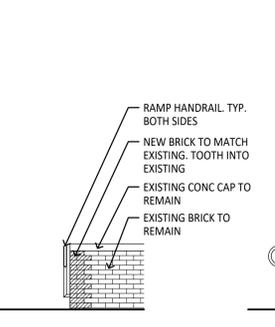
**10 TYPICAL SIDEWALK DETAILS**  
1 1/2"=1'-0"



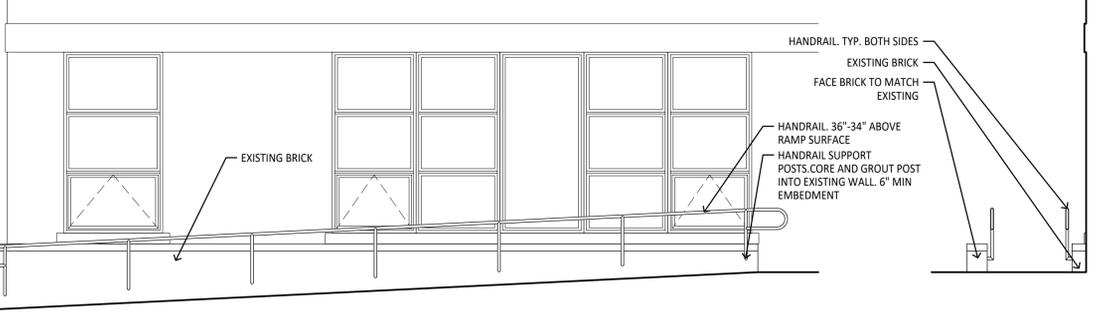
**9 RAMP BOTTOM DETAIL**  
1 1/2"=1'-0"



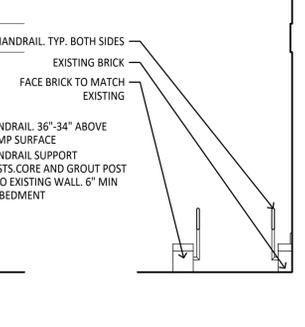
**3 RAMP KNEE WALL ELEVATION**  
1/4"=1'-0"



**4 RAMP BOTTOM ELEVATION**  
1/4"=1'-0"



**5 RAMP BUILDING ELEVATION**  
1/4"=1'-0"



**6 RAMP TOP ELEVATION**  
1/4"=1'-0"

**BRIAN CLEVELAND ARCHITECTS**  
631 Main Street, Monroe, CT 06468  
T 203.459.8686 | F 203.459.8292

Rev #: Description: Date: Rev. By:  
Issued for permit 9/22/2023

Project Title:  
**Lincoln-Bassett School HC Ramp**

130 Bassett St  
New Haven, CT 06511

Project Phase:  
**Issued For Permit**

Drawing Title:  
**Exterior Ramp Replacement**

Date: September 22, 2023  
Scale: As Noted  
Drawn By: \_\_\_\_\_  
Project Number: 22-045  
Drawing Number: **A100**